

**BOUCHER**



# Academic Calendar 2021-22



[ccnm.edu/campuses/  
ccnm-boucher-campus](https://ccnm.edu/campuses/ccnm-boucher-campus)

# President's Message for 2021-22

Welcome to the Boucher Campus of the  
Canadian College of Naturopathic Medicine (CCNM).



If you are a new student, you are entering a community of individuals who view the healing of others as a calling. They do not simply want to enter a profession; they are answering a calling that will lead to greater fulfillment in life. If you are a returning student, I suspect you appreciate how special your fellow students are. We are proud to be a community that “cares and shares”.

Studying at Boucher is not only about learning. It's also about enriching your life and preparing yourself to work in a most noble profession. It is about integrating your knowledge and talents, developing and learning to trust your intuition, and furthering your understanding and compassion for others. We are committed to you and thus continually strive to update and improve our program and the environment in which you are working.

We also believe that the world of medicine is evolving. Traditional models are in question and new ones are emerging. We think that naturopathic medicine stands at the cusp of a new era and we are committed to doing everything that we can to prepare you to thrive and prosper in your chosen profession.

Naturopathic medicine is founded on the principle of healing through the cooperative power of nature. Naturopathic doctors (NDs) focus on promoting health, not on alleviating symptoms. To address the fundamental causes of disease, to heal the whole person through individualized treatment, to teach the principles of healthy living and preventative medicine—these are among the principles that underpin the profession.

The Academic Calendar provides students with important information about the policies and procedures related to the Doctor of Naturopathic Medicine program, and your rights and responsibilities. Please take the time to familiarize yourself with the information contained herein.

Boucher Campus is a very special place. Our small student body and self-contained campus allows for an intensity of interaction that fosters life-long friendships. The faculty have impressive credentials and experience and are strongly committed to teaching others the path to promoting health. The staff is dedicated to ensuring that the educational environment is of high quality and the student experiences are positive. We all work together to ensure that CCNM – Boucher graduates individuals who are well prepared for their roles as naturopathic doctors.

By choosing to become a practicing ND, you are entering a rewarding profession that has a long tradition and is growing significantly. Are you being called? Do you have the drive and ability that will allow you to excel in an intensive program of study? If so, I think you will find your time at the CCNM – Boucher Campus to be incredibly fulfilling.

A handwritten signature in black ink, which appears to read "Bob Bernhardt". The signature is fluid and cursive.

Bob Bernhardt, B.Sc., LL.M., M.Ed., PhD  
President/CEO

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# About the Canadian College of Naturopathic Medicine – Boucher Campus

## THE COLLEGE

The Canadian College of Naturopathic Medicine (CCNM), a private institution, operating since 1978, provides education and training for naturopathic doctors. CCNM is a not-for-profit federally registered charity with campuses in Toronto, Ontario and New Westminster, British Columbia.

On February 1, 2021, CCNM merged with the Boucher Institute of Naturopathic Medicine in British Columbia and is registered as the Canadian College of Naturopathic Medicine. Boucher had previously been registered (since 2000), with Industry Canada, as a federally incorporated (non-profit) society and with the Ministry of Finance of British Columbia under the BC Societies Act as a provincially incorporated society. The CCNM – Boucher Campus is currently certified by the Private Training Institutions Branch (PTIB) of British Columbia and is Education Quality Assurance (EQA) designated. Graduates are awarded a Doctor of Naturopathic Medicine diploma. In Ontario, the college is authorized to award a Doctor of Naturopathy degree.

Through excellence in health education, clinical services and research that integrate mind, body and spirit, the Canadian College of Naturopathic Medicine graduates primary care doctors accomplished in the art and practice of naturopathic medicine.

Both campuses of CCNM are accredited by the Council on Naturopathic Medical Education (CNME) (<https://cnme.org/>) which serves the public by accrediting doctoral programs in naturopathic medicine in the U.S. and Canada that meet or exceed their educational standards.

The CCNM Board of Governors is composed of sixteen Governors, representing both campuses. The College has ensured that its Board of Governors is populated with strong individuals representing a broad range of knowledge and skills. The Board's mandate is to govern with a strategic perspective through effective policy governance and assurance of executive performance that allows the Vision and Ends of the organization to be achieved with excellence.

## HISTORY OF NATUROPATHIC MEDICINE IN BC

The Canadian College of Naturopathic Medicine – Boucher Campus is located in a province with a strong history of naturopathic medicine. Since 1936 naturopathic medicine has been a regulated profession in the province of British Columbia. Despite the long history of regulatory status, the profession in BC, as elsewhere, was very small in the late 1960s and 70s. Dr. Boucher, for whom the campus is named, was integral not only in keeping the profession alive during the years under threat of loss, but also in helping to lay the groundwork for the huge renaissance in naturopathic medicine we see today. British Columbia now has a strong, vibrant, naturopathic community of over 600 licensed naturopathic doctors (NDs), encompassing practitioners with a broad range of experience, uniqueness, and high levels of dedication to better the profession. In 2009, approval was granted by the BC Ministry of Health for revisions to the Health Professions Act, Naturopathic Physicians' Regulation (BC Reg. 449/99) and the Bylaws of the College of Naturopathic Physicians of British Columbia. These changes recognized naturopathic physicians as primary care providers and afforded them prescriptive authority and laboratory rights in BC.

## DR. JOSEPH BOUCHER, ND

Dr. Joseph Boucher was a well-loved naturopathic physician who lived and practiced for many years in the Lower Mainland of British Columbia. His love of naturopathic medicine was evidenced by his untiring service to his patients and profession. Dr. Boucher was a founding member of the National University of Natural Medicine, where he served as president and secretary to the board of trustees and was a professor for many years.

Dr. Boucher served as president and secretary of the Association of Naturopathic Physicians of B.C. for many years and participated on every committee. He also served in these roles for the Canadian Naturopathic Association. Dr. Boucher formed a committee that organized the inaugural Northwest Naturopathic Physicians Conference (NWNPC) and continued to serve on the committee for more than 25 years.

# About The Canadian College of Naturopathic Medicine – Boucher Campus cont'd

Dr. Boucher's practice was truly holistic, blending psychology with natural medicines and exercise. He was a true Hippocratic physician who taught correct living. While Dr. Boucher did not live to see this school's inception, he was a respected and inspiring advocate for naturopathic medicine and high standards of naturopathic medical education. It is said he was a key figure in keeping naturopathic medicine alive during challenging times. We honour Dr. Boucher and his contributions by taking his name for our campus and by preserving his example of the highest standards of excellence.

## DOCTOR OF NATUROPATHIC MEDICINE PROGRAM

CCNM's – Boucher Campus is known for its rigorous, integrated, systems based, biomedical and clinical sciences program. The program provides for the development of critical inquiry and the application of evidence informed practice through case-based learning. Through a combination of didactic and practical learning experiences CCNM's – Boucher Campus provides students with a thorough exposure to increasingly complex theory in biomedical and clinical sciences as well as naturopathic modalities. There are small group, case-based learning activities throughout the program that facilitate critical inquiry and the application of learning. Cohorts are small with the average cohort being 25-30 students.

The first two years are focused on teaching the foundations of biomedical knowledge, the naturopathic modalities, naturopathic principles, and clinical diagnosis. In years three and four students apply their skills in a clinical setting under the supervision of a trained naturopathic doctor. During the clinical education portion of the program interns demonstrate competence in the provision of patient care under the guidance of professional clinical faculty at the CCNM – Boucher Campus teaching clinics.

## OUR CLINICS

The Boucher Naturopathic Medical Clinic is a 4,500 square foot medical clinic whose registered Naturopathic Doctors provide full service naturopathic care to the public while overseeing students' clinical education.

CCNM – Boucher Campus faculty and students are also integrated into health-care delivery in five community health satellite clinics: Family Naturopathic Clinic, Katzie (First Nations Health Authority), Vancouver Women's Health Collective, Empower Health, and Vancouver Friends for Life Society.

# 2021–2022 Boucher Campus Academic Dates

For Year 1 (Sept. Intake), Year 2, Year 3 and Year 4

SUMMER 2021	
July 5 / Aug 27	Summer Term Start / End
Aug 2	BC Day
Aug 29 – Sept 6	Term Break

FALL TERM 2021	
Sept 7-8	September Intake New Student
Sept 13	Fall Term Academic Courses Start
Sept 24 / Oct 1	Last day to <b>drop/withdraw</b> 6-wk courses
Oct 8 / Oct 22	Last day to <b>drop/withdraw</b> 12-wk courses
Nov 5 / Nov 19	Last day to <b>drop/withdraw</b> 6-wk courses
Oct 11	No Classes - Thanksgiving
Nov 11-17	Term Break (Nov 11: Remembrance Day)
Dec 10	Fall Term Academic Courses End
Dec 12 – Jan 3	Holiday Break
TBD	Convocation (ND21B & ND22A)
TBD	Dissection Lab (ND24A)

WINTER TERM 2022	
Jan 4 (Tue)	Winter Term Academic Courses Start
Jan 14 / Jan 21	Last day to <b>drop/withdraw</b> 6-wk courses
Jan 28 / Feb 11	Last day to <b>drop/withdraw</b> 12-wk courses
Feb 25 / Mar 4	Last day to <b>drop/withdraw</b> 6-wk courses
Feb 21-22	No Academic Classes: Family Day + 1 day
Mar 25	Winter Term Academic Courses End
Mar 27 – Apr 2	Term Break

SPRING TERM 2022	
Apr 4	Spring Term Academic Courses Start
Apr 14 / Apr 22	Last day to <b>drop/withdraw</b> 6-wk courses
Apr 29 / May 13	Last day to <b>drop/withdraw</b> 12-wk courses
May 27 / June 3	Last day to <b>drop/withdraw</b> 6-wk courses
Apr 15-18	No Classes: Good Friday + Easter Monday
May 23-24	No Academic Classes: Victoria Day + 1 day
June 24	Spring Term Academic Courses End
June 26-Jul 2	Term Break

■ School Holidays

SUMMER TERM	July 2021						
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

SUMMER TERM	August 2021						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

FALL TERM	September 2021						
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	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

FALL TERM	October 2021						
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	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

FALL TERM	November 2021						
	S	M	T	W	T	F	S
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	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

FALL TERM	December 2021						
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	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

\*Exam Dec 6-10 (1 wk)

WINTER TERM	January 2022						
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	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

WINTER TERM	February 2022						
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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

WINTER TERM	March 2022						
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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

\*Exam Mar 21-25 (1 wk)

SPRING TERM	April 2022						
	S	M	T	W	T	F	S
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	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

SPRING TERM	May 2022						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

SPRING TERM	June 2022						
	S	M	T	W	T	F	S
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	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

\*Exam June 20-24 (1 wk)



# 2021–2022 Boucher Campus Clinic Dates

For Secondary and Primary Clinicians

SUMMER 2021	
July 5	Clinic Kick Off and Term Start Primary
Aug 20 / Sept 24	Last day to drop/withdraw Primary Summer-Fall Rotations
Aug 2 Aug 29 – Sept 6	BC day Term Break

FALL TERM 2021	
Sept 7	Term Start Secondary
Nov 21	Clinic Exit Exam
Dec 1	Exit Exam Retake
Dec 4	Term End Secondary
Dec 18	Term End Primary
Oct 1 / Oct 15	Last day to drop/withdraw Secondary Fall Rotations
Oct 11	No Classes - Thanksgiving
Nov 11-17	Term Break (Nov 11: Remembrance Day)
Dec 19 – Jan 3	Holiday Break

WINTER TERM 2022	
Jan 4 (Tue)	Term Start Primary (kick off) and Secondary
Mar 26	Term End Secondary
Jan 28 / Feb 11	Last day to <b>drop/withdraw</b> Secondary Winter rotations
Feb 25 / Mar 25	Last day to <b>drop/withdraw</b> Primary Winter-Spring rotations
Feb 21	Family Day
Mar 27 – Apr 2	Term Break

SPRING TERM 2022	
Apr 4	Term start Secondary
May 29	Clinic Exit Exam
June 8	Exit Exam Retake
June 25	Term End Primary and Secondary
Apr 29 / May 13	Last day to <b>drop/withdraw</b> Secondary Spring rotations
Apr 15 & 18	Good Friday & Easter Monday
May 23	Victoria Day
June 26 – Jul 2	Term Break

■ School Holidays

SUMMER TERM	July 2021						
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

SUMMER TERM	August 2021						
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	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

FALL TERM	September 2021						
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	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

FALL TERM	October 2021						
	S	M	T	W	T	F	S
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	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

FALL TERM	November 2021						
	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

FALL TERM	December 2021						
	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

\*Exam Dec 6-10 (1 wk)

WINTER TERM	January 2022						
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

WINTER TERM	February 2022						
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

WINTER TERM	March 2022						
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

\*Exam Mar 21-25 (1 wk)

SPRING TERM	April 2022						
	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

SPRING TERM	May 2022						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

SPRING TERM	June 2022						
	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

\*Exam June 20-24 (1 wk)

# How to Apply

CCNM accepts applications for admission for the four-year program through the Naturopathic Doctor Centralized Application Service (NDCAS): [ndcas.liasoncas.com](https://ndcas.liasoncas.com). Complete instructions regarding the completion of the online admissions application are available at [help.liasonedu.com/NDCAS\\_Applicant\\_Help\\_Center](https://help.liasonedu.com/NDCAS_Applicant_Help_Center).

The online application for the two-year bridge delivery for international medical graduates is available on the [CCNM website](#).

Please direct all inquiries to:

Student Services

E-mail: [info@ccnm.edu](mailto:info@ccnm.edu)

Tel: (604) 777-9981

## About NDCAS

1. Be sure to read CCNM's academic requirements prior to starting your online admissions application.
2. The NDCAS application may be completed all at once or over multiple sittings.
3. The application fee is payable online and is \$115 for the first school or program designation and \$40 for each additional school or program designation.
4. Once the admissions application has been received and verified by NDCAS, it will be forwarded to CCNM for further review and response.

Session Start	Priority Application Date	Final Application Deadline (for late applications and if space permits)
January 2022	August 13, 2021	November 19, 2021
May 2022 - IMG Bridge Delivery (Toronto Campus only)	January 7, 2022	April 1, 2022
September 2022	January 7, 2022	July 15, 2022
January 2023	August 1, 2022	November 11, 2022

Possessing the minimum admission requirements published herein does not guarantee an offer of admission. In addition to these requirements, the College will admit only those candidates who, in the judgment of the College, are of good character, are capable of completing the Doctor of Naturopathic Medicine diploma program in its entirety, and show promise of becoming worthy members of the naturopathic profession.

# Admission Requirements

The Canadian College of Naturopathic Medicine - Boucher Campus is committed to excellence in naturopathic education and to the success of our graduates. All candidates for admission are evaluated based on their academic history and personal interview, as well as their motivation for becoming a naturopathic doctor, leadership skills, problem solving and critical-thinking skills, and specific personal qualities and characteristics.

## ACADEMIC REQUIREMENTS

CCNM's - Boucher Campus accepts applicants from all duly licensed or accredited post-secondary institutions in Canada or abroad. Admissions requirements can be found on the website at <https://www.ccnm.edu/future-students/admissions>. Admission to the naturopathic program requires an undergraduate degree of no less than 90 credits with an expected minimum GPA of 2.7.

## PREREQUISITE COURSES

In addition to the degree requirement applicants must successfully complete the following prerequisites:

Required Courses	Credit Hours	Requirements
General Biology	6	<p>It is strongly recommended that the requirement be fulfilled by 6.0 credit hours of introductory or general biology, commonly titled 'Biology I', 'Biology II', 'Principles of Biology', 'General Biology' or 'Introduction to Biology'.</p> <p>This requirement may also be satisfied by 3.0 credits hours of general/introductory biology, which can include ecology, evolution, or microbiology courses, plus 3.0 credit hours of another appropriate biology, such as botany, cell biology, genetics, zoology, physiology, cellular, or molecular biology.</p> <p>Please note: anatomy courses cannot satisfy the biology requirement.</p>
General Chemistry	3	<p>While 3 credits is the requirement, it is strongly recommended to complete 6.0 credit hours of general chemistry to prepare for the rigours of the program.</p>
Biochemistry	3	<p>Acceptable courses must have at least 3.0 credits hours of general chemistry as a prerequisite. It is strongly recommended that acceptable courses also have at least 3.0 credit hours of organic chemistry as a prerequisite. Acceptable courses are 200- or 300- level and are typically titled 'Introduction to Biochemistry' or 'Biochemistry'.</p> <p>A course that satisfies the biochemistry prerequisite includes the structure, function and metabolism of the four major bio molecules (carbohydrates, nucleic acids, lipids, proteins), as well as provide an overview of basic cellular biology and processes essential to life.</p>
Organic Chemistry	3	<p>Acceptable courses must have at least 3.0 credits hours of general chemistry as a prerequisite.</p>
Psychology*	6	<p>This requirement must be fulfilled by introductory, general or developmental psychology. It is strongly recommended that applicants complete additional psychology or counseling credits to prepare for the rigours of the program.</p>
English/ Humanities	6	<p>This requirement may be fulfilled by courses such as academic writing, anthropology, English, history, literature, philosophy, sociology, women's studies, etc. Coursework must include written components that add up to at least 40 per cent of the total coursework. Applicants may be required to write a short essay at the time of the interview to demonstrate academic writing ability.</p> <p>Please note: second language courses (Spanish, French, etc.) and courses taught in a language other than English may not be used to satisfy this requirement.</p>

Applicants must show a minimum final grade of 60% or 'C' in each required prerequisite course. A "C" grade includes C minus, C and C+, with a C minus at most Canadian universities being 60-62.

## RECOMMENDED COURSES

In addition to the required courses outlined above, we recommend that applicants complete courses in some or all of the following areas to prepare for the ND program curriculum:

- anatomy
- biochemistry
- organic chemistry
- environmental science
- genetics
- microbiology
- physics
- sociology
- statistics
- English composition

## ONLINE PREREQUISITES OFFERED AT CCNM

CCNM offers online chemistry, biology, physiology, and psychology courses throughout the year. Each course is delivered in a format which combines online self-study modules with weekly interactive online tutorial sessions. Find out more on CCNM's website, [www.ccnm.edu/future-students/prerequisite-science-courses](http://www.ccnm.edu/future-students/prerequisite-science-courses).

\* According to both [PTIB bylaws](#) and CCNM - Boucher Campus policy, minimum program admission requirements may not be waived.\*

## PERSONAL STATEMENT/ESSAY

Applicants are required to complete a personal statement/essay. Essay questions are included in the application. Please follow the specific instructions provided when answering the essay questions. The essay should be no longer than 500 words.

## CONFIDENTIAL REFERENCES

Three letters of reference must be submitted online through NDCAS. The following references are required:

- One academic reference
- One reference from a regulated health-care professional
- One additional reference from either of the above categories or a past employer/volunteer
- Referees must have known you for a minimum of one year, although it is strongly recommended that you choose someone who has known you for two years or more

When selecting your referee, you should choose someone who can comment on your capacity in the following areas:

- Ability to handle stressful situations
- Business management skills
- Commitment to upholding high ethical standards
- Demonstration of tolerance, compassion and empathy
- Initiative
- Maturity
- Problem solving skills
- Self-discipline

## RESUMÉ

Applicants must submit a current curriculum vitae/resumé including the following information:

- Education
- Work experience
- Volunteer experience
- Awards
- Skills and abilities

## PERSONAL INTERVIEW

This is an essential part of the admissions process. The purpose of this interview is to assess an applicant's ability to successfully complete the program and become an effective naturopathic doctor. Applicants will be chosen for interviews based on their academic performance.

Interviews are conducted at CCNM - Boucher or via Zoom for applicants unable to travel to the campus.

The personal interview lasts approximately 45 minutes. The interview team consists of one faculty member and one fourth-year student intern. There are three components to the interview:

- Several vignettes/scenarios with applicable questions (for which no prior medical knowledge is required)
- Additional questions related to motivation and familiarity with naturopathic medicine
- An opportunity for open dialogue

## ADMISSION DECISION

The decision to admit an applicant is based primarily on the applicant's undergraduate grade point average and admissions interview. Additional criteria will include:

- applicant's academic history
- essay
- references
- resumé

All interviewed candidates will be informed of the decision by phone and/or email, typically within two weeks of the interview.

## NOTICE OF NON-DISCRIMINATION

The CCNM – Boucher Campus is dedicated to maintaining a safe, diverse community in an environment which respects and appreciates differences.

CCNM – Boucher Campus does not discriminate in its selection of new students on the bases of race, color, creed, religion, national/ethnic origin, gender, sexual orientation, gender identity and expression, genetic information, age, marital or parental status, disability, or service in the military or other uniformed services.

## ENROLMENT REQUIREMENTS

All applicants who have been offered a seat must adhere to the following:

## IMMUNIZATION AND COMMUNICABLE DISEASE POLICY

### Policy Statement:

1. Upon acceptance into the Naturopathic medical program at CCNM – Boucher Campus, each applicant must submit a completed Communicable Diseases Screening Form.
2. These documents will be reviewed in a confidential manner by the Chief Medical Officer (CMO) on entry to the Canadian College of Naturopathic Medicine - Boucher Campus and kept current while in attendance at CCNM – Boucher Campus in alignment with the expected due dates.
3. Failure to comply with the Communicable Disease Policy will limit participation in practical and clinical aspects of the ND program and delay clinic entry.

4. **Hepatitis B** documentation must provide evidence that immunization has occurred in the past ten years, or that a natural immunity has been confirmed. A student may choose to sign an informed consent waiver declining the immunizations which includes providing yearly documentation of Hepatitis B surface antigen (HBsAG) testing. Students who believe they are immune must provide current documentation (seroconversion) from a qualified healthcare practitioner.
5. **Tuberculosis (TB)** documentation must provide evidence that a 2 step TST was performed for initial screening. Student interns are also required to provide evidence of a negative tuberculosis (TB) skin test once every 12 months while in the ND program. If the skin test is positive, a chest x-ray is required, and may delay the student's progress through the program.
6. **COVID – 19:** CCNM is in the process of determining the requirements for COVID-19 vaccination and this information will be provided as it is finalized and implemented. At this time vaccination is not required but is strongly recommended. PPE may be required to be worn by those who are not vaccinated.
7. In order to decrease the possible transmission of communicable diseases, CCNM – Boucher Campus students will be trained in routine practices/standard precautions.
8. Any student who has or develops a communicable infection is required to inform the Chief Medical Officer immediately in order to discuss whether this condition could impact his or her ability to participate fully in the program. Students are expected to comply with the school's infection control guidelines in order to reduce the spread of infectious illness.
9. Students who have acute or chronic medical conditions that render them susceptible to infection should discuss with their personal physicians whether the condition might affect their ability to safely perform their duties and submit the physician's recommendation to the Chief Medical Officer promptly.
10. All current students and potential applicants to our school will be made aware of policy through publication on our website, calendar, and application literature.

*Due date: Students are required to submit their forms by the following deadlines or they will be delayed in progress through the program:*



Forms	Due Date
Completed* CCNM – Boucher Campus Communicable Diseases Screening form  *includes Hep B and 2 step TST documentation.	The first day of Term 3 of year 1 of the program.
One step TST(TB) yearly follow up	Annually, within 1 year of previous testing results for each year at CCNM – Boucher Campus
HBsAG for non responders and/or students with Hep B waivers	Annually, within 1 year of previous testing results for each year at CCNM – Boucher Campus

## CRIMINAL RECORDS CHECK

According to the British Columbia Ministry of Public Safety and Solicitor General: “Registered students in a university or college with a practicum component involving work with children and the successful completion of which is a requirement for registration as a member of a governing body must provide a criminal record check authorization to the Criminal Records Review program. This authorization is done (preferably) at the time the student registers with the program.”

Effective January 1, 2012, this requirement was expanded to include students registered in any certificate, diploma, or degree program that has a practicum involving working with children or vulnerable adults and would not be limited to those leading to membership in a governing body.

The CCNM – Boucher Campus is committed to ensuring the safety of patients and volunteers who agree to participate in the education of our students and to maintaining the standards and requirements as stipulated by the Ministry of Public Safety and Solicitor General.

Each applicant to CCNM – Boucher Campus will be required to undergo a Vulnerable Sector Criminal Records Check (working with children and vulnerable adults) from their local jurisdiction. Local jurisdiction refers to the permanent address that was indicated on their application to the program. For any report that is not in English the College must receive a notarized translation along with the report.

Please note, a **valid** Vulnerable Sector Criminal Records Check will also be required for registration with the College of Naturopathic Physicians of British Columbia (CNPBC), and this registration is required prior to any interaction you may have with patients in our clinics.

You must advise Student Services at [info@ccnm.edu](mailto:info@ccnm.edu) if while a student you are charged or convicted of criminal offence.

## ESSENTIAL SKILLS AND ABILITIES POLICY

The CCNM – Boucher Campus is responsible for providing a program of study that graduates naturopathic physicians with the knowledge, skills, professional behaviours, and attitudes necessary for independent practice. For this reason, students in the naturopathic medical program must possess the cognitive, communication, sensory, motor, and social skills necessary to interview, examine and counsel patients, and competently complete certain technical procedures in a reasonable time while ensuring patient safety.

In addition to obtaining a naturopathic diploma/degree an individual must pass the licensure examinations of the North American Board of Naturopathic Examiners (NABNE) in order to practice in most regulated North American jurisdictions, including British Columbia. Therefore, naturopathic programs have embedded expectations of competencies both knowledge- and skills-based. Prospective candidates should be aware that cognitive abilities, physical examination proficiencies, management skills, communication ability and professional behaviours are all evaluated in timed simulations of patient encounters.

All students must therefore have the required skills and abilities described in the following section on Technical Standards. These technical standards will be used by the Admissions Committee and/or Deans Council as appropriate criteria for admission to CCNM – Boucher Campus's naturopathic medicine program, for advancement through the program, and as requirements for recommendation for graduation from the naturopathic medical program.

The naturopathic medical curriculum is cumulative and integrative in nature, and each year has different requirements. In general, students are expected to complete the program within four years with a maximum of seven years for completion. Students with a disability may be granted additional time, with disability accommodation being considered on a case-by-case and year-by-year basis.

## TECHNICAL STANDARDS FOR STUDENTS IN THE NATUROPATHIC MEDICAL PROGRAM

**Observation:** A student must be able to participate in learning situations that require skills of observation. In particular, a student must be able to accurately observe a patient and acquire all relevant sensory information, including the capacity to combine visual, auditory and tactile information, enhanced by olfactory and taste sensations, to accurately observe patients both at a distance and close at hand, and to participate fully in the educational process.

**Communication:** Students must be able to communicate with patients in order to elicit verbal and non-verbal information pertinent effectively and efficiently to the patient's medical history and physical examination. Students must communicate effectively, sensitively and efficiently in oral and written form with patients, family members and all members of the health care team. A student must be able to describe a patient's illness, complaint or condition.

**Motor skills:** A student must have sufficient motor function to safely perform common medical procedures. In addition, a student must be willing and able to provide general and emergency medical care to patients, including the performance of relevant procedures at any time, day or night. Students must have the ability to safely perform a comprehensive physical examination and specific diagnostic tests and procedures to gain information. Students must be able to perform a physical examination on a patient, including palpation, auscultation, and percussion, independently and in a timely fashion. Students must be able to use common diagnostic aids or instruments, either directly or in an adaptive form (eg. ophthalmoscope, otoscope, sphygmomanometer, and stethoscope).

A student must be able to safely perform:

1. general naturopathic care, such as manipulation, acupuncture and intravenous treatments;
2. emergency treatment to patients, including CPR, administration of IV medication, application of pressure to stop bleeding and opening of obstructed airways.

## INTELLECTUAL, CONCEPTUAL, INTEGRATIVE AND QUANTITATIVE ABILITIES

A student must demonstrate the cognitive skills and memory necessary to measure, calculate, and reason in order to analyze, integrate, and synthesize information in order that competence may be achieved in key areas in diagnosis and management of patients. In addition, a student must be able to comprehend dimensional and spatial relationships. All of these problem-solving activities must be completed in a timely fashion.

## BEHAVIOURAL, SOCIAL AND ETHICAL SKILLS

A student must consistently demonstrate the emotional health required for full utilization of their intellectual abilities. The application of good judgment and the prompt completion of all responsibility's attendant to the diagnosis and care of patients are necessary.

A student must be able to tolerate the physical, emotional and mental demands of the program and function effectively under stress. The conditions that may arise in the course of the program include, but are not limited to, prolonged hours of work, unpredictable hours and demands, and distractions from people and the environment. Adaptability to changing environments and the ability to function in the face of uncertainties that are inherent in the care of patients are necessary traits of a student.

A student must consistently display integrity, honesty, empathy, compassion, fairness, respect for others and dedication.

As well, the naturopathic medical student must demonstrate the capacity to develop a mature, sensitive approach to working with patients, families and colleagues regardless of a patient's age, gender, or race. In addition, as a representative of the naturopathic profession, a candidate must demonstrate professional demeanour and behaviour, and must perform in an ethical manner in all dealings with peers, faculty, staff, patients, and society at large.

# Information for International Students

## STUDY PERMIT

CCNM – Boucher Campus is recognized by the Government of Canada as a [designated learning institution \(DLI\)](#) for study permit purposes. Our DLI number is O19219916952. All international students (including US citizens) attending the Doctor of Naturopathic Medicine program at the CCNM – Boucher Campus must obtain a study permit before travel to Canada. International students must have a valid Study Permit and submit a copy of the permit to the CCNM – Boucher Campus Admissions Department by the start date stipulated in their Letter of Acceptance. Please refer to the Immigration, Refugees and Citizenship Canada’s website for the most up-to-date information such as documents required to obtain a study permit. If necessary, the CCNM – Boucher Campus may issue a second Letter of Acceptance for a later start date. In such cases, CCNM – Boucher Campus may charge an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the study permit application.

CCNM – Boucher Campus is required to report to Immigration, Refugees and Citizenship Canada (IRCC) Citizenship and Immigration Canada (<https://www.canada.ca/en/immigration-refugees-citizenship.html>, [www.cic.gc.ca](http://www.cic.gc.ca)) any international student (a valid and current student study permit is required to study at the post-secondary level in Canada) who fails to adhere to the Attendance Policy. Additionally, should an international student, requiring a valid study permit transfer to another institution, voluntarily withdraw, or be dismissed, the college will notify IRCC that the student is no longer studying at CCNM – Boucher Campus.

## PROFICIENCY IN ENGLISH

Candidates who have completed a degree (all degree credits) at an institution where the official language of instruction is English AND completed high school from grades 10-12 and received a high school diploma at a school where the official language of instruction is English will meet the minimum language requirement, provided there are no concerns regarding language ability during the admissions interview.

Candidates wishing to meet the English language requirement as outlined above must submit an official transcript from all applicable institutions. For programs completed outside of Canada or the United States an official transcript from the issuing institution must be received in addition to a “comprehensive evaluation” of that transcript from either ICES or WES prior to the first day of the program.

If a candidate does not meet the aforementioned requirements, they will be required to satisfy the program’s English language requirement by one of the following:

### Test of English as a Foreign Language (TOEFL)

CCNM – Boucher campus only accepts the Internet-Based Test (IBT):

- Internet Based Test (IBT): minimum score of 95 overall with a minimum of 23 in each testing section.

TOEFL scores over three years old at the time of application will not be accepted.

### International English Language Testing System (IELTS)

- Minimum score of 7.0 overall with a minimum of 6.5 in each testing section.

IELTS scores over three years old at the time of application will not be accepted.

# Office of the Registrar

## STUDENT RECORDS

The Office of the Registrar handles the creation of contracts, tuition, schedules (with Academics and Clinic departments), confirmations of enrolment, course registration, regulatory information on program hours, weeks of study, loan eligibility, transcripts, grades, diplomas, and academic standing letters.

All material is confidential and stored as per the regulations of regulatory bodies and the Ministry of Advanced Education. The Registrar's office will not release any information to outside parties (bank, family, or other institutions) without written permission from the student.

## CONFIDENTIALITY OF STUDENT RECORDS

1. Student's academic record is defined as the information concerning the student, held by the Registrar at CCNM.
2. Academic records are the property of CCNM.
3. Except as may be required by law, a student's academic record will not be released to any third party without the written authorization of the student.
4. Students may request that an official copy of their transcript be issued to a third party by completing the transcript request form.
5. Students may obtain an unofficial copy of their transcript by completing the transcript request form.
6. Student academic records may be released to authorized CCNM staff or faculty for the execution of job responsibilities as approved by the Registrar or designate.
7. Any authorized review of a student's file must be supervised by the Registrar or designate.

CCNM - Boucher Campus adheres to the BC Personal Information Protection Act (PIPA). The Registrar oversees the privacy, protection, and confidentiality of student information.

## TRANSCRIPTS & FINAL GRADES

CCNM - Boucher Campus transcripts are the official record of a student's completion of course and program requirements. Within 15 business days of the end of term, the Registrar publishes final grades for all students on Orbund. Late grades will be updated on Orbund as soon as they are submitted. If grades are missing from the report card after 15 business days following the end of term, a student may contact the Director of Academic Affairs. Students can access their unofficial transcript from their Orbund account. Scanned copies of graduate transcripts are stored in a secure offsite archiving

facility as per requirements of PTIB. Official transcripts are printed on secure encrypted paper that bears the school seal, the Registrar's signature, date of issue, student's name, and student's ID number.

The student's legal name under which they registered at CCNM - Boucher Campus will appear on the official transcript. Should a student require a different name than what was registered, proof of legal name change, or a marriage certificate will need to be provided.

Official transcripts must be requested from the Registrar in person or in writing by email. A student may contact the Registrar's Office directly at [registrar@ccnm.edu](mailto:registrar@ccnm.edu) or visit during office hours at Student Services. A charge of \$25.00 per transcript applies to all official transcript requests. For financial funding application purposes (scholarships, bursaries, etc.), transcripts will be provided with no charge as long as the requests are within reason (up to 5). Unofficial transcripts can be sent from the Registrar's Office with no cost but do not bear the Registrar's signature or transcript legend.

## HOW TO APPLY

CCNM accepts applications for admission for the four-year program through the Naturopathic Doctor Centralized Application Service (NDCAS): [ndcas.liaisoncas.com](http://ndcas.liaisoncas.com). Complete instructions regarding the completion of the online admissions application are available at [help.liaisonedu.com/NDCAS\\_Applicant\\_Help\\_Center](http://help.liaisonedu.com/NDCAS_Applicant_Help_Center).

The online application for the two-year bridge delivery for international medical graduates is available on the [CCNM website](#).

Please direct all inquiries to:

Student Services  
E-mail: [info@ccnm.edu](mailto:info@ccnm.edu)  
Tel: (604) 777-9981

## TRANSFER CREDIT / ADVANCED STANDING POLICY

**Purpose:** The purpose of this policy is to establish criteria for recognizing academic credit earned at another institution as satisfying and maintaining the integrity and rigour of course requirements for the CCNM's – Boucher Campus Doctor of Naturopathic Medicine program.

**Scope:** This policy applies to applicants to and students of the Doctor of Naturopathic Medicine program.

### Policy Statement:

- The primary purpose of transfer is to increase student accessibility to postsecondary education by facilitating mobility between CCNM – Boucher Campus and other postsecondary institutions.
- Transfer credit will only be granted for coursework completed at recognized post-secondary institutions: those that have provincial/state authority to grant degrees, diplomas and other credentials by a government or accrediting agency.
- Courses must be equivalent or better in the number of credit hours to the CCNM – Boucher Campus course.
- A passing grade of 70 per cent must have been achieved in each course.
- Each course must be substantively equivalent (minimum 70 per cent) in content/learning outcomes to the CCNM – Boucher Campus course.
- Students who have completed courses / programs from other recognized institutions that have been assessed in accordance with the Transfer Credit Procedure and considered to be equivalent to CCNM – Boucher Campus courses will be granted transfer credit.
- Whenever possible, direct (assigned) credit will be granted for specific courses or disciplines rather than unassigned credit in an unspecified area, to maximize a student's ability to satisfy program requirements and/or course prerequisites.
- Block transfer (advanced standing) may be awarded for completed programs from recognized CNME accredited institutions, or relevant medical board exams.
- Transfer credit is recorded on the transcript as "P", pass.
- Transfer credit decisions remain active for a maximum of ten years for post-secondary credit courses from BC public institutions and other CNME accredited naturopathic programs, or a maximum of five years for any other transfer decisions.
- Requests for credit for learning achieved through life and work experience will be considered for recognition through Prior Learning Assessment and Recognition (PLAR).
- No more than 50 per cent of the naturopathic program may be completed via transfer credits, including, any that provide a student with advanced standing.
- Transfer credit will not be unreasonably denied. When course information is reviewed and transfer credit is denied, appropriate reasons shall be stated.
- Preceptorship and professional development hours will be given transfer credit on an hour for hour basis as assessed by the Clinical Studies department.

## DEFINITIONS/EXPLANATIONS

**Block Transfer** status may be granted to Medical Doctors, Doctors of Chiropractic, and transfer students from a CNME-accredited institution who have written NPLEX I; these applicants must have met the criteria as outlined later in this procedure. These applicants will know at the time of acceptance what automatic block transfer credit they will receive. These applicants are also welcome to apply to Academics for additional transfer credits on a course-by-course basis after their enrolment into the program.

Applicants accepted into the CCNM – Boucher Campus program, who meet the block transfer requirement, are provided a block of automatic transfer credits if they meet certain requirements. This block of credits is based upon CCNM – Boucher Campus's assessment of the common set of knowledge and skills they would have acquired as a result of their previous education. To be eligible for admission, all advanced standing applicants must satisfy the degree and minimum credit requirements, all prerequisite requirements, and all additional criteria for admission, with some specific exceptions mentioned below.

**Institutional Articulation Agreement Recognition** transfer credit is available for applicants who have attended an institution that has an articulation agreement with CCNM – Boucher Campus. These applicants will know at the time of acceptance what transfer credit they will receive for courses they have taken at the institution(s) that has an articulation agreement with CCNM – Boucher Campus.

**Course-by-Course** transfer credit may be applied for by enrolled students. These applicants will not know what transfer credits they will receive until they apply to Academics for transfer credit on a course-by-course basis after their enrolment into the program.



## APPEAL

If a request for transfer credit is denied, the requestor will be notified of the basis for the denial in writing. Any applicant/student who is denied requested transfer credit does have the ability to appeal to the Registrar. Should the decision be made to exercise the right to appeal, the applicant must provide a written request for review with a rationale for the request, along with any relevant documentation, within five business days of the notice of denial being issued. The Director of Academic Affairs (for Academics) or a clinic representative (for Clinic) will review the written materials and make an independent determination. The Admissions Committee will conduct a final review and the Registrar will advise the applicant of their final decision in writing within 10 business days of receiving the appeal.

*Note: View the full policy and procedures on page 149 of the Student Handbook.*

## PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR) POLICY

CCNM – Boucher Campus recognizes that students may have attained significant learning at a post-secondary level from work, training, and other experiences outside the formal post-secondary education system. CCNM – Boucher Campus seeks to provide recognition of previous traditional and non-traditional learning. When such learning is not recognized by formal transfer agreements, it may be recognized through Prior Learning Assessment and Recognition (PLAR). Credits granted for prior learning may be used to satisfy admission requirements to a program or the requirements for graduation.

**Purpose:** The purpose of this policy is to ensure a systematic and consistent process for recognizing a person's knowledge, skills, and abilities for academic credit. This policy also outlines assessment methods and recognition of credits available through PLAR at CCNM – Boucher Campus.

**Scope:** CCNM – Boucher Campus will, when requested by a student and in accordance with established articulation agreements or appropriate evaluation procedures, assess learning that the student has gained through prior coursework and/or life and work experiences. Where that learning can be equated to the learning outcomes or objectives of a course at CCNM – Boucher Campus, credit will be granted.

### Policy Statement:

1. The departments will determine which courses are eligible for PLAR.
2. The assessment and evaluation of prior learning, and the determination of competency and credit awarded, will be done only by faculty who have the appropriate subject matter expertise.
3. Only students who are admitted into CCNM – Boucher Campus may request formal recognition for prior learning.
4. CCNM – Boucher Campus will be guided by the Guidelines for Prior Learning Assessment developed by the Provincial PLAR Steering Committee and endorsed by the British Columbia Council on Admissions & Transfer.

*Note: View the full policy and procedures on page 59 of the Student Handbook.*

## WITHDRAWAL FROM THE PROGRAM POLICY

1. Students who intend to withdraw from CCNM – Boucher Campus for any reason must request a withdrawal form from Student Services, then complete and submit the form as their written notice to the Office of the Registrar.
2. The form must be dated and signed by the student.
3. It is important to note that the date of form submission will be used as the withdrawal date from the program and will be reported for any loan purposes.
4. If no form is received, the last date of attendance will be the effective date of withdrawal and will be the date used to close out the student's account.
5. Any tuition refunds or remaining financial obligations to the College will be assessed based on the last date of attendance.
6. Failure to attend for 10 consecutive scheduled class days without notice will be deemed to constitute a withdrawal from the College.

## WITHDRAWAL IN EXTENUATING CIRCUMSTANCES (WDE)

1. Students who miss the withdrawal deadline may be eligible for a withdrawal with extenuating circumstances if they can satisfy the Registrar that they have suffered illness or other extenuating circumstances beyond their control that occurred after the withdrawal deadline or prevented them from meeting the withdrawal deadline. The withdrawal request must be accompanied by appropriate documentation, as determined by the Registrar's Office. The Registrar may consult with the Dean's Council before making a final determination on a WDE request.

2. Generally, a withdrawal due to extenuating circumstances will affect all courses in which the student is enrolled. For this reason, most requests are for a complete withdrawal from all courses. Generally, requests for withdrawal in extenuating circumstances must be received before the last class prior to the final exam for the request to be considered. Illnesses or extenuating circumstances that occur in the week before this last class typically allow for exam deferral with approved documentation rather than a WDE. However, if the documented circumstances demonstrate that a timely request was not possible and support the need for a WDE over an exam deferral, a retroactive withdrawal may be considered.
3. Students who complete all course requirements, and assessments, including writing the final examination, are not eligible for a withdrawal in extenuating circumstances.
4. The Tuition Refund Policy will apply to a WDE (withdrawal due to extenuating circumstances). The Registrar's Office will inform the applicant and the Finance Department of any refund, credit, or payment due. The Finance Department will assess the student's account and process any refunds or credits.

*Note: a student who withdraws with extenuating circumstances from a clinic rotation will not be credited with any of the completed hours, assessments, patient contacts or competencies. They may, however, apply to the Dean's Council for banked hours credit.*

## COURSE DROP/WITHDRAWAL POLICY

1. A student may apply to drop a course/rotation up to or before 30% has been completed (add/drop deadline). A student may also be required to drop a course/rotation in the case of needing to retake a course or clinic rotation that conflicts or is a pre-requisite for the enrolled course, or upon recommendation by the Deans Council to lessen the overall course load to assist with academic/clinic success.
2. A course/rotation drop will not appear on a transcript and the course fee will be refunded. The Registrar's Office will inform the applicant and the Finance Department of any refund or credit, and the Finance Department will refund or credit the student's account.
3. Students wanting to discontinue taking a course after the course drop/refund period and prior to completion of 50% of the course must officially withdraw from the course. A student who withdraws from a course or a clinic rotation will not be credited with any of the completed hours, assessments, patient contacts or competencies.

If a student does not attend a course/rotation for which they are enrolled, and which goes past the 50% withdrawal date, that student will receive a Fail. Every effort must be made to withdraw in a timely manner. Please note that courses withdrawn from after the drop deadlines are not eligible for a refund.

4. A course withdrawal will appear on report cards and transcripts as WD but will not affect the student's Grade Point Average (GPA). A WD cannot be reversed or appealed unless there is an extenuating circumstance and approved documentation.
5. Any course drop/withdrawal request requires consultation with the Associate Deans and must be submitted in writing through the Registrar. Note that all courses are mandatory, and registration is dependent on space. Subsequently, dropping or withdrawing from a course will likely lead to a longer timeframe for completion of all program requirements and delay graduation.

*Note: View the full policy and procedures on page 63 of the Student Handbook.*

## TUITION REFUND POLICY

CCNM - Boucher Campus has adopted the PTIB refund policy to ensure adherence to industry standards in terms of both fairness to students and fiscal responsibility to the Institute.

In all cases, where the institute has received a student loan disbursement for the most recent contract, any refunds will first be sent to National Student Loans toward the student's debt.

### **Tuition and Fee Refunds - Program Withdrawal or Dismissal:**

No refund is provided once 30% or more of the program hours have been completed.

CCNM - Boucher Campus will refund the tuition for the Doctor of Naturopathic Medicine Program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission; in the event that the College uncovers a material misrepresentation of admission requirements, the College will process a refund based upon the rules outlined, with the date of uncovering the misrepresentation used as the date of withdrawal for refund calculations.

Circumstances when Refund Payable	Amount of Refund
<b>1. Before program start date, CCNM – Boucher Campus receives a notice of withdrawal:</b>	
i. No later than seven days after the student signed the enrolment contract, and before the program start date.	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
ii. At least 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract.	CCNM – Boucher Campus may retain up to 10% of tuition, to a maximum of \$1,000. CCNM – Boucher Campus will refund fees paid for course materials if not provided to the student.
iii. More than seven days after the student and CCNM – Boucher Campus signed the enrolment contract, and less than 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract.	CCNM – Boucher Campus may retain up to 20% of tuition, to a maximum of \$1,300. CCNM – Boucher Campus will refund fees paid for course materials if not provided to the student.
<b>2. After program start date, CCNM – Boucher Campus provides a notice of dismissal or receives a notice of withdrawal:</b>	
i. After the program start date, and up to and including 10% of instruction hours have been provided during the contract term.	CCNM – Boucher Campus may retain up to 30% of tuition. CCNM – Boucher Campus will refund fees paid for course materials if not provided to the student.
ii. After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided during the contract term.	CCNM – Boucher Campus may retain up to 50% of tuition. CCNM – Boucher Campus will refund fees paid for course materials if not provided to the student.
<b>3. Student does not attend program – “no-show”:</b>	
i. Student does not attend the first 30% of the hours of instruction to be provided during the contract term.	CCNM – Boucher Campus may retain up to 50% of the tuition. CCNM – Boucher Campus will refund fees paid for course materials if not provided to the student.
<b>4. CCNM – Boucher Campus receives a refusal of study permit (applies to international students requiring a study permit):</b>	
i. Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract ii. Student has not requested additional Letter(s) of Acceptance.	100% tuition and all related fees, other than application fee.

CCNM – Boucher Campus will pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit, providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

## TUITION FEE REFUND - COURSE DROP OR COURSE WITHDRAWAL

### Course Drop

- 1) A student who drops a course as per the course drop procedure may:
  - a. Apply this credit to the current or next tuition payment, where tuition is outstanding
  - b. Be refunded tuition only
    - i. when a drop occurs in the last term of a contract, or
    - ii. if the student's account is at a 0 balance
  - c. Request to have the credit applied to their future tuition payment due on the next contract so long as the student meets b(i) and b(ii).

### Course Withdrawal

A student who withdraws from a course beyond 30% will not receive a tuition refund.

## ADDITIONAL EXPENSES

Tuition fees include delivery of all classroom and clinic curricula and include library and other resources.

Textbooks, school supplies, lab coats, personal medical equipment, etc. are the responsibility of the individual student.

Second year students who are participating in the dissection lab, are responsible for their own transportation and accommodation costs for the duration of the lab.

In the clinical program, student interns may be required to travel to external clinics, including the Family Naturopathic Clinic (FNC) in Victoria twice a month for a six-month period of time. Travel expenses and accommodations related to this are the student's responsibility; however, there will be a stipend of \$40.00 for secondary clinicians and \$60.00 for primary clinicians for each round-trip ferry expense to Victoria. Receipts must be submitted to the Clinical Studies Coordinator for reimbursement.

*Note: that because personal laptops/computers are required for studies at CCNM - Boucher Campus, this expense may be eligible as a tax deduction. Please consult your tax professional.*

Fees and Fines	
Transfer Credit Assessment Fee	\$100/course
Convocation Fee	\$100
Course/Rotation Retakes	Regular tuition rates apply
Duplicate T2202A Form	\$25
Late Enrolment Fee (monthly)	\$100
Late Tuition Payment Fee	\$100
Late/Early/Re-Write Exam Fee	\$80
Supplemental Exam Fee	\$80
Remediation Fee*	\$40-\$80*
CTA (male) exam fee	\$80
CTA (female) exam fee	\$125
Lost Library Book	Full Replacement Cost
NSF Cheque Charge	\$50
Replacement Security Access Card	\$15
Replacement ID or Name Badge	\$10
Replacement Diploma	\$50
Official Transcript**	\$25/each

\* Remediation that requires the creation of separate assessment tools is \$80. Other forms of remediation are \$40.

\*\* Please note that all fees, fines, and tuition must be paid in full prior to graduation and release of final transcripts and diploma.

## EXTENDED ENROLMENT

If, after completing four years of study with CCNM – Boucher Campus, the student still has remaining courses and/or clinic rotations/hours left to complete before graduation, the student will be required to sign an extended enrolment contract. Tuition and administrative fees are applied as required to ensure completion of the program. Even in cases where no additional fees are required, contracts must be completed and signed.

## READMISSION POLICY

1. Students who voluntarily withdraw from the program in good standing may reapply for admission.
2. Readmission in every case of voluntary withdrawal is at the discretion of the Admissions Committee, and students who have withdrawn from the program must compete for available space on an equal basis with all other applicants for admission or readmission.
3. Students should submit all required re-admission documentation and fees at least three months before the date they wish to return.
4. All withdrawn students must re-apply and/or be readmitted within three years of withdrawal in order to receive previously attained credits.
5. After three years, students readmitted to the program may, at the discretion of the Admissions Committee, be required to show competence, which may require certain courses to be repeated at the current cost.
6. Students who withdraw prior to successfully completing the last term for which they were registered and who are accepted for readmission must repeat that term in its entirety. Program changes at any time may require that additional prerequisites be met prior to enrolment.
7. The full amount of the current tuition for the term of readmission will apply.
8. A student who withdrew for health reasons may be required to submit a letter from a qualified healthcare professional prior to readmission stating that there are no health reasons

## LEAVE OF ABSENCE POLICY

1. Students may have circumstances that require them to interrupt their enrollment and take a Leave of Absence (LOA) of up to one academic year.
2. In order to qualify for a LOA a student:
  - Must not have an academic standing of suspension
  - Must have satisfied all financial obligations to CCNM – Boucher Campus
  - Must be up to date with all coursework and remediation
3. An approved LOA entitles the student to re-enrol in the program during a predetermined term the following academic year. This does not guarantee re-enrolment in the exact courses taken at the time of the LOA.

## CONFIRMATION OF ENROLMENT

Students may request a confirmation of enrolment letter from the Registrar's office. This can be done in person or in writing via email. Please allow for a three-day processing period.

## ENROLMENT CONTRACTS

All students must sign a student enrollment contract for each academic year. Student contracts outline tuition, program hours, course materials and equipment, program costs, program fees, and additional information related to their studies at CCNM – Boucher Campus. New contracts are issued on an annual basis by the Registrar's office. These must be signed and returned to the Registrar's office prior to the contract deadline each year. Contracts not returned by the deadline may be subject to late registration fees.



Students should review the following policies prior to signing the contract:

- Academic Standing Policy
- Admission Policy
- Attendance Policy
- Completion Requirements Policy
- Criminal Records Check
- Discrimination, Bullying, and Harassment Policy
- Dispute Resolution Policy
- Essential Skills and Abilities Policy
- Grade Appeal Policy
- Immunization and Communicable Diseases Policy
- Payment of Tuition Fees Policy
- Preceptor Policy
- Prior Learning Assessment and Recognition Policy
- Sexual Violence and Misconduct Policy
- Student Accommodation and Support Policy
- Student Code of Conduct
- Student Practice Policy
- Transfer Credit & Advanced Standing Policy
- Tuition Refund Policy
- Withdrawal Dismissal and Readmission Policy

By signing the enrolment contract, the student declares that they have read and agree to abide by the policies and procedures set out by CCNM – Boucher Campus.

## DEFERRAL, DISCONTINUATION OR CANCELLATION OF THE PROGRAM

Consistent with the requirements of our regulators, we inform applicants that in the event of deferral, cancellation or discontinuation of the program, the College will refund to the applicants unearned tuition. At their option, an applicant may choose to defer their application to the subsequent intake in which case the funds will be credited towards that intake start.

## INSTITUTIONAL CLOSURE

To meet the standards required of our regulators, CCNM has created a policy on Institutional Closure. In the unlikely event that CCNM is required to close, to ensure that the needs of students and graduates are met, CCNM would: 1. Provide a “teach out” for existing cohorts; 2. Arrange with sister institutions across North America for the transfer of students who for personal reasons did not feel they could complete the program in the schedule associated with the “teach out”; and 3. Contract with a third party so that academic records would be maintained, and could be accessed by graduates, for a period of not less than 75 years.

# Student Support Services

## PEER TUTOR PROGRAM

For those students in need of additional academic support, CCNM – Boucher Campus helps to match high-achieving upper-year students with students experiencing academic difficulty for individual tutoring in a specific subject area. To become a peer tutor, receive tutoring assistance or for more information about this program, contact the Accessibility Advisor.

## STUDENT ORIENTATION

New Student Orientation is a mandatory event that provides students with the opportunity to become oriented and familiar with the campus and their peers; meet with essential faculty, staff, and administrators; and learn the rights, responsibilities, and expectations of being a student at the CCNM – Boucher Campus. Students will have the opportunity to get to know the campus resources and it is CCNM's – Boucher Campus official welcome to the community

## COUNSELLING SERVICES

The naturopathic program is rigorous and challenging. Students in our program may experience stress, personal transformation, or potentially other crises while studying to become a doctor. CCNM – Boucher Campus counsellors are available on-site to support students as they manage any personal challenges. Our Registered Clinical Counsellors provide counselling, psychotherapy, crisis intervention, coaching, debriefing, and kind and compassionate support to help relieve stress.

Personal counselling and consultation are available to students throughout the duration of the program. Within appropriate professional guidelines, all counselling and psychotherapy is confidential, and no information is shared with other CCNM – Boucher Campus departments, faculty, managers, or administrators.

Counselling appointments may be booked with any of the department counsellors through the online booking tool:

[www.wellnessbinm.org](http://www.wellnessbinm.org)

Counselling services are located in Suite 125, one floor below the main concourse.

## STUDENT ACCOMMODATION AND SUPPORT POLICY

The Canadian College of Naturopathic Medicine - Boucher Campus values diversity and inclusion and is committed to offering equal opportunities for educational participation and success to all qualified students. CCNM – Boucher Campus has a responsibility to society to graduate naturopathic physicians who have the knowledge, skills, and attitudes to practice safe and effective medicine. As such, all students are expected to meet the core competencies of the program and possess the cognitive, communication, sensory, motor, and social skills necessary to succeed as described in the *Essential Abilities and Skills of Naturopathic Medical Students and Physicians Policy*.

Accommodations are meant to facilitate an otherwise qualified medical student diagnosed with a documented disability or ongoing medical condition, to achieve his/her successful completion of the program. Accommodations are defined as modifications, adjustments or services offered to provide eligible students with equal opportunity for success, while ensuring that all academic, clinical and professionalism requirements are met. Reasonable accommodations do not exempt any student from meeting specified program requirements including, but not limited to, requirements pertaining to promotion, progression, or graduation.

For students with documented medical conditions, learning issues or physical disabilities, reasonable accommodations as defined below are available by request. An accommodation must be “reasonable” in that any modification, adjustment or service requested does not cause the College any “undue hardship” and does not, in any way, compromise the *Essential Abilities and Skills of Naturopathic Medical Students and Physicians Policy*. A reasonable accommodation does not exempt the student from the requirement to meet the programmatic or clinical competencies of the program nor change requirements for progression or graduation

In accordance with the spirit and principles of the BC Human Rights Codes and the Canadian Charter of Rights and Freedoms, CCNM – Boucher Campus will use all reasonable efforts to accommodate students with disabilities in a manner designed to provide them with education equity in order to meet the standards of the program.

CCNM – Boucher Campus believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, CCNM – Boucher Campus respects and upholds the requirements set forth under the BC Human Rights Code and its associated regulations and strives to meet the needs of individuals with disabilities in a timely and effective manner.

CCNM – Boucher Campus will use all reasonable efforts to accommodate students with disabilities in a manner designed to provide them with education equity in order to meet the standards of the program. At the request of a student, reasonable accommodations will be provided with respect to the documented disability, permanent or temporary, that affects the student's ability to function in an academic setting.

Accommodations provided by CCNM – Boucher Campus may or may not be acceptable to a given licensing board or examining body independent of the College. Students with disabilities are strongly advised to consult the naturopathic licensing board in the province or state in which they intend to be licensed.

A student with a disability must self-identify and provide appropriate documentation from a specialist in the area of the existing disability. Documentation of a disability consists of an evaluation by a professional with specific training, expertise, and experience in the area of the disability, nature, and extent of disability.

The forms and procedure for applying for accommodations can be found on eCampus under “Administrative Services”.

*Note: First-year students should request an accommodation as soon as they are accepted to the College; do not wait until September. The provision of accommodations begins after the accommodation request has been fully processed.*

# Tuition Fees and Financial Information

CCNM's financial policies are based on an understanding and acceptance of the responsibilities of the student and the College. It is important to have a clear understanding of the following relationships:

1. CCNM has no direct relationship with government agencies such as the National Student Loan Service Centre in matters of finance. Students are responsible for all financing arrangements, including government student loans. The relationship is between the government, the bank, and the student, and does not involve CCNM.
2. Tuition fees and any enrolment matters are strictly between the student and CCNM. Students are solely responsible for the total amount of tuition and other costs of education.
3. The tuition fee is reviewed each year and increased as required to adjust for program growth and inflation.

## TUITION PAYMENT

As a private professional career training institution, CCNM – Boucher Campus does not receive government funding or subsidies and relies on tuition and donations to fund the operation of the school. Tuition fees are established annually by the Board of Governors for the coming academic year and communicated to students in a timely manner. Tuition is due annually for each of the four years of the program and is payable in two instalments. Details of the amounts and due dates are specified in the Student Enrolment Contracts. Timely submission of tuition by students is critical to implementing the CCNM operational budget and delivering the academic and clinical programs in an efficient manner.

In order to complete their registration, students must have paid all required fees within a week of the first day of scheduled classes. Students seeking alternative payment arrangements must meet with the finance office before tuition is due to avoid late payment fees.

Students may request that funds be directly disbursed to CCNM – Boucher Campus from their government student loans program and other similar sources. In such cases, students will be allowed a grace period from interest charges, until funds are transferred from government loans. Students must provide details to the Finance Office by the due date specified on their Student Enrolment Contract.

For students who will be graduating, all outstanding fees must be paid on or before May 15 of the graduating year. Outstanding fees after the due date will result in a transcript hold.

The tuition fee is reviewed each year and increased as required to adjust for program growth and inflation.

## PAYMENT OF TUITION FEES POLICY

CCNM – Boucher Campus is designated by the Private Training Institutions Branch (PTIB), thereby making our students eligible to apply for financial assistance through Student Aid BC. PTIB has strict guidelines pertaining to student enrolment contracts and consumer protection.

Fees include any amounts assessed to a student by CCNM – Boucher Campus, or other student societies and organizations. Fees include, but are not limited to, tuition fees, student service fees, student association fees, exam fees, fines, and student record archive fees.

CCNM – Boucher Campus reserves the right at any time to change fees. Students who have not completed their course requirements when a change in fees is made may be required to pay the new fees.

Fees listed are in Canadian dollars, unless otherwise indicated.

*Note: All tuition must be paid and cashable on time as per the schedule outlined in the Student Enrolment Contract.*

## LATE PAYMENT & OUTSTANDING BALANCE

A student may be placed on financial hold as a result of late payments or outstanding fees, including tuition and student fees, and library fines. The financial hold will be removed when the outstanding balance, including penalties, is paid in full.

If a student is placed on financial hold the following may occur:

1. a late payment fee of \$100 is applied to their account
2. a late fee of \$50 per month is charged on all outstanding balances until the account is cleared
3. access to eCampus is removed
4. withdrawal of library borrowing privileges and access to electronic resources
5. withdrawal of course registration privileges
6. removal of class or clinic shift attendance
7. transcripts and/or diplomas are not issued
8. eligibility letters will not be issued for NPLEX exams
9. eligibility for graduation will be assessed
10. accounts severely past due will be sent to a collection agency

Upon receiving notice from the Finance department of late payment of fees, the Registrar will notify the student of these sanctions. The financial hold will be removed when the outstanding balance, including all penalties, is paid in full.

Students whose accounts are in arrears will not be permitted to enrol in the following term until a satisfactory solution is reached with the finance department. Students who fail to communicate a plan to address their outstanding balance may be subject to non-academic sanctions.

Students who complete their academic studies with an account in arrears will not be issued a transcript for any purpose, including CONO exams and will also not have clearance to write the NPLEX exams.

Any student having more than one NSF cheque returned in an academic year will be required to submit all remaining payments for the year in the form of a money order or bank draft.

CCNM – Boucher Campus reserves the right to submit outstanding student accounts to collections. All tuition and outstanding fees or fines must be paid in full prior to graduation and release of final transcripts.

If a student is having financial difficulty and is not able to fulfill the terms of the contract, s/he should make an appointment with the Controller discuss the situation and consider options. The student is strongly encouraged to arrange to meet before actual default occurs.

## FINANCIAL PLANNING

Students are encouraged to plan to manage the financial commitments of the program. The following points are important to remember:

1. Recognize and quantify the total expenses related to the program as well as your personal expenses during this period of time.
2. Consider all avenues of financing, including personal and family resources, loans, and bursaries.
3. Be aware of the limitations and uncertainties of provincial and federal loans and bursaries. These loans and bursaries cover only a portion of your tuition. A sound financial plan should include a contingency plan in case the expected loans and bursaries are not received in time or are not for the anticipated amount.
4. Be diligent and prompt in following up on all matters related to your finances, such as submitting loan documents and communicating with the Student Services and/or Finance departments.

## PAYMENT PLAN

The purpose of the payment plan program is to assist students who have encountered difficulties paying monies owed by a specified due date. Students are required to apply each term for special dispensation.

To be eligible for a payment plan, students must:

1. Be enrolled in an academic program;
2. Have completed the school's requisite Payment Plan application form and received approval from the Controller.

To request a payment plan, the student must supply a formal written request, detailing:

- name and ID number;
- date and contract information;
- needs statement complete with supporting documentation;
- strategies and action being taken to cover debt load.

The Controller will decide on the approval of a payment plan, based on, but not limited to:

- Student loan funding
- Available credit lines
- Ability to work
- Academic standing
- Budget plan (requested at time of request-receipts may be required)
- Ability to pay and manage debt load

*Note: Interest may be charged on payment plans. Students who are late with payments while on a payment plan may be refused extensions or new payment plans.*

## TUITION PAYMENT PROCEDURE

All students must agree to and sign a Student Enrolment Contract for each academic year (exceptions are for students on a modified track who may sign one-term contracts). Tuition fees are set for one academic year, and students must pay BNSA, NMSA, and student record archiving fees each year.



### PAYMENT OPTIONS

1) **NEW** Make an online bill payment to CCNM - Boucher Campus from any major CAD bank

Log into your bank account

Search for keyword "naturopathic" to find "**CDN College of Naturopathic Medicine**" as the Payee.

Enter your student ID (8 digits) + 0 as the account number (total of 9 digits)

Process payment

2) **Mail your cheque** to CCNM Toronto Campus (Notify [finance@ccnm.edu](mailto:finance@ccnm.edu) once it's sent by mail). Make cheque payable to "The Canadian College of Naturopathic Medicine" and please include your student number as the reference.

Mail to: CCNM  
1255 Sheppard Ave East  
Toronto, Ontario M2K 1E2  
Attn: Finance

Include in the envelope your name and student ID number in a separate note.

3) Pay by **credit card or debit card (Visa/Master debit only)**.

If you choose this option, please email Finance to send you a "Payment Request." Please note as of Sept 2021 there will be a 2% convenience fee charged on all payments made by credit card.

Students are responsible for all financial obligations stipulated in their contract.

If you have any questions pertinent to how to make a payment or outstanding balance on your account, please reach out to the Finance Department at [finance@ccnm.edu](mailto:finance@ccnm.edu).

# Financial Aid

## FINANCIAL AID

Students are responsible for providing their own funding for their education. Financial Aid may be available to students through, but not limited to, government student loans, internal/external scholarships and bursaries and external loans (i.e. line of credit/bank loan).

## STUDENT LOANS

CCNM – Boucher Campus is a designated institution of Canada Student Loans as well as provincial and territorial student loan programs. Student loan eligibility is determined by the student loan agency upon confirmation of enrolment by CCNM – Boucher Campus.

CCNM – Boucher Campus is not yet a designated institution for U.S. student loan programs. Individuals who find themselves on a work or study permit are not eligible for Canadian Student Loans at this time however the application is in progress. Canadian Permanent Residents/Citizens are eligible for student loans. We encourage all prospective students to ensure their eligibility on a timely basis.

To apply for a government-funded student loan, students may complete an application online through the student loan portals. Students are to apply in their home province or territory - the last place they lived for at least a 12-month period, worked, and were not enrolled in postsecondary education.

## LINE OF CREDIT

Canadian Permanent Residents/Citizens are eligible to apply for lines of credit. Students may require a co-borrower and should be enrolled in full-time studies. Detailed eligibility may vary between institutions. Should a line of credit application require confirmation of enrollment, you may request a letter from the office of the Registrar. For more details, please contact the Student Services Officer and/or Registrar/ Director Financial Aid.

## ATTENDANCE AND STUDENT LOANS

Students who are currently receiving, or who have had a student loan in the past status, must make themselves familiar with their obligation to maintain full attendance and proper scholastic standing. The Registrar is required to report any student who does not comply with the stated attendance requirements regardless of situation. There is no exception for emergencies or health issues, as set out by the Ministry of Advanced Education (<https://studentaidbc.ca/maintain/responsibilities>). A student may be withdrawn from student loan funding but still be enrolled in the naturopathic medicine program. Withdrawal from student loans will happen if a student:

- misses two consecutive calendar weeks of study;
- drops below 60% (40% for students with a properly identified and documented permanent disability—by Student Aid) attendance for three consecutive calendar weeks of study;
- has missed sufficient days/hours that they can no longer successfully complete the program.

Students should ensure they are aware of the requirements for maintaining their eligibility to receive student loans. Otherwise, this could have negative consequences on the ability to receive funding (contact Student Services or visit your province or territory's loan website for details and assistance).

## FINANCIAL ASSISTANCE OFFICES (PROVINCES AND TERRITORIES)

### Alberta

*Student Aid Alberta*  
P.O. Box 28000, Station Main  
Edmonton, AB T5J 4R4  
[www.studentaid.alberta.ca](http://www.studentaid.alberta.ca)  
1-855-606-2096  
Fax: 780-422-4516

### British Columbia

*Student Aid BC,*  
*Ministry of Advanced Education*  
P.O. Box 9173, Stn Prov. Govt.  
Victoria, BC V8W 9H7  
[www.studentaidbc.ca](http://www.studentaidbc.ca)  
250-387-6100 or 1-800-561-1818  
Fax: 1-888-262-2112

### Manitoba

*Manitoba Student Aid,*  
*Advanced Education and Literacy*  
401-1181 Portage Ave.  
Winnipeg, MB R3G 0T3  
204-945-3744 or 1-866-626-4862  
TTY: 204-945-4796  
Fax: 204-948-3421  
[www.manitobastudentaid.ca](http://www.manitobastudentaid.ca)

### Newfoundland

*Student Financial Services Division*  
*Department of Education*  
P.O. Box 8700  
St. John's, NF A1B 4J6  
709-729-5849 or 1-888-657-0800  
Fax: 709-729-2298  
[www.gov.nl.ca/education/studentaid](http://www.gov.nl.ca/education/studentaid)

### Northwest Territories

*Government of NWT, Department of*  
*Education, Culture and Employment,*  
*Student Financial Assistance*  
P.O. Box 1320  
Yellowknife, NT X1A 2L9  
[www.ece.gov.nt.ca/en/services/student-financial-assistance](http://www.ece.gov.nt.ca/en/services/student-financial-assistance)  
1-867-873-7190 or 1-800-661-0793  
Fax: 867-873-0336 or 1-800-661-0893

### New Brunswick

*Student Financial Services, Dept. of*  
*Post-secondary Education, Training and*  
*Labour*  
P.O. Box 6000, 77 Westmoreland Street  
Fredericton, NB E3B 6Z3  
[www.studentaid.gnb.ca](http://www.studentaid.gnb.ca)  
506-453-2577 or 1-800-667-5626  
Fax: 506-444-4333

### Nova Scotia

*Student Assistance Office*  
*Department of Education*  
2021 Brunswick Street, P.O. Box 2290,  
Halifax Central  
Halifax, NS B3J 3C8  
<http://studentloans.ednet.ns.ca>  
902-424-8420 or 1-800-565-8420  
(within NS)  
Fax: 902-424-2058

### Nunavut

*Financial Assistance for Nunavut*  
*Students Department of Education*  
P.O. Box 390, Arviat, NU X0C 0E0  
1-877-860-0680  
Fax: 1-877-860-0167  
[www.gov.nu.ca/education/programs-services/financial-assistance-nunavut-students-fans](http://www.gov.nu.ca/education/programs-services/financial-assistance-nunavut-students-fans)

### Ontario

*Ontario Student Assistance Program,*  
*Student Support Branch,*  
*Ministry of Colleges and Universities*  
P.O. Box 4500  
Thunder Bay, ON P7B 6G9  
<http://osap.gov.on.ca>  
1-877-672-7411  
1-800-465-3958 (TDD/TTY)  
Fax: 807-343-7278

### Prince Edward Island

*Student Financial Services,*  
*Dept. of Innovation and Advanced*  
*Learning*  
P.O. Box 2000  
90 University Avenue, Suite 212  
Charlottetown, PE C1A 7N8  
902-368-4640  
Fax: 902-368-6144  
[www.studentloan.pe.ca](http://www.studentloan.pe.ca)

### Saskatchewan

*Student Financial Assistance Branch*  
*Saskatchewan Education,*  
*Employment and Immigration*  
200-3303 Hillsdale Street  
Regina, SK S4S 6P4  
[www.saskatchewan.ca/residents/education-and-learning/student-loans](http://www.saskatchewan.ca/residents/education-and-learning/student-loans)  
306-787-5620 or 1-800-597-8278  
Fax: 306-787-1608

### Yukon Territory

*Students Financial Assistance Advanced*  
*Education Branch Department of*  
*Education, Government of Yukon*  
P.O. Box 2703  
Whitehorse, YT Y1A 2C6  
[www.education.gov.yk.ca](http://www.education.gov.yk.ca)  
867-667-5131  
1-800-661-0408 ext. 5131  
Fax: 867-667-8555

## ADDITIONAL FINANCIAL INFORMATION

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### **The National Student Loan Service Centre**

1-888-815-4514

TTY: 1-888-815-4556

Fax: 1-888-815-4657

### **Bank Loans**

Loans and professional/student lines of credit are available to CCNM students at a number of financial institutions. Please contact your bank for more information. If the bank requires a proof of acceptance and/or enrolment, please contact Student Services.

### **Royal Bank of Canada (RBC)**

RBC offers the “[Special Program - Naturopathic Program](#)” which can provide up to \$90,000 for a student line of credit to CCNM students who qualify. Qualification, as with all loans, will be contingent on your own personal financial situation, including a good credit rating. For more information email [info@ccnm.edu](mailto:info@ccnm.edu).

# Scholarships and Bursaries

The CCNM - Boucher Campus scholarships and bursaries competition runs annually. Our internal awards vary in criteria - some awards require the demonstration of financial need, while others recognize academic achievement, community involvement and other accomplishments. A complete list of scholarships and bursaries including details of how to apply (eligibility, criteria, application forms, etc.) can be found on eCampus.

An award applicant's academic standing throughout the program to date will be considered. Generally, a student must be in good standing at the time of application. Students on Academic Notice are also eligible. However, students on Academic Notice due to violation of the Student Code of Conduct may be considered, but should meet with the Manager, Student Life before applying. Students currently on Academic Probation, Final Academic Probation, or on a Leave of Absence/Medical Leave of Absence are not eligible to apply.

Applicants must be:

- up to date with tuition payments,
- enrolled as full-time students (60% course load or greater for the entire academic year). Challenge, audit, prior credit recognition and credit-free courses will not be counted towards the 60% course load.

There are a variety of external scholarship opportunities available. Should an external scholarship application require confirmation of enrollment, students may request a letter from the office of the Registrar.

## CONVOCATION & GRADUATE AWARDS

At convocation the Awards Committee will grant the following awards to members of the graduating class:

- Academic Excellence
- Clinical Excellence
- Spirit of Boucher

Additional recognition awards may also be presented.

# Program Structure

## PROGRAM DURATION

The CCNM – Boucher Campus provides a residential, competency based naturopathic medical program with academic and clinical components coordinated and delivered over 4-years (12 quarters). The naturopathic program is without electives and students must complete all courses and clinical requirements within seven years in order to graduate. Of the total hours, 3270 hours are in the academic curriculum and lab time. There are 1200 hours dedicated to clinical education, which includes observation, practice of skills in a clinic setting and provision of care to patients. Experiential learning through professional development activities (100 hours) and preceptorships (100 hours) completes the program requirements.

## ACADEMIC SESSIONS

There are three 12-week academic terms each year, which run September to December, January to March, and April to June. In addition, there is a mandatory six-day intensive human anatomy Dissection Lab offered after the Spring Term of second year.



# Academic Policies

## ACADEMIC STANDING POLICY

Students are responsible for recognizing when they are experiencing educational difficulties and initiating requests for assistance from faculty well before their educational standing is impacted. Formal educational standing is monitored and ascertained at the end of each term.

Any standing other than good standing indicates that the student's overall performance will be under continued review by the Deans Council until good standing is restored. Once identified as being at academic risk, the student will be given a letter outlining actions required to return to good standing. A student will not be returned to good standing until fulfilling all remediation requirements and conditions set out in the Academic Standing letter.

Educational standing will be reviewed by the Dean's Advisory Council and determined by the Deans Council according to criteria delineated in the Academic Standing Procedure. Performance indicators include but are not limited to:

- unsatisfactory educational performance;
- breach of the Attendance Policy;
- failure to meet the Essential Abilities and Skills of Naturopathic Medical Students and Physicians Policy.

A student may only appeal to the Deans Council in the case of any factual errors or serious mitigating circumstances. A record of educational standing will be kept in the student files for seven years and will be shown on the student transcripts.

### Grade Definitions

70%-100% = Achieved Competency in a course

**D** = a temporary grade typically given for an overall course mark between 60-69%. A "D" will revert to a percentage grade if remediation is successfully completed, and will revert to a grade of "F\*" if remediation is not successfully completed by the contracted deadline. A grade of D is not allowed on a graduating transcript.

\* Note that while a "D" is typically given for a grade between 60-69%, the course syllabus is the contract for the course and may set out additional expectations. Therefore an automatic course Fail is possible for a grade between 60-69 if additionally one or more components of the course are not fulfilled as outlined in the course syllabus (see F\* below).

**INC** = Incomplete is a temporary grade given when a student has achieved 70% or better in a course but has not successfully completed all required components of the course as outlined in the course syllabus. An "INC" will revert to a

percentage grade if remediation is successfully completed, and will revert to a grade of "F\*" if the remediation is not successfully completed by the contracted deadline. A grade of INC is not allowed on a graduating transcript.

**IP** = In Progress is a temporary grade given to a student who has been granted an approved extension to complete the course requirements due to extenuating circumstances. (i.e., documented family emergency, illness, Special Accommodations, etc.). A grade of IP is not allowed on a graduating transcript.

**F** = Fail signifies that the student achieved below 60% as an overall course grade. The course must be repeated and paid at \$100 per credit retaken.

**F\*** = Fail above 59%. The course must be repeated and paid at \$100 per credit retaken.

Reasons for receiving an F\* can include, but are not limited to, the following:

- Student is not eligible for remediation based on conditions set out in the course syllabus
- Student does not successfully complete remediation by the contracted date
- cheating and/or plagiarism

**P** = Pass. Achieved Competency in a course where the mark is a pass or prior credit was awarded. Clinical rotations receive a P when they receive a grade of 70% or more and successfully complete the requisite hours for that rotation and have not exceeded the allowable absences for the rotation (90% attendance required)

**WD** = Withdrawn. Requires approval from the Registrar's Office and the respective Associate Dean. Withdrawal must occur after 30% and by 50% of the start of a term unless otherwise approved by the appropriate Dean. Please refer to the Withdrawal Policy. (Section 6.9 WD procedure)

**WDE** = Withdraw with Extenuating Circumstances

### Determination of Academic Standing

#### I. Good Standing

A student who is achieving the minimum academic standard and is not on Academic Notice, Probation, Suspension or Required to Withdraw is considered in Good Standing. Specifically, the student:

- Is on target to complete the program within the timeframe allotted according to the BINM Completion Requirement Policy

- Is maintaining a cumulative GPA of 2.0 (70%) or higher
- Has no grade of D, INC or F in the most recent term
- Is maintaining at least 90% overall attendance in accordance with the BINM Attendance Policy
- Is in compliance with the Standards of Student Conduct Policy
- Is meeting the criteria of the Essential Abilities and Skills of Naturopathic Medical Students and Physicians Policy

## II. Undetermined (UN)

A student's academic standing will be temporarily Undetermined if the student has any IP courses. A standing of UN will remain until such time as the student has completed all IP courses in the term for which Academic Standing is being assessed as well as all prior terms.

Once the above condition is met, the student's Academic Standing for the term will be determined. Any sanctions associated with this Academic Standing will apply at this point. Therefore a student may have consequences, including but not limited to Suspension, that result from performance in a term other than the most recent term.

As a standing of Undetermined is temporary, it will not show on student transcripts.

## III. Academic Notice (AN)

1. A student previously in Good Standing will be placed on Academic Notice for one or more of the following:
  - i. The student's total number of non-passing grades for the most recent term is one of the following:
    - A grade of D in one courses/clinic rotation, alone or in combination with:
    - A grade of INC in up to two courses/clinic rotations
    - A grade of D in two courses/clinic rotations, alone or in combination with:
    - A grade of INC in one course/clinic rotation
    - A grade of INC in three courses/clinic rotations
  - ii. Attendance below 80%
2. A standing of AN will continue until the student either:
  - completes one full term meeting the minimum standard for academic performance and successfully completes all remedial work, in which case they are returned to Good Standing, OR
  - meets the criteria for AP, FAP, Suspension,
3. The standing of Academic Notice will not appear on student transcripts.

## IV. Academic Probation (AP)

1. A student will be placed on Academic Probation for one or more of the following:
  - i. The student's total number of non-passing grades for the most recent term is one of the following:
    - A grade of D in more than two but less than five courses/clinic rotations
    - A grade of INC in more than three but less than six courses and/or clinic rotations
    - Any grade combination of D's and INC's totalling four
    - A grade of F in one course or clinic rotation, alone or in addition to one of the following:
      - A grade of D in up to two courses/clinic rotations
      - A grade of INC in up to three courses/clinic rotations
      - A grade of D in one course/clinic rotation plus a grade of INC in one clinic rotation
      - Any grade combination of D's and INC's totalling three
  - ii. While on AN for three or more consecutive terms, the student meets the criteria for AN in the most recent term
  - iii. Cumulative GPA below 2.0 or 70%
2. A letter of AP will outline any requirements that the DC determines are necessary to support the academic success of the student. These may include, but are not limited to completion of remedial work, tutoring, mentoring, and academic advising.
3. A standing of AP will continue until the student either:
  - completes one full term meeting the minimum standard for academic performance and successfully completes all remedial work, in which case they are returned to Good Standing, OR
  - meets the criteria for FAP, Suspension, Required to Withdraw or Dismissal, in which case they are moved to the appropriate standing
4. The standing of Academic Probation will be reflected on the student's transcript and will be listed for each term in which a student remains on AP.

## V. Final Academic Probation (FAP)

Final Academic Probation is generally the last opportunity for a student to meet the minimum academic standard prior to Academic Suspension, Required to Withdraw, or Dismissal.

1. A student will be placed on Final Academic Probation for one or more of the following:
  - i. The student's total number of non-passing grades for the most recent term is one of the following:
    - A grade of D in five courses/clinic rotations
    - A grade of INC in six courses and/or clinic rotations
    - Any grade combination of D's and INC's totalling five
    - A grade of F in addition to one of the following:
      - A grade of D in more than two but less than five courses/clinic rotations
      - A grade of INC in more than three but less than six courses and/or clinic rotations
      - Any grade combination of D's and INC's totalling four
    - A grade of F in two courses/clinic rotations alone or in addition to one of the following:
      - A grade of D in up to two courses/clinic rotations
      - A grade of INC in up to three courses/clinic rotations
      - A grade of D in one course/clinic rotation plus a grade of INC in one course/clinic rotation
      - Any grade combination of D's and INC's totalling three
    - A grade of F in addition to an F in each of the previous 2 consecutive terms in a course/clinic rotation
  - ii. While on AP for three or more consecutive terms, meets the criteria for AP in the most recent term.
  - iii. Failure to adhere to the terms or conditions of an Academic Probation.
2. A letter of FAP will outline any requirements that the DC determines are necessary to support the academic success of the student. These may include, but are not limited to, completion of remedial work, tutoring, mentoring, and prohibiting the student from participating in BNSA positions and other Boucher-related non-curricular initiatives/activities.

3. A standing of FAP will continue until the student either:
  - completes two consecutive full terms meeting the minimum standard for academic performance and successfully completes all remedial work, in which case they are returned to Good Standing, OR
  - meets the criteria for Suspension, Required to Withdraw or Dismissal, in which case they are moved to the appropriate standing
4. The standing of Final Academic Probation will remain on the student's transcript and will be listed for each term in which a student remains on FAP.

## VI. Academic Suspension (AS)

1. A student will be placed on Academic Suspension from the program for one or more of the following:
  - i. The student's total number of non-passing grades for the most recent term is one of the following:
    - A grade of D in six courses/clinic rotations
    - A grade of INC in seven courses/clinic rotations
    - Any combination of D's and INC's totalling six
    - A grade of F in one courses/clinic rotation in addition to one of the following:
      - A grade of D in five courses/clinic rotations
      - A grade of INC in six courses and/or clinic rotations
      - Any grade combination of D's and INC's totalling five
      - A grade of F in two courses/clinic rotation in addition to one of the following:
        - A grade of D in three courses/clinic rotations
        - A grade of INC in four courses and/or clinic rotations
        - Any grade combination of D's and INC's totalling four
    - A grade of F in three courses/courses rotations, alone or in addition to one of the following:
      - A grade of D in up to two courses/clinic rotations
      - A grade of INC in up to three courses/clinic rotations
      - A grade of D in one course/clinic rotation plus a grade of INC in one clinic rotation
      - Any grade combination of D's and INC's totalling three

- ii. While on AP for three or more consecutive terms, meets the criteria for FAP in the most recent term.
- iii. While on FAP, the student's total number of non-passing grades for the most recent term is one of the following:
  - A grade of D in two courses/clinic rotations
  - A grade of INC in three courses/clinic rotations
  - Any grade combination of D's and INC's totalling three
  - A grade of F in one course/clinic rotation, alone or in addition to one of the following:
    - A grade of D in one courses/clinic rotation, alone or in combination with:
  - A grade of INC in up to two courses/clinic rotations
    - A grade of D in two courses/clinic rotations, alone or in combination with:
  - A grade of INC in one course/clinic rotation
    - A grade of INC in up to three courses/clinic rotations
- 2. Academic standing of Suspension will remain on the student's transcript and will be listed for each term in which a student remains on SP.
- 3. Access to student counselling, library resources, class/clinic audits, student events, etc. will be determined on a case-by-case basis.
- 4. The student will return from Suspension with a standing of Final Academic Probation once all the conditions set by the Deans Council have been met.

Note: Suspension is not a mandatory stage prior to being Required to Withdraw (see below).

## VII. Required to Withdraw (RTW)

1. A student will be Required to Withdraw from the program for one or more of the following:
  - i. A grade of F in five or more courses/clinic shifts overall in the program
  - ii. Failure of the same course/clinic rotation twice
  - iii. The student's total number of non-passing grades for the most recent term is anything greater than what is listed under the Academic Suspension criteria.
  - iv. After returning from an AS for the second time, meeting the criteria of AS
  - v. Failure to adhere to the terms or conditions of a Suspension

- vi. Failure to meet the criteria of the Essential Abilities and Skills of Naturopathic Medical Students and Physicians Policy

2. An Academic Standing of Required to Withdraw will be listed on the final transcript.
3. Students who are Required to Withdraw may apply for readmission
4. Registration will be cancelled for students on RTW and they will not have access to any school resources. All fees must be paid and materials returned at time of withdrawal to be considered for reinstatement.

## VIII. Dismissal (DS)

1. Students will be dismissed from the program for the following, including but not limited to:
  - Confirmed to be cheating on tests, assignments or examinations
  - Misrepresentation to school authorities for the purpose of gaining admission to the school or during the course of the program in order to obtain unearned scholastic credit
  - Repeated violation of institute rules or policies or other serious offences as determined by the Deans Council
  - Academic performance that would result in RTW for a second time
  - Failure of the same course for a third time
  - Failure to meet the terms of a probationary contract following RTW
  - Any criteria listed in the Student Withdraw Policy
2. Students who are dismissed will not be permitted to return reapply for return to the program.
3. Academic standing of Dismissed will be listed on the final transcript.

## Appeals

Refer to the section on Grade Appeals for any appeal of academic standing.

## ATTENDANCE POLICY

**Purpose:** The naturopathic program is rigorous and is a residential program. Attendance supports student learning through instruction, mentorship, and hands-on work. To this end, CCNM – Boucher Campus has developed the following policy.

### Policy Statement

1. It is mandatory for students to attend classes and clinic rotations in order to confidently maintain educational standards.
2. The faculty member records attendance in the student information system at the start of each class or clinic rotation.
3. Students are required to take their attendance seriously and to make every reasonable and conscientious effort to be present for classes in each and every course, as well as for all scheduled clinic rotations.
4. While 100% attendance is expected, up to 10% absence from the program as a whole may be allowed for reasons of health and in emergency situations (documentation may be required). Students are responsible for any work missed.
5. Attendance numbers are reviewed each term in order to ensure a student is meeting the requirements of the Attendance Policy. Students who fall below 80% attendance will not be in good standing and will receive a letter from the Deans Council that places them on the appropriate academic standing according to the Academic Standing Procedure. In addition, a student who misses more than 10% of a course/rotation may be penalized in grading per the syllabus for the course. Individual courses may also have other course-specific attendance requirements outlined in the course syllabus, such as mandatory practical classes.
6. Students missing for a period of ten consecutive days from the program may be withdrawn unless prior written approval is obtained from the Deans Council.
7. The Registrar is required to report extended absences as defined by Student Aid BC. These may result in negative consequences for student loan recipients.

## REMOTE CLASS ATTENDANCE

Remote attendance to classes will be coordinated by the academic department and communicated prior to the start of each term. Students must ensure their laptop/device supports remote attendance platforms. In the event that a class is not delivered remotely, students should request permission to attend remotely from the instructor prior to the start of class so that the IT can be set up.

## ACADEMIC ATTENDANCE PROCEDURES

1. Attendance is taken by faculty once during each class or field trip at any time. Attendance cannot be delegated to a student.
2. A student may be marked as “partially attended” if the student arrives late or leaves early. In the case of late arrival, it is the student’s responsibility to inform the instructor of their presence. In the event that a student steps out at the point during which attendance is taken, it is the student’s responsibility to inform the instructor that s/he is present. In any of these cases, it is at the discretion of the instructor to determine whether the student receives partial, full or no attendance credit, depending upon the length of time the student was absent.
3. A student who is not registered for a class will not receive credit or be permitted to attend. Students who are not on the class attendance list should see the Registrar immediately to confirm that they are registered in the course, and to be added to the attendance list.

## ACADEMIC ABSENCE PROCEDURE

1. A student will not be penalized in their course grade should they have an excused absence.
2. Grading penalties for a non-excused absence can include, but are not limited to, forfeiting the participation mark for the class, receiving a zero for any assessments given during the missed class, and failing the course for a missed mandatory class. Any such penalties will be outlined in the course syllabus.
3. To avoid a grading penalty when absent from a class that involves a midterm or final exam, the student must request permission in writing, and receive approval from the Associate Dean of Academics. Supporting documentation describing the extenuating circumstances must be provided.

4. To avoid a grading penalty when absent from a class that does not involve a midterm or final exam, the student: must provide the instructor with a valid reason for having missed the class; is responsible for the material covered in class; and must complete any alternate assessments, assignments, or other work assigned by the instructor in order to demonstrate competency in the class material. The instructor may require appropriate documentation in order to assess the validity of an absence, as outlined in their course syllabus.

## CLINIC ATTENDANCE POLICY

In keeping with CCNM – Boucher Campus’s attendance policy, all student clinicians will be required to attend at least 90% of each clinic rotation, including the assistant rotation, in order to receive a passing grade for the rotation. Supervising clinical faculty will record attendance including lateness or approved early departures daily, and time will be deducted based on the actual time missed. In order to receive full credit for a shift, the full shift including preview and review must be attended. Telehealth (virtual) rotations may be necessary if Public Health orders dictate and attendance will be accepted for clinical rotations attended in this manner, as long as CNME approves of this alternative form of delivery of medicine. Students must ensure that their laptop/device supports access to the EMR and other delivery platforms.

*Note: View the full Clinic Attendance Rules on page 90 of the Student Handbook and in the Clinic Handbook’*

## OBSERVANCE OF RELIGIOUS HOLIDAYS

The CCNM – Boucher Campus community is enriched by individuals of many faiths who have various religious observances, practices, and beliefs. The institute recognizes that, on some occasions, classes, exams, clinic shifts, or other required academic activities may conflict with a student’s religious holiday observance. CCNM – Boucher Campus will reasonably accommodate a student’s religious holiday observance unless the accommodation would cause an undue hardship.

The following guidelines apply to all students who wish to miss or be excused from a clinical or academic requirement for a religious observance or restriction:

1. Students requesting time off from classes and/or clinic rotations to observe a religious holiday should refer to the corresponding student support section.
2. Please see section above for requirements regarding an excused absence.
3. An excused absence does not negate the student’s responsibility for material or assignments due during the period of absence.

## EXAMINATION PROCEDURES

### Exam Administration

Students are expected to abide by examination procedures; failure to do so is considered a breach of student conduct. Faculty members are expected to uphold the following procedures and report any breaches in a timely fashion.

1. Examination rooms are to remain closed during the examination.
2. A student who arrives late to an examination but within 20 minutes of the scheduled start time will be given the examination and permitted to complete as much work as possible during the remaining time.
3. A student who arrives more than 20 minutes late for an examination will not be permitted to take the exam.
4. Under no circumstances will entry into the exam room be allowed after the first student has completed the examination and departed the room.
5. No exit from the examination room is permitted earlier than 20 minutes after the exam has begun, and any temporary exit from the room during an examination (ie. for the purpose of using the washroom) must be approved by the proctor, with only one student being permitted to leave the room at any given time.
6. Students must place books, notebooks, bags, jackets, and personal belongings so as not to allow for easy access.
7. Laptops, mobile devices (including cell phones), smart watches are not permitted in the exam room. Students are not permitted to access any such items during the course of an examination.
8. Students are not permitted to wear headgear (such as baseball caps) that obstructs the proctors’ view of their eyes, with the exception of any articles worn for medical or religious reasons.
9. Headphones or earbuds are not permitted; ear plugs are permitted.
10. Talking or other communication between students is not allowed during the exam.



## Online Final Exam Procedure

In the context of the extraordinary measures taken in response to the novel COVID-19 virus CCNM – Boucher Campus has taken measures to ensure that remote exam delivery and proctoring is in place. Online, closed-book final examinations will be electronically proctored by ExamSoft to protect exam integrity. Other types of assessments may be delivered using eCampus software.

Students are expected to abide by the Exam Procedure as outlined in the Student Handbook in addition to these Online Exam Procedure guidelines. A student who fails to follow these guidelines may be considered in breach of student conduct.

*Note: View the full examination procedures on page 151 of the Student Handbook.*

## PROGRESS REPORTS

It is the policy of the CCNM – Boucher Campus to provide students with regular feedback as to their academic and clinical progress during their course of study so that they may address any concerns or difficulties in a timely and productive manner.

Feedback may include; informal instructor feedback during class or clinic rotations, results on interim tests, quizzes and projects, general comments on progress to date. Feedback may involve a meeting with the instructor to address any concerns.

## EVALUATION AND GRADE DEFINITIONS

Course marks are determined through a series of ongoing evaluations. Evaluation may consist of written and/or practical examinations, attendance, and participation, as well as assignments designed to assess specific learning outcomes.

An overall pass mark of at least 70% is necessary to fulfill course requirements, in addition to a passing grade in any individual course components as outlined in the course syllabus. Remediation is typically offered to a student with a grade between 60-69% overall in the course, or with a grade of 70% or over who has not met competency in one or more course components. A failure after any remediation (if available) will necessitate the student retaking the course at a reduced tuition fee (See the CCNM – Boucher Campus Institute Clinic Intern Handbook for more details on clinical evaluation).

## GPA CALCULATION

Grade points are calculated by multiplying the number of credits assigned to a course by the grade point value of the grade assigned to the course. Term GPA is calculated by dividing the total number of grade points earned in a term by the total number of credits for the courses registered in the term.

Cumulative GPA is calculated by dividing the total number of grade points earned in all terms by the total number of credits for the courses registered.

When a course is repeated, both the original grade and the grade assigned for the repeated course will appear on the student transcript. The grade will be included in the calculation of GPA and academic standing.

The Grading Scale Effective July 2019

Letter Grade	Numerical Grade	Grade Points
A	91-100%	4
A-	86-90%	3.67
B+	82-85%	3.33
B	79-81%	3
B-	76-78%	2.67
C+	73-75%	2.33
C	70-72%	2
F*	0-59%	0
F**	>59 %	0

70%-100% = Achieved Competency in a course

**D =** a temporary grade given for an overall course mark between 60-69%\*. A “D” will revert to a percentage grade if remediation is successfully completed and will revert to a grade of “F\*” if remediation is not successfully completed by the contracted deadline. A grade of D is not allowed on a graduating transcript.

\*Note: Any exceptions will be clearly outlined in the course syllabus. This means an automatic course Fail is possible for a grade between 60-69 if additionally, one or more components of the course are not fulfilled as outlined in the course syllabus (see F\* below).

**INC** = Incomplete is a temporary grade given when a student has achieved 70% or better in a course but has not successfully completed all required components of the course as outlined in the course syllabus. An “INC” will revert to a percentage grade if remediation is successfully completed and will revert to a grade of “F\*” if the remediation is not successfully completed by the contracted deadline. A grade of INC is not allowed on a graduating transcript.

**IP** = In Progress is a temporary grade given to a student who has been granted an approved extension to complete the course requirements due to extenuating circumstances. (i.e., documented family emergency, illness, Special Accommodations, etc.). A grade of IP is not allowed on a graduating transcript.

**F** = Fail signifies that the student achieved below 60% as an overall course grade. The course must be repeated and paid at \$100 per credit taken.

**F** = Fail above 59%. The course must be repeated and paid at \$100 per credit taken.

Reasons for receiving an F\* can include but are not limited to, the following:

- Student is not eligible for remediation based on conditions set out in the course syllabus
- Student does not successfully complete remediation by the contracted date
- Cheating or plagiarism

**NC** = No Credit. Given for a course that is in progression over more than one term.

**P** = Pass. Achieved Competency in a course where the mark is a pass or prior credit was awarded. Clinical rotations receive a P when they receive a grade of 70% or more for that rotation and have not exceeded the allowable absences for the rotation (90% attendance required).

**WD** = Withdrawn. Requires approval from the Registrar’s Office and the respective Associate Dean. Withdrawal must occur after 30% and by 50% of the start of a term unless otherwise approved by the appropriate Dean. Please refer to the Withdrawal Policy.

**WDE** = Withdrawal with Extenuating Circumstances.

## GRADE APPEAL POLICY

1. Students may appeal course marks or final grades if they believe the grade for one or more individual assessments has been improperly determined; the stated evaluation criteria for the course have been improperly applied; the evaluation criteria were not specified; penalties were applied that were not outlined in the syllabus; or the grade was miscalculated.
2. The grade may be raised, lowered, or remain the same as a result of an appeal.
3. Students retain the right to continue with subsequent classes while the appeal is in process, however students will be required to drop or withdraw from any course where the course under appeal is a prerequisite, and the appeal is unsuccessful.
4. All information disclosed during a final grade appeal is confidential and all parties to an appeal must respect this confidentiality.
5. Set timelines may be extended if agreed upon by all parties, but all efforts to complete an appeal within those timelines should be respected.
6. A grade appeal must follow the Grade Appeals Procedure below. The student may consult with the Registrar should they require clarity on the Policy or Procedure.

## GRADE APPEAL PROCEDURE

1. A student wanting to appeal a grade must submit a written appeal to the course instructor within **five business days** of receiving a grade for an assignment, exam, or course/rotation.
2. The student appeal will include:
  - a. student name,
  - b. the course/rotation and term it was offered,
  - c. provide an appropriate rationale for the appeal (eg. incorrect grading, incorrect addition, inappropriate application of evaluation Policies/procedures).
3. The instructor will acknowledge receipt of the grade appeal within 3 business days. They will review and/or remark the exam within 5 business days of acknowledged receipt.
4. Any student who is unable to contact the course/rotation instructor, receives no formal reply from the course/rotation instructor after a period of 3 business days, or receives no appeal determination after a period of 7 business days from submission of the appeal should notify the Associate Dean of Academics or Clinic.

5. Any student who wishes to further appeal an academic issue (e.g. they believe a final course grade has been arrived at incorrectly) must first consult with the Associate Dean, Academic
6. In the event that the matter is not resolved to the student's satisfaction, the student may pursue a formal appeal as per the Appeals Policy.

A student who wishes to appeal a grade after receiving a response from the instructor, may submit an appeal in writing to the Associate Dean of Academics or Clinical Studies within 15 business days of the release of the grade. The appeal should:

- list the course/rotation and term it was offered;
- summarize the events resulting in the appeal to the Associate Dean, including:
  - a. relevant timelines;
  - b. the rationale for the appeal as originally submitted to the instructor a rationale for why the instructor's decision should be overturned;
- signed and dated by the student.

Within **ten business days** of receiving the appeal letter the appropriate Associate Dean will review and complete the appeal. The Associate Dean may draw on the expertise of a suitably trained consultant, such as the department chair, to re-evaluate the work in question or may take other action as deemed appropriate.

It is the student's responsibility to provide all the relevant work that has been returned and it is the instructor's responsibility to provide all relevant work, which has been retained. The Associate Dean will convey the results of the review in writing to the student, the instructor and the Registrar in a dated letter.

In the event that the student is not satisfied with the result from the Associate Dean, the student may submit a final appeal to the Registrar within **five business days** of the previous decision. Students are expected to present written documentation surrounding the circumstances of the appeal. The appeal documentation should be signed and dated by the student and will set forth:

- the course/rotation and term it was offered;
- summary of the events resulting in the appeal to the Registrar, including
- relevant timelines;

- a rationale for the appeal as originally submitted to the instructor (e.g. incorrect grading, incorrect addition, inappropriate application of evaluation policies/procedures);
- a rationale for why the instructor's and Associate Dean's decisions should be overturned.

Refer to the **APPEALS** section for the Procedure for hearings on appeals.

Should a student be appealing a grade that has placed them on Suspension, Required to Withdraw, or Dismissal as per the Academic Standing Procedure, they will be permitted to continue taking classes until the appeal is heard and their Standing will be on hold. Should the appeal be unsuccessful, the relevant Academic Standing will be applied immediately.

## PROGRESS REPORTS

It is the policy of the CCNM – Boucher Campus to provide students with regular feedback as to their academic and clinical progress during their course of study so that they may address any concerns or difficulties in a timely and productive manner.

Feedback may include; informal instructor feedback during class or clinic rotations, results on interim tests, quizzes and projects, general comments on progress to date. Feedback may involve a meeting with the instructor to address any concerns.

## CLINIC ENTRANCE REQUIREMENTS

In order to ensure readiness to enter and progress through the clinical program, students must have achieved the requirements outlined for each transition to a new clinical role (ie. Secondary to Primary intern). Students must have all applicable documents submitted and prerequisites completed prior to entry to clinic, for transition to primary intern role and to be recommended for graduation. The Clinical studies coordinator confirms the completed prerequisites in Orbund and submits a list of students not meeting requirements to the Associate Dean of Clinical studies. The Associate Dean of Clinical studies will alert the student they have not met the requirements.

The approved students list will be provided to the Clinical Studies Coordinator and the Registrar for enrolment into clinic courses and to qualify for graduation.

## REMEDIATION

The purpose of remediation is to permit a student who fails selected academic courses to avoid program delay. Remediation is a personalized program of intensive study and focused review of the course material, accompanied by appraisal, in order to raise a student's comprehension of the subject to an acceptable standard.

**Remediation is a privilege, not a right.** Remedial education is designed to provide the student the opportunities needed to build their knowledge or skills to a level of competency. Course remediation is a chance for the student to demonstrate course competency when competency is not achieved on the first attempt.

Eligibility for Remediation:

1. The student has received a grade between 60-69% in the course and has met all requirements for remediation eligibility set out in the course syllabus.
2. The student has received a grade of at least 70% in the course but has not met all required course competencies as outlined in the syllabus.

The passing mark required on a remedial exam will be outlined on the Remediation Contract. In general, if a student passes a course but does not pass the final exam, a minimum grade of 70% is required on the remedial final. However, if a student achieves a final grade of between 60-69% overall in the course, then the remedial exam mark must be high enough to bring the overall course mark to a minimum of 70%, as calculated by the parameters set out in the course syllabus.

Students who successfully complete remedial exams, and any associated remediation, will receive a final course grade of 70% unless the cumulative course grade was already greater than 70%. In such a case, the grade will reflect the original course mark.

*Note: View the full information on Remediation on page 159 of the Student Handbook.*

# Code of Conduct

All members of the CCNM – Boucher Campus learning community are required to maintain a professional relationship characterised by personal and professional integrity, and mutual respect, courtesy, and consideration. Each member of CCNM – Boucher Campus is expected to act in ways that foster the primary functions of teaching, research, and public service. CCNM – Boucher Campus attempts to design programs and policies governing student learning and conduct that will encourage independence and maturity. In so doing, CCNM – Boucher Campus has the right and duty to protect its members from conduct that interferes with:

1. its primary educational responsibility to ensure each of its members the opportunity to attain their educational objectives;
2. record keeping, providing facilities and services, and sponsoring non-classroom activities;
3. maintaining professional standards among its members;
4. providing services to the public.

Students, faculty, and staff are expected to observe federal, provincial, and local laws and ordinances, and to refrain from conduct proscribed in the Code of Conduct.

## STUDENT CODE OF CONDUCT

While on CCNM – Boucher Campus premises, students are expected to maintain appropriate professional standards of conduct including dress and interpersonal behaviour. Students must abide by the existing CCNM – Boucher Campus rules and regulations and are expected to contribute to an atmosphere of non-stressful learning for all members of the institute. Anyone found to be a consistent detriment to such an atmosphere will be asked to withdraw.

Students are at all times responsible for their own actions. Ignorance of CCNM – Boucher Campus rules or the laws of Canada or British Columbia is not a defence against disciplinary action. Lack of intention to violate institute policy will not generally excuse an infraction.

## STUDENT RIGHTS & RESPONSIBILITIES

Students have the following rights:

- the right to academic pursuit as the primary reason for students to be at CCNM – Boucher Campus;
- the right to participate in activities for students at CCNM – Boucher Campus, without harassment, intimidation, discrimination, disruption or acts of violence;
- the right to freedom of inquiry, expression, and assembly on campus;
- the right to engage and participate in dialogue and to examine diverse views and ideas;
- the right to fair procedures in proceedings under this Code;
- the right to respect for one's person and property;
- the right to privacy of personal information.

Students have the following responsibilities:

- the responsibility not to disrupt or interfere with CCNM – Boucher Campus activities (e.g., academic activities such as classes, CCNM – Boucher Campus programs, student co-curricular activities and tabling);
- the responsibility to behave in a way that does not harm or threaten to harm another person's physical or mental wellbeing;
- the responsibility to uphold an atmosphere of civility, honesty, equity, and respect for others, thereby valuing the inherent diversity in our community;
- the responsibility to consider and respect the perspectives and ideas of others, even when the student does not agree with their perspectives or ideas;
- the responsibility to respect the property of others' including the property of The CCNM – Boucher Campus;
- the responsibility to be fully acquainted with and adhere to CCNM – Boucher Campus policies, procedures or rules;
- the responsibility to respect the privacy of personal information of others and treat disciplinary outcomes as confidential;
- the responsibility to obey public laws;
- the responsibility not to misrepresent themselves as a "naturopath", "naturopathic physician", "naturopathic doctor", "physician", or "doctor", or any combination of these.
  - o Should they encounter confusion about their role by a patient or member of the public – the College (CNPBC) expects that they identify themselves as a "naturopathic medical student" and dispel that confusion.

*Note: View the full Student Code of Conduct on pages 132-140 of the Student Handbook.*

## ACADEMIC INTEGRITY POLICY

Participation in the CCNM – Boucher Campus community requires being honourable and expecting such veracity from fellow community members. An honourable community upholds a standard of excellence when individuals are engaged in honesty, responsibility, fairness, respect, integrity, and trust. Academic integrity then becomes a cornerstone of the educational commitment of its members.

Violations of Academic Integrity in any aspect of one's education, are in direct conflict with the Student Code of Conduct. A person who engages in academic dishonesty will be held accountable through the Deans Council, as well as by their faculty member, who can assign grade penalties. Below is a list of behaviours that would constitute academic dishonesty. The list below is not intended to be limiting, but rather to offer examples of types of academic dishonesty.

*Note: View the full policy and procedures on page 106 of the Student Handbook.*

## DISCRIMINATION, BULLYING AND HARASSMENT POLICY

**Background:** CCNM – Boucher Campus is committed to providing a safe working and learning environment that allows for full and free participation of all members of the CCNM – Boucher Campus Community.

Discrimination, Bullying and Harassment are strictly prohibited under this Policy.

A breach of this Policy by a member of the CCNM – Boucher Campus Community represents serious misconduct, and may be cause for disciplinary sanctions including, where appropriate, suspension, dismissal or expulsion.

## DISCRIMINATION, BULLYING AND HARASSMENT POLICY STATEMENT

### Rights and Responsibilities

CCNM – Boucher Campus is committed to addressing Discrimination, Bullying and Harassment by

1. implementing and actively promoting awareness and training programs to educate the CCNM – Boucher Campus Community regarding Discrimination, Bullying and Harassment and the issues addressed in this Policy;
2. promoting working and learning conditions that seek to eliminate the potential for incidents of Discrimination or Bullying and Harassment to occur within the Institute's facilities or operations;
3. reducing barriers to filing Complaints regarding Discrimination or Bullying and Harassment; and
4. responding to Complaints in a procedurally fair, efficient, and consistent manner.

CCNM – Boucher Campus reserves the right to initiate an investigation and/or to inform the relevant law enforcement agency without the consent of the person filing a Complaint regarding an incident of Discrimination or Bullying and Harassment, if the Institute has a reasonable belief that the safety of a member of the CCNM – Boucher Campus Community is at risk.

CCNM – Boucher Campus reserves the right to implement interim measures as it considers appropriate, to protect the safety of the CCNM – Boucher Campus Community or any of its members during an evaluation of a Complaint or pending the completion of an investigation. Such measures may include, but are not limited to: directing the Complainant, Respondent, witnesses or other parties to cease and desist from engaging in a particular type of behaviour; restricting access to Institute property or specific areas within the Institute; alteration of the learning or work schedule of an individual; imposing a no-contact directive; and/or temporary, non-disciplinary leave of an individual.

A member of the CCNM – Boucher Campus Community has the right to pursue other processes external to the Institute in connection with alleged Discrimination or Bullying and Harassment, such as reporting the matter to the police, initiating a civil action, or filing a complaint under the BC Human Rights Code. If an external course of action is pursued, the Institute may elect to continue with the process under this policy, or to suspend the process under this policy pending the outcome of the external process.



## DISCRIMINATION, BULLYING AND HARASSMENT PROCEDURE

CCNM – Boucher Campus is committed to addressing Discrimination, Bullying and Harassment by:

1. Implementing and actively promoting awareness and training programs to educate the CCNM – Boucher Campus Community regarding Discrimination, Bullying and Harassment and the issues addressed in the Policy;
2. Promoting working and learning conditions that seek to eliminate the potential for incidents of Discrimination or Bullying and Harassment to occur within the Institute's facilities or operations;
3. Reducing barriers to filing Complaints regarding Discrimination or Bullying and Harassment; and
4. Responding to Complaints in a procedurally fair, efficient, and consistent manner.

*Note: View the full policy and procedures on pages 109-117 of the Student Handbook.*

## DISCIPLINARY SANCTIONS

A sanction is an outcome or consequence if a student is found in violation of a particular policy.

The ultimate goal of the policy is to address violations of misconduct with sanctions that are corrective in nature.

CCNM – Boucher Campus values the principles of restorative justice, and wherever possible, emphasis is placed on educational sanctions. The goal of educational sanctions is to help a student understand why their behaviour was inappropriate, to appreciate the impact of that behaviour on others and to effect positive change. Educational sanctions can include apologies, service to the Institute or wider community, and completion of a class or workshop.

The Deans Council may propose any of the Disciplinary Sanctions as outlined below. One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Conduct. Sanctions may be imposed separately or in conjunction with any other sanction(s).

Disciplinary measures for non-academic misconduct shall not ordinarily be recorded on a student's transcript unless the student is suspended or expelled. In the case of suspension, the transcript notation shall be removed upon lapsing of the suspension.

*Note: View complete information on page 136 of the Student Handbook.*

# Appeals Committee

The Appeals Committee is constituted to hear academic and disciplinary appeals. The Committee is comprised of one faculty member appointed by the chair of faculty association, one CCNM – Boucher Campus student (not in the same year as the appellant) appointed by the president of the BNSA and a chair who is appointed by the President. Only individuals who have been trained in the policies and procedures associated with the Appeals Committee are eligible to serve on the committee.

## PROCEDURE FOR HEARINGS OF THE APPEALS COMMITTEE

1. At the hearing, the student is entitled to be represented by legal counsel at their own expense. In the event the student elects to have legal counsel they must inform the College at least five days in advance of the hearing; CCNM – Boucher Campus may or may not choose to be represented by legal counsel. At least three working days prior to the hearing, each party must identify who will represent them, the witnesses they will call, and the material they will provide in evidence.  
*Note: Failure to provide notice of issues beforehand will normally cause those issues to be excluded from the hearing.*
2. Copies of the student's notice of appeal, as well as the supporting documentation from each party will be made available to each party at Student Services at least three days prior to the hearing.
3. At the beginning of the hearing, the chair will advise the parties that the committee members have read the appeal and the supporting documentation and summarize the rules of the hearing. The student or the student's representative will then be permitted to present evidence, examine witnesses, and introduce arguments in support of the appeal. The College's representative may cross-examine any of the student's witnesses. The College representative will then be permitted to present evidence, examine witnesses, and introduce arguments in opposition to appeal. The student or the student's representative is entitled to cross-examine any witness called by the College. The members of the Appeals Committee may question all parties or witnesses. The student or student's representative and the College's representative may make closing statements.
4. Admission of any person to the hearing shall be at the discretion of the chair of the Appeals Committee.
5. All procedural questions are subject to the final decision of the chair of the Appeals Committee.

6. At the conclusion of the hearing, the Committee will proceed to consider the matter and determine its decision on the appeal, during which time all persons other than the members of the committee are excluded and shall withdraw.
7. The decision will be determined by a majority vote. A formal written decision with reasons will be drafted. The Committee may only determine whether or not the grade or sanction is appropriate.
8. Following the decision of the committee, the Registrar will immediately notify the student of the decision.
9. Proceedings of the committee are confidential and no individual who is not a committee member, committee secretary, a party to the proceedings or witness may be in attendance during the hearing, unless specifically permitted by the Chair.
10. The determination of the appeal is final and shall be communicated to the student in writing through the Registrar's office within 15 business days of receiving the appeals of dismissal.

## SPECIAL RULES FOR APPEALS OF MILESTONE EXAMINATIONS

Due to the unique nature of the Milestone Exams, a process specific to appeals of these grades has been implemented that differs from the regular CCNM – Boucher Campus academic appeals process.

Prior to the release of grades, a two person panel of CCNM faculty reviews all failing grades and by majority vote may change a failing grade to a passing grade.

After the release of Milestone grades, a student may appeal a failing grade to a two person panel comprised of CCNM – Boucher Campus faculty that is completely different from the panel that reviewed the failing grade prior to their release. The student has the option of submitting a written appeal or they may attend in person before the panel and make oral submissions. A student may appeal the decision of the faculty panel to the Appeals Committee. However, the basis for such an appeal is limited to assertions that the College did not follow proper procedural grounds in reaching its decision.

# Grievance and Dispute Resolution

## DISPUTE RESOLUTION POLICY

In an effort to resolve disputes equitably and expeditiously, the College has adopted a dispute resolution policy to enshrine the principles of natural justice into all College policies that involve disputes between college stakeholders. This policy applies to all students, staff, faculty and administration, board members and patients of CCNM – Boucher Campus.

If possible and where appropriate, disputes between students, staff, faculty and administration should be resolved in an informal manner between the relevant parties.

In the event that informal resolution is not achieved or is not appropriate, College policies are to be governed by the principles of natural justice. All disputes are to be resolved fairly and as expeditiously as possible. The onus is on the College to ensure that all disputes are dealt with expeditiously.

Individuals involved in a dispute are entitled to know and understand the particulars of any charges or complaints made against them. In any matter involving a possible sanction, the individual should be provided this information in writing. Individuals have a right to be heard in response to any charges or complaints made against them before any disciplinary action is taken against them.

There should be reasonable timelines for dealing with complaints and grievances. This may vary depending on the complexity of the matter, but, the onus is on the College to demonstrate that it has acted as expeditiously as is reasonably possible.

### Exemptions from this policy

The Dispute Resolution Policy covers disputes or concerns not related to Grade Appeals or Discrimination, Bullying and Harassment. Those concerns may be directed as follows:

- Students may not file a grievance for a grade appeal, except when a faculty displays unethical, illegal, or improper conduct within the context of a grade given.
- Incidences of bias, sexual discrimination or (sexual) harassment, sexual misconduct, or occurrences of harassment, bullying, discrimination, or other human rights concerns, please refer to the Discrimination, Bullying and Harassment Policy

## DISPUTE RESOLUTION PROCEDURE

### Informal Dispute Resolution Process

Informal grievances are resolved through a discussion with the person(s) involved and do not require the submission of a written complaint. Most grievances can be resolved quickly and efficiently through a calm, balanced and non-prejudicial discussion between parties, and do not require formal action. Within five (5) business days of the issue/event the complainant(s) should directly approach the person(s) involved and communicate their concerns and a possible plan for resolution. Most grievances will be resolved at this level. If an agreement cannot be made the complainant may move to the Formal Dispute Resolution Process as outlined below.

### Formal Dispute Resolution Process

In cases where an informal process does not lead to a satisfactory resolution, or the complainant(s) is dissatisfied with the outcomes or if the complainant(s) is not comfortable addressing their concerns in this manner, the complainant(s) may contact the following individuals within ten (10) business days of the initial incident:

- for concerns related to the academic component of the program—contact the Associate Dean of Academics or Director of Academic Affairs;
- for concerns related to the clinical component of the program—contact the Associate Dean of Clinical Studies;
- for concerns that do not fit one of the above categories, contact the Manager of Student Life;
- for concerns related to employment/between employees, contact the Manager of Human Resources.

Grievances must be submitted in writing and include the nature of the concern, the persons involved, efforts taken to address the issue, results of attempts at resolution and the requested plan for resolution.

The Associate Dean, Manager of Student Life or HR Manager will arrange a meeting between the complainant(s) within 5 business days of receiving the complaint. They will determine the course of action, which may include a mediated meeting between the complainant and the respondent, and endeavor to facilitate a satisfactory resolution within 10 business days of first notification of the alleged incident.

A written summary of the complaint and response will be maintained by the Registrar.

*Note: View the full policy and procedures on page 141 of the Student Handbook.*

# Academic Freedom

## GENERAL PRINCIPLES

CCNM acknowledges that the enrichment of the intellectual experience is dependent upon the existence of a free and open academic community. Conflict of ideas cannot occur unless there is the guaranteed opportunity for a variety of viewpoints to be expressed. Tolerance for the opinions of others is an inescapable condition of the meaningful pursuit of truth. CCNM recognizes its responsibility to provide opportunity for expression of diverse points of view as a means of guaranteeing academic freedom.

As set out in the Policy Statement of the Canadian Association of University Teachers, “academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base research and teaching on an honest search for knowledge.”

## FACULTY

Faculty members are entitled to freedom in research and in the publication of results, subject to the review of the College’s ethics review board and the adequate performance of their other academic duties. They are also entitled to freedom in lecturing or conducting demonstrations in their subject or field of competence. They are entitled, as any other member of the community in which they live, to establish membership in voluntary groups, to seek or hold public office, to express their opinions as individuals on public questions and to take lawful action in accordance with their views.

It is expected that faculty members will be cognizant of their responsibilities to their profession and to this institution. They must attempt to be accurate, to exercise sound judgment and respect the rights of others to express opinions. They have an obligation, when appropriate, to make clear that their actions, statements and memberships do not necessarily represent the views of the institution.

## STUDENTS

Students are entitled to be taught within an environment in which the exploration of ideas is encouraged, and to have access to all information pertinent to their subjects of study. They have the right to intellectual disagreement with their instructors and associates and to question them without fear of recrimination or punishment. They are also entitled to seek publication of their views, to seek membership in voluntary groups, to seek or hold public office and to take lawful action in accordance with their views. Students also have the obligation, when appropriate, to make it clear that their actions, their statements and their memberships do not necessarily represent the views of the institution.

## GUEST SPEAKERS AND OTHER PROGRAMS

A guest speaker or program may be presented under the sponsorship of any duly recognized student, faculty or administrative organization or any individual instructor. It is not necessary that the point of view presented be acceptable to CCNM, members of the staff or student body individually, or to individual members of the wider community. Speakers must be accorded the courtesy of an uninterrupted presentation. Speakers must attempt to be accurate, to exercise sound judgment and respect the rights of others to express opinions. They must also accept as a condition of their appearance the right of their audience to challenge or question statements made in their address. The invitation or scheduling of such a program must represent the desire of the institutional sponsor and not the will of external individuals or organizations. The sponsor must take full responsibility and must make clear, when appropriate, that the points of view expressed in an address or program do not necessarily represent the position of the institution. No presentation may violate the laws of Ontario or Canada.

# Intellectual Property

Research leading to new knowledge for the benefit of humanity and the dissemination of knowledge through teaching and service are fundamental objectives of CCNM. The College plays a leading role in the research of natural health products in Canada and in the development of naturopathic medical education. To achieve these objectives, CCNM encourages the creation of scholarly works and the development of useful materials and processes.

Such knowledge and technology has the potential to have commercial value and should be treated as a financial asset of CCNM to be used appropriately to generate a financial return. Creative and scholarly works and inventions that have commercial potential may be protected as “intellectual property,” a term that includes patents, copyrights, trademarks and other rights. In order to establish the respective rights of CCNM, its faculty, staff and students, the following policy has been created.

## OBJECTIVES

- to generate new knowledge by encouraging research, scholarship and a spirit of intellectual inquiry and discovery
- to provide an administrative system to determine the commercial potential of intellectual property and assist in bringing these into public use
- to provide for the equitable division of rights to intellectual property among the College, the originator and, where applicable, the sponsor
- to provide incentives to originators in the form of personal development, professional recognition and financial compensation
- to safeguard intellectual property so that it may receive adequate legal protection against unauthorized use

## COVERAGE AND DEFINITION

This policy applies to all intellectual property conceived, first reduced to practice, written or otherwise produced by faculty, staff or students of CCNM using College funds, facilities or other resources.

For the purpose of this policy, intellectual property is defined as the tangible or intangible results of research, development or any other intellectual activity including, but not limited to, the following:

- inventions and discoveries or other new developments capable of being patented
- written materials, sound recordings, videotapes, films, computer programs, computer assisted instruction materials and any other material capable of being copyrighted
- tangible research property such as biological materials, computer software, databases and analytical procedures, even if these may not be capable of being patented or copyrighted

## GENERAL

This policy applies to all CCNM employees and students.

All rights to intellectual properties as defined in this policy shall be owned and controlled by CCNM, subject to the exceptions set out in this policy. When a College faculty member, staff member or student develops or originates an item of intellectual property which, under the terms of this policy is to be owned and controlled by the College, such individual may have an interest in and share in any income derived from the commercialization of such property depending on the circumstances surrounding the item's development.

## SCHOLARLY ACTIVITY

Traditional products of scholarly activity, which have customarily been considered to be the unrestricted property of the author or originator, are exempt from this policy, unless they are created as “works for hire.” These traditional products include student projects/assignments, journal articles, reviews and textbooks.

## WORKS FOR HIRE

Intellectual property produced by CCNM faculty, staff or students who are employed for the purpose of producing works for instructional or administrative use are deemed to be “works for hire” and are therefore the College’s property. These works include course materials such as syllabi and manuals as well as instructional items such as videotapes, telecourses, drawings, slides, models, computer programs, etc. Any revenue sharing arrangements may be made as part of an individual’s employment contract. Nothing in this paragraph shall limit the rights of CCNM faculty and staff members to works produced or developed outside the scope of their employment and not involving the significant use of College facilities or other resources.

Rights to intellectual property resulting from sponsored projects shall be owned and controlled by CCNM subject to the terms of the sponsored project agreement.

Collaboration between CCNM faculty, staff or students and individuals not employed by, or associated with, the College may result in the development of intellectual property owned jointly by CCNM and other individuals or their employers. Accordingly, it is essential that individuals involved in or contemplating collaborative activities that may result in the development of intellectual property advise the College of such activity.

## ALL OTHER WORK

The originator and CCNM shall share intellectual property ownership if developed by CCNM faculty, staff or students through an effort that makes significant use of College resources. In general, CCNM shall not construe the provision of office space, library resources or the use of office computers as significant use of College resources. Significant use of College resources shall include, but not be limited to, use of research funding, use of CCNM-paid time within the employment period, use of support staff, use of telecommunication services and the use of facilities other than the library or the individual’s office.

Net income is defined as gross receipts received by CCNM from license activity minus the out-of-pocket costs incurred by CCNM in protecting and licensing the intellectual property. Unless otherwise provided for and agreed to in writing by CCNM and the originator, net income derived from the commercialization of intellectual property covered by this policy shall be shared as follows: 40 per cent to the originator, 60 per cent to CCNM.

## CONSULTING

Any faculty or staff member engaged in consulting work is responsible for ensuring that any contractual arrangements they make are not in conflict with this policy and that CCNM’s rights and the individual’s obligations to this College are in no way abrogated or limited by the terms of such agreements.



# Doctor of Naturopathic Medicine Diploma Program

## DOCTOR OF NATUROPATHIC MEDICINE PROGRAM OBJECTIVES

### Core Naturopathic Medical Competencies

CCNM's – Boucher Campus has adopted six primary outcomes that drive the design and delivery of the curriculum. The goal for the naturopathic medical program is to produce graduates who possess the skills, knowledge and attitudes required to deliver safe, competent, and effective patient care as an entry-level naturopathic physician. A graduate from the CCNM – Boucher Campus will be able to:

- Demonstrate a comprehensive knowledge of the biomedical sciences;
- Demonstrate safe, effective patient care;
- Apply the principles and philosophy of naturopathic medicine;
- Demonstrate professional, ethical conduct;
- Demonstrate involvement in continuous learning and scholarship;
- Demonstrate skills, knowledge and attitudes required to establish and maintain a viable career in naturopathic medicine.

# Doctor of Naturopathic Medicine

Naturopathic medicine is a primary health-care profession that focuses on the promotion of health, assessment of the physical and mental condition of an individual, and the diagnosis, prevention and treatment of diseases, disorders and dysfunctions. It does this through the integrated use of therapies and substances that promote the individual's inherent self-healing mechanisms.

**The principles underlying the practice of naturopathic medicine include:**

- Utilization of therapies that minimize the risk of harm and are the least invasive, in order to restore health. (First, do no harm.)
- Recognition and support of the inherent self-healing ability of the individual. (The healing power of nature.)
- Identification and treatment of the underlying cause of disease. (Treat the cause.)
- The primary role of the naturopathic doctor is to educate and support patients in taking responsibility for their health. (Doctor as teacher.)
- Treatment of the whole person through individualized care.
- Prevention of disease through encouraging a healthy lifestyle and controlling risk factors.

The ND program is broadly composed of three main areas of study: the biomedical sciences, the clinical sciences and the art and practice of naturopathic medicine.

## BIOMEDICAL SCIENCES

The biomedical sciences segment of the curriculum provides an in-depth study of the human body through lectures and labs. Students take courses in anatomy (which includes gross anatomy, prosection, neuroanatomy, embryology and histology), clinical physiology, biochemistry, immunology, microbiology, public health (including infectious diseases), pharmacology and pharmacognosy.

## CLINICAL SCIENCES

The clinical sciences segment of the curriculum thoroughly prepares students to educate patients and the public in health promotion and disease prevention. It also prepares them to identify and diagnose a range of primary care conditions and to effectively help patients manage their conditions utilizing an array of therapeutics. Laboratory and clinical demonstrations are employed to foster the development of practical skills.

Diagnostics courses include physical and clinical diagnosis, clinical medicine, and primary care. Focused health care issues are covered in courses such as pregnancy, labour and newborn care to pediatrics.

Primary care management is covered in the study of botanical medicine, homeopathy, emergency medicine, nutrition, physical medicine (including naturopathic, osseous and soft tissue manipulative therapy, physiotherapy, sports medicine, therapeutic exercise and hydrotherapy), counselling, nature cure, traditional Chinese medicine and acupuncture and minor surgery.

## ART AND PRACTICE OF NATUROPATHIC MEDICINE

A defining element of naturopathic medicine is the integration of naturopathic philosophy and principles with medical knowledge in the care of patients. In the program, students are exposed to the practical application of this knowledge and are encouraged to develop an appreciation of both the art and practice of naturopathic medicine. In addition, students will develop the skills to practise in a manner that exemplifies professionalism, strong ethics and a commitment to the principles of naturopathic medicine.

## NATUROPATHIC THERAPEUTICS - AN OVERVIEW

There are six major modalities that help to define naturopathic practice. Each is a distinct area of practice and includes diagnostic principles and practices as well as therapeutic skills and techniques. The integration of these modalities to effectively meet the individual health needs of each patient is one of the major outcomes of CCNM's ND program. Below is an overview of the major modalities covered in the program.

## TRADITIONAL CHINESE MEDICINE/ ACUPUNCTURE

Students learn about the philosophy and principles of traditional Chinese medicine: Yin and Yang theory, the meridians and channels system, the five-element theory and the symptoms and signs involving the 12 master meridians. Applying these principles in the context of patient assessment and treatment is emphasized, with acupuncture and therapeutic botanicals being the main approaches.

## BOTANICAL MEDICINE

The pharmacognosy, clinical indications, interactions and toxicology of plants and crude plant extracts are examined. Traditional and historical uses of botanical medicines are analyzed as a foundation for modern usage and current research. Field trips for identification of local botanicals are part of the program, along with an exploration of herbs in light of their ecological significance and contribution to the history and evolution of medicine.

## CLINICAL NUTRITION

The clinical nutrition stream provides students with current knowledge and research in clinical nutrition, and its application in the prevention and treatment of disease processes. Macro and micro nutrients and their interacting biochemical roles in human metabolism are investigated; the concept of biochemical individuality is highlighted. Etiological considerations and clinical manifestations of nutritional imbalances and food sensitivities are appraised. Evaluation of nutritional status is presented while prescriptive therapeutic strategies such as fasting, detoxification, specific diets, supplementation, orthomolecular therapy, use of food extracts, glandular concentrates and digestive aids are critically reviewed.

## HOMEOPATHIC MEDICINE

The history, principles and philosophy of homeopathy are discussed in depth. Practical application of homeopathic principles in patient assessment and management is emphasized for acute and constitutional cases. Skills are developed in case analysis, repertorization, *materia medica* search, remedy differentiation and selection and prescribing the appropriate posology.

## PHYSICAL MEDICINE

Students are taught a variety of assessment techniques ranging from orthopedic tests to naturopathic manipulation. Students learn to manipulate the osseous and soft tissues in order to correct structural and/or postural imbalance or pathology, including active and passive manipulation of spinal, costovertebral, costosternal and limb articulations. The prescription of restorative and/or preventive exercise for patients requiring these measures is also taught. The therapeutic application and effects of physical modalities such as hydrotherapy, physiotherapeutic machines and naturopathic manipulation are discussed and practiced. Internal and topical therapeutic uses of water are examined, including immersion baths, douching, thermal body wraps, fomentations, and constitutional hydrotherapy.

## HEALTH PSYCHOLOGY AND LIFESTYLE COUNSELLING

Courses in health psychology review current psychological theories and help students acquire practical counselling skills. These courses discuss the importance of the mind-body connection and teach approaches to enhance this connection in patient care. Lifestyle counselling is taught throughout the program.

# Course Descriptions

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 FALL (TERM 1)</b>	Anatomy I	6	HSAN511	72	The anatomy curriculum focuses on the organization and function of the bones, muscles, ligaments, fascia, joints, vessels, peripheral nerves, of the human body, and use this knowledge to introduce basic anatomical pathologies and physical assessments. These courses provide the foundation for an understanding of the anatomical principles underlying orthopedics, massage, pathology, and acupuncture. Anatomy I cover's the regions associated with the axial skeleton.
	Biomedical Sciences I	9	HSBM511	108	As a synthesis of several fields of study, the Biomedicine program integrates physiology, biochemistry, pathology, histology, embryology, neuroanatomy, pharmacology, and laboratory diagnosis with a systems-based approach. Biomedicine I focuses on the biochemistry and physiology of the cell, with a focus on cell structure and function, metabolism, enzymes, and roles of water-soluble vitamins.
	Botanical Medicine I	1.5	NMBM511	18	This is an introductory course to create context and give a solid theoretical framework for later learning of specific herbs for specific conditions. It covers basic botany, philosophy and history of botanical medicine, introduction to chemical constituents and to making simple teas and water extracts. Emphasis is on developing a systematic understanding of the indications and actions of medicinal plants that can be applied practically in the clinical context.
	History and Philosophy I	3	CPHP511	36	This course focuses on the key concepts such as Therapeutic Order and the Six Principles in contemporary naturopathic medicine. A broad history of medicine is covered from prehistoric to Hippocratic to modern medicine. The classical era of naturopathy is covered with the key role that Dr. Benedict Lust played in its creation and development and the emergence of modern naturopathic medicine from 1956 under the leadership of Drs. John Bastyr and Joseph Boucher. The role of naturopathic medicine in the contemporary medical system is highlighted.

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 FALL (TERM 1)</b>	Homeopathic Medicine I	1.5	NMHO511	18	In this first course, the students will be introduced to the history, theory, and main definitions of homeopathic practice. They will discover two remedies, Arnica and Sulphur (note: will be changed to Calcarea carbonica starting fall of 2021) and begin the exploration of the repertory.
	Naturopathic Counselling I	3	NMNC511	36	The Naturopathic Counselling series prepares students to work with patients, peers, and supervisors. The courses have a workplace focus and include team building and relationship building. This series of courses support and compliment the integration of personal and professional identity and focuses on how to develop essential clinical rapport with patients, which is the foundation of the Doctor-Patient relationship. Focusing on the concepts of empathy, compassion, and self-care, students develop an understanding of the role of the doctor in terms of the doctor-patient relationship. Topics include stress management and burnout, wellness and prevention and cognitive learning.
	Nutrition I	1.5	NMNU511	18	The physiological functions, metabolism, and requirements for some macronutrients (carbohydrates, fat) as well as the effects of individual nutrients given at supraphysiological doses will be discussed in Nutrition I. Nutrition I also covers physiology of digestion, as well as water and energy requirements. Instruction is provided for assessing diet quality and nutritional status. The clinical use of dietary management and nutrient supplementation is discussed from the standpoint of both prevention and therapeutics. Various diets are investigated, and protocols for diet/supplementation programs relative to specific disease processes and stages of the human life cycle are examined (the later will be explored in more detail in Nutrition III and beyond).

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 FALL (TERM 1)</b>	Traditional Asian Medicine I	1.5	NMAM511	18	The Foundations of Traditional Asian Medicine (TAM) provides a detailed introduction to the basic theories of traditional Chinese medicine as they relate to the patient and the environment. (e.g.: Yin/Yang, Eight Principles, Five Elements, etc.). The course provides a brief introduction into the history and development of TAM as well as a general overview of its diagnostic, therapeutic and treatment options. Finally, it introduces the student to the benefits and routes of integrating TAM into the naturopathic model of care.
	Public Health	3	CSPH521	36	This course will introduce students to the concepts of epidemiology and public health by providing a historical overview and exploring contemporary health issues related to the delivery of care at a global, national, and provincial level. The concept of universal healthcare will be considered by examining various healthcare models in place around the world. In addition, the impact of the key social determinants of health on potential health outcomes and the impact of naturopathic care will be discussed.
<b>TOTAL</b>		<b>30</b>		<b>360</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 WINTER (TERM 2)</b>	Anatomy II	6	HSAN522	72	A detailed study of the anatomical structures and systems of the human body, with special attention to clinically relevant surface and palpative anatomy. The musculoskeletal, vascular, lymphatic, and nervous systems of the upper arm, forearm and hand are studied in depth in order to appreciate the relevance of landmarks and how physical relationships affect function. Introduction to the upper limb, axial & appendicular skeletons, upper limb bones, review the very basic concept of the upper limb joints kinesiology. Introduction to the spinal nerves, somatic nerve plexuses, brachial plexus, muscles acting on the shoulder girdle.
	Biomedical Sciences II	9	HSBM522	108	As a synthesis of several fields of study, the biomedicine program sets out to promote an integrative and holistic view of how they contribute to the function and dysfunction of the human body. The courses include contributions from physiology, biochemistry, pathology, histology, embryology, neuroanatomy, pharmacology, and laboratory diagnosis. Biomedicine II is the start of a systems-based look at the human body, beginning with basic cellular pathology and moving into epithelial and connective tissue, bone, and skin. Embryology is also introduced at this level.
	Botanical Medicine II	1.5	NMBM512	18	Botanical Medicine II is a continuation of botanical medicine I with a focus on digestive health & detoxification with an in-depth study of selected herbs. It considers constituents such as mucilage, the bitter principle & volatile oils, and explores the making of water-soluble & dried herb extracts. Classes are designed to explore key botanical applications in relation to the safe, effective, and conscientious use of herbal bitters, hepatics, antispasmodics, carminatives, anti-emetics, vulneraries (demulcents, emollients & bulking laxatives) and alternatives.
	History and Philosophy II	3	CPHP522	36	This course will provide the foundation for an understanding of the basic principles of the philosophy of naturopathic practice. Students will gain the knowledge and understanding of naturopathic roots via exploring accomplished historical medical practitioners and methods from the standpoint of modern naturopathic medicine with special emphasis on nature cure and ancient medical systems.



	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 WINTER (TERM 2)</b>	Homeopathic Medicine II	1.5	NMHO512	18	In this second course, the students will gain a firm understanding of the development and methodology of homeopathy, especially in first aid situations, and of 22 single remedies often used in acute/first aid conditions. They will use the repertory to find key symptoms in first aid/ acute cases. This is a flipped classroom course.
	Microbiology I	1.5	HSMB521	18	This introduction to microbiology includes: theories of life and ecosystems, introduction to microscopy. Prokaryotes and Eukaryotes, including the Gram-stain classification of bacteria. The evolution of bacteria and bacterial genetics and an introduction to prions and viruses is covered. Laboratory tests and safety protocols are reviewed.
	Naturopathic Counselling II	3	NMNC522	36	The second course in the series introduces the self-awareness skills for the doctor to perform the role in terms of the doctor-patient relationship. It focuses on cognition, self-awareness using role-playing and clinical applications. Intro to mental health and lifespan issues are also covered. Practices around cultivating joy are used to support resilience in medicine. Cycles of violence and abuse are examined, and students will learn reporting requirements for child abuse.
	Nutrition II	1.5	NMNU512	18	The physiological functions, metabolism, and requirements for some macro and micronutrients (protein, fat-soluble vitamins, water-soluble vitamins, minerals) as well as the affects/effects of individual nutrients given at supraphysiological doses will be discussed. Instruction is provided for assessing diet quality and nutritional status. The clinical use of dietary management and nutrient supplementation is discussed from the standpoint of both prevention and therapeutics. Various diets are investigated, and protocols for diet/ supplementation programs relative to specific disease processes and stages of the human life cycle are examined (the latter will be explored in more detail in Nutrition III and IV).

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 WINTER (TERM 2)</b>	Research I	1.5	PDRS521	18	Research I will introduce statistical and research design concepts that are prevalent in medical research. Students will identify the optimal study design and statistical model to answer a variety of research questions, and critically appraise a published controlled trial in a robust and systematic way. The class will also learn to properly formulate a research question using the PICO model and apply this model to a literature search using a research database. The impact of the placebo effect and common study biases and confounders will also be discussed, as they pertain to interventional studies.
	Traditional Asian Medicine II	1.5	NMAM512	18	In TAM II students will learn the causes of disorders (climate, emotional, lifestyle) and the four “Exams” of TAM Diagnosis: Observation (colour, tongue, eyes, build), Olfaction, Palpation (pulse, affected areas), and Interrogation (Ten questions).
<b>Total</b>		<b>30</b>		<b>360</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 SPRING (TERM 3)</b>	Anatomy III	6	HSAN533	72	Anatomy III focus on the organization and function of the bones, muscles, ligaments, fascia, joints, vessels, and nerves, of the lower limb, sacrum, hip, cranium, neck, and thorax. Visceral anatomy covers the gastrointestinal system, reproductive systems.
	Biomedical Sciences III	6	HSBM533	72	As a synthesis of several fields of study, the Biomedicine program integrates physiology, biochemistry, pathology, histology, embryology, neuroanatomy, pharmacology, and laboratory diagnosis with a systems based approach.  Biomedicine III covers the structure and function, histology of the central and peripheral nervous systems, describe the vasculature, including the blood-brain barrier, and begins an exploration of the special senses with the study of vision.
	Botanical Medicine III	1.5	NMBM513	18	Botanical Medicine III focuses on the understanding of plant constituents, their pharmacology, and applications in relation to their mechanism of actions. Plant constituents will act as a template for learning nomenclature, energetics, folklore, pharmacology, pharmacy, toxicology & contraindications of chosen botanicals. Beyond their chemical make-up, the herbs will be explored based on both their traditional and modern usage.
	Homeopathic Medicine III	1.5	NMHO513	18	In this course, the students will be introduced to acute case taking and case analysis, the use of repertory rubrics in repertorization. They will learn the keynote, mental and physical symptoms of four homeopathic remedies, and continue their review of the homeopathic principles and practice through the "Organon of Medicine". Case based learning and live interviewing will provide practical application of material.
	Neuroanatomy	3	HSNA531	36	Neuroanatomy provides detailed study of the structure and function, and the physiology and selected pathologies of the nervous system. Special attention is given to the ascending and descending nerve tracts. The complexities of consciousness, memory, learning, and emotion are explored.

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 SPRING (TERM 3)</b>	Nutrition III	1.5	NMNU513	18	Nutrition III builds on the foundational nutrition learned in Nutrition I and II and deepens the understanding of diet and nutrition. Specific nutritional considerations for optimal nutrition will be explored including phytonutrients, gut flora and fermented foods and pre/probiotics, and identification of food sensitivities and intolerances. Instruction will be provided for assessing diet quality and nutritional status using medical history, diet history, anthropometrics, and focused laboratory tests. Supplementation will be discussed and there will be an emphasis on nutrition from whole food.
	Soft Tissue Mobilizations	3	NMST531	36	This course focuses on developing the knowledge and skills required to conduct a therapeutic massage using various systems of soft tissue mobilization are taught. Students will learn proper draping, pillow support and fundamental biomechanics to ensure therapist safety while conducting treatment. Appropriate uses of pressure, rhythm, and movement to enhance the massage's effects are discussed as well as the indications, effects, and precautions for each treatment modality. Record-keeping techniques are also introduced, as well as exploring the issues associated with touch and trust.  Pre-requisite HSAN511, HSAN522
	Traditional Asian Medicine III	1.5	NMAM513	18	TAM III covers the theory of acupuncture channels, reviews the 12 primary meridians, 8 extraordinary meridians, divergent and confluent meridians. Specifically, the function of the Lung and Large Intestine meridians will be explored with TAM diagnosis developed through case studies. Students will learn needling techniques, point location, and applications of the Lung and Large Intestine acupuncture points and apply these techniques through practical sessions.

	Course	Credits	Code	Hours	Course Description
<b>YEAR 1 SPRING (TERM 3)</b>	Naturopathic Ethics	3	PDNE511	36	Naturopathic ethics introduces students to the professional roles and responsibilities of the naturopathic physician as a health care professional. The framework will guide students in issues such as informed consent, right to refuse treatment, patient privacy and confidentiality, cultural and diversity issues, maintenance of professional relationships and boundaries, providing equity in the delivery of health care services, abortion, and life and death decision making.
	Clinic Shadow I	0.25	CPCE501	4	Clinic shadow shifts provide students with an orientation to the teaching clinic, introduces students to the various roles and functions in the clinic, and provides students with the opportunity to observe licensed naturopathic physicians and interns in the process of case discussion and patient care.
<b>TOTAL</b>		<b>27.25</b>		<b>328</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 FALL (TERM 4)</b>	Biomedical Sciences IV	9	HSBM614	108	<p>Biomedicine IV focuses on the special senses with the study of vision, anatomy of the ear, physiology of hearing and equilibrium, anatomy and physiology of smell and taste. Pathologies of the HEENT are reviewed.</p> <p>An introduction to the endocrine and immunological systems covers an overview of storage and synthesis of hormones, the autocrine and paracrine systems, and mechanisms of action. Students will also learn the anatomy, physiology and pathology of the endocrine structures including pituitary, hypothalamus, pineal gland, thyroid, parathyroid, pancreas and adrenal glands. An overview of anti-diabetics and lab diagnosis is included.</p> <p>The anatomy, physiology and pathology of skeletal muscle is covered and includes energy production, muscle types, myopathies, dystrophies, and tumours.</p> <p>Students will also learn immunology in Biomed IV including organs and cells of the immune system, different types of immunity, innate and humoral immunity, cell-mediated immunity, and the lymphatic system.</p> <p>Pre-requisites HSBM511, HSBM522 (60% or higher in HSBM533)</p>
	Botanical Medicine IV	1.5	NMBM624	18	<p>Botanical Medicine IV considers issues of connective tissue health and inflammation focuses on flavonoid/polyphenolic constituents with an in-depth study of selected herbs and explores the making of topical botanical applications. Student will engage in formulating, compounding, and pharmacognosy, as well as toxicology and safety issues. Emphasis is on developing a systematic understanding of the indications and actions of medicinal plants that can be applied practically in the clinical context.</p>
	Clinical Diagnosis I (CDX I)	3	HSCD611	36	<p>In CDX I students learn basic skills in interviewing and differential diagnosis and documenting the patient encounter. Instruction focuses on the differential diagnosis of common neurological and the endocrine system disorders. Development of clinical skills pertaining to the physical exam, general survey, charting, and vital signs is supported with practical sessions.</p> <p>Topics are coordinated with Biomedicine IV to provide integrated learning of the endocrine and immune systems. Case discussions, group work and practical classes support learning.</p> <p>Pre-requisites HSBM511, HSBM522 (60% or higher in HSBM533)</p>

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 FALL (TERM 4)</b>	Homeopathic Medicine IV	1.5	NMHO624	18	In this course the focus is on understanding the presentation and treatment of first aid and acute conditions. Case taking and analysis and review of homeopathic remedies, as well as applying the material from the previous three homeopathy courses is applied to clinical cases. Topics include respiratory infections, urinary tract infections, and GI conditions.
	Microbiology II	3	HSMB622	36	Microbiology II involves the study of various infectious agents, including all viruses and bacteria, and their role in disease in the human body. Transmission, virulence, laboratory identification and diagnosis, pathological presentation, and pharmacology of treatment are investigated. The normal resident and transient flora of the human body are examined in relation to their beneficial roles in health and normal function.
	Naturopathic Counselling III	3	NMNC613	36	Building on NC I & II students will continue to develop counselling skills such as summarizing, paraphrasing, reflection of meaning and emotions and transition to problem solving. The role and self-awareness skills are put into practice in the third role-playing course where students develop and practice the essential empathy and communication skills to build rapport.
	Nutrition IV	1.5	NMNU624	18	In Nutrition IV, clinical topics relating to nutrition for sports & exercise performance, bone health & osteoporosis, conditions involving the brain & central nervous system are addressed including, autism, ADHD, Epilepsy, Alzheimer's, MS, Parkinson's disease & ALS and lastly mood disorders including depression, anxiety, bipolar and schizophrenia are all expanded upon. In all of these sections the clinical use of dietary management and nutrient supplementation is presented from the standpoint of both prevention and therapeutics. Various diets are investigated, and protocols for supplementation programs relative to specific disease processes and stages of the human life cycle are examined. Pre-requisite NMNU513



	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 FALL (TERM 4)</b>	Physical Medicine I	3	NMPM611	36	Physical Medicine I provides lecture style and hands-on training in physical assessment and pathology recognition for the upper extremity (shoulder, elbow, wrist, and hand). Included is the evaluation of common myofascial, articular, osseous, neurologic, and vascular pathologies of the upper extremity. A variety of core patient assessment methods are identified, including patient history, postural assessment, detailed palpation, range of motion assessment, orthopaedic testing, diagnostic imaging and basic patient management. The principles and practice are also applied with patient simulation exercises and practical clinical examinations.  Pre-requisite HSAN511, HSAN522, HSAN533
	Professional Development I	3	PDPD611	36	The Professional Development Program series is designed to assist students in developing the business, branding, marketing, sales and leadership skills and expertise necessary to build, sustain and grow a profitable business in the first 36-months of practice. The series culminates in the creation of a viable career plan and business strategy for each individual student; the Professional Practice Portfolio.  Professional Development I focuses on identifying and developing the skills and mindset of a successful entrepreneur, establishing financial capabilities and responsibilities, managing debt, and laying the foundation for a viable business model and hyper-local marketing strategy.
	Traditional Asian Medicine IV	1.5	NMAM624	18	TAM IV focuses on Spleen & Stomach acupuncture points locations & functions. Students will learn to safely locate and needle acupuncture points on the Stomach and Spleen meridians and will be able to list the indications and contraindications for these points.  Students will develop knowledge of TAM symptom pattern and diagnosis for the Stomach and Spleen organs from a TAM perspective. Practical classes will focus on tongue and pulse diagnosis and needling.
<b>TOTAL</b>		<b>30</b>		<b>360</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 WINTER (TERM 5)</b>	Biomedical Sciences V	9	HSBM625	108	<p>The courses include contributions from physiology, biochemistry, pathology, histology, embryology, neuroanatomy, pharmacology, and laboratory diagnosis. Biomedicine V covers components of blood, anemias, disorders of the blood, the cardiovascular system (anatomy, biomechanics, hemodynamic disorders, pathologies). Pharmacology of cardiac drugs is reviewed including diuretics, antiarrhythmics, and antihyperlipidemics). Students will learn the anatomy, physiology and histology of the pulmonary system, respiration, and mechanics of ventilation. Pathologies and pharmacological interventions of the respiratory system are reviewed.</p> <p>Pre-requisites HSBM511, HSBM522, HSBM533 and 60% or higher in HSBM614 or HSBM511, HSBM522, HSBM614 and 60% or higher in HSBM533</p>
	Botanical Medicine V	1.5	NMBM625	18	<p>Botanical Medicine V is a continuation of all prior botanical medicine courses, with a focus on botanical therapies specific to the immune &amp; respiratory systems. Classes are designed to explore key botanical applications in relation to treating infectious diseases, supporting immune &amp; lymphatic system functions, and understanding safe, effective, and conscientious use of herbal antimicrobials &amp; immunomodulators.</p>
	Clinical Diagnosis II	3	HSCD622	36	<p>The CDx II course covers an introduction to laboratory diagnosis and development of differential diagnosis of nervous, cardiovascular, and endocrine systems. Through the study of cases, students will learn how to assess mental health and identify red flags, and differentiate hematological, cardiovascular and HEENT disorders. Practical classes support student skills development pertaining to physical exam of the lung, thorax, and the cardiovascular system.</p> <p>Pre-requisites/Co-requisites HSBM511, HSBM522 and 60% or higher in HSBM614, HSBM533, HSBM625; HSCD611, HSCD622</p>

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 WINTER (TERM 5)</b>	Dermatology	1.5	CSDE631	18	Dermatology examines the etiology, presentation and pathophysiology of various skin conditions encountered by the practicing physician. Recognition and identification of the physical presentation of various skin lesions is emphasized.
	Diagnostic Imaging & Lab	1.5	HSDI624	18	This course will familiarize students with laboratory tests commonly ordered to assist in patient assessment and management. It will familiarize students with different forms and interpretation of diagnostic imaging, as well as which is best suited for a particular patient presentation or condition. The lab component of this course will allow students to perform common “in-house” laboratory testing, as well as reviewing various images. Pre-requisites HSBM625, HSCD611
	Homeopathic Medicine V	1.5	NMHO625	36	The focus of this course is case taking. A student will develop the skills and knowledge required take an acute and chronic case and describe the difference between acute and chronic case taking. They will be able to repertorize cases and prescribe appropriate remedies. Their knowledge of Materia Medica will be enhanced by learning five new homeopathic remedies. Pre-requisite NMHO513
	Manual Therapies	3	NMMT621	36	Manual Therapies reviews the indications and contraindication of the electrotherapeutic (laser, diathermy, ultrasound) and hydrotherapeutic modalities and their application in a variety of conditions. Through lecture and practical classes, students will develop the skills and knowledge for the safe and effective application of various hydrotherapeutic/electrotherapeutic procedures. Pre-requisite HSAN511

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 WINTER (TERM 5)</b>	Microbiology III	1.5	HSBM623	18	Microbiology III involves the study of various infectious agents, including fungi, protozoans and helminths, and their role in disease in the human body. Transmission, virulence, laboratory identification and diagnosis, pathological presentation and pharmacology of treatment are investigated. A discussion of the use of anti-microorganismal medications (antiviral, antifungal, antiparasitic, and antibacterial), as well as naturopathic ways of dealing with these infections is explored. An overview of antibiotic-resistant microorganisms is also explored.
	Nutrition V	1.5	NMNU625	18	The clinical use of dietary management and nutrient supplementation is presented from the standpoint of both prevention and therapeutics. Various diets are investigated, and protocols for supplementation programs relative to specific disease processes and stages of the human life cycle are examined. The psychological meaning behind foods and food habits are also investigated. Nutrition V focuses on clinical nutrition (diet therapy & supplementation) for the treatment of hypoglycemia, insulin resistance, diabetes mellitus (types 1 & 2), obesity, hypertension, and cardiovascular disease. Etiology, assessment, and pathogenesis will be discussed when relevant to the treatment strategy.
	Physical Medicine II	3	NMPM622	36	Physical Medicine II provides didactic and practical training in physical assessment and pathology recognition for the lower extremity (hip, knee, leg, ankle, and foot). Included is the evaluation of common myofascial, articular, osseous, neurologic, and vascular pathologies of the lower extremity. A variety of core patient assessment methods are identified, including patient history, postural assessment, detailed anatomy palpation, range of motion assessment, orthopaedic testing, diagnostic imaging and basic patient management. The principles and practice are also applied with patient simulation exercises and practical clinical examinations.  Pre-requisites HSAN511, HSAN522, HSAN533

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 WINTER (TERM 5)</b>	Research II	1.5	PDRS612	18	Skills and concepts learned in Research I will be applied to study designs beyond controlled trials of interventions. Statistical and design features of n-of-1 trials, systematic reviews, meta-analysis, and trials that evaluate diagnostic methods will be discussed and common threats to the validity of these research designs will be explored. Students will learn to critically appraise these sorts of research designs in a systematic way. As well, fundamental principles of research ethics and the bodies that oversee them will be covered, with a focus on the components that constitute informed consent.
	Traditional Asian Medicine V	1.5	NMAM625	18	TAM V focuses on Heart, Small Intestine and Kidney acupuncture points locations & functions. Students will learn to safely locate and needle acupuncture points on the Heart, Small Intestine and Kidney meridians and will be able to list the indications and contraindications for these points.  Students will develop knowledge of TAM symptom pattern and diagnosis for the Heart, Small Intestine and Kidney organs from a TAM perspective. Practical classes will focus on tongue and pulse diagnosis and needling.
<b>TOTAL</b>		<b>30</b>		<b>360</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 SPRING (TERM 6)</b>	Biomedical Sciences VI	9	HSBM636	108	<p>As a synthesis of several fields of study, the bio-medicine program sets out to promote an integrative and holistic view of how they contribute to the function and dysfunction of the human body. Biomedicine VI integrates the physiology, biochemistry, pathology, histology, embryology, neuroanatomy, pharmacology, and laboratory diagnosis of the gastrointestinal, hepato-biliary, renal, and reproductive systems.</p> <p>Pre-requisites HSBM511, HSBM522, HSBM533, HSBM614 and 60% or higher in HSBM625 or HSBM511, HSBM522, HSBM533, HSBM625 and 60% or higher in HSBM614</p>
	Botanical Medicine VI	1.5	NMBM626	18	<p>Botanical Medicine VI is a continuation of all prior bot med courses, with a focus on botanical therapies specific to neuro-endocrine systems. Classes are designed to explore key botanical applications in relation to the communication &amp; control of the hypothalamic/pituitary/adrenal axis, as well as understanding the safe, effective, and conscientious use of herbs for male and female reproductive health, and explores the making of herbal tinctures &amp; glycerites.</p>
	Clinical Diagnosis III	3	HSCD633	36	<p>CDX III provides instruction in performing a general screening physical exam. Through lecture and lab, students develop the skills to perform examination of the HEENT, skin and nails, nervous system, cardiovascular system, thorax and lungs, abdomen, peripheral vascular system, and musculoskeletal system. The course culminates with a practical Milestone Exam in which students demonstrate competence in a multi-step physical screening exam. Students are required to successfully complete this exam to enter clinic as a secondary intern.</p> <p>Pre-requisites HSBM511, HSBM522, HSCD611, 60% or better in HSBM533, HSBM614, HSBM625, 60% or better in HSCD622. If 60% or better has not already been achieved in Biomed VI, registration in Biomed VI is a corequisite.</p>

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 SPRING (TERM 6)</b>	Homeopathic Medicine VI	1.5	NMHO626	18	<p>The focus of homeopathy VI is on follow up patient visits and assessment. Students will gain the knowledge that will allow them to conduct follow ups, know the theoretical and clinical applications in approaching the first prescription, for acute cases, explore posology and prognosis. The students will assess when it is time to prescribe a second remedy. Through case based learning, students will gain a working knowledge of remedy selection, posology, and potency that best match the symptoms of the patient.</p> <p>Students will further enhance their knowledge of homeopathic remedies through study of the Materia Medica.</p> <p>Pre-requisites NMHO513</p>
	Introduction to Clinical Education	3	CPCE631	36	<p>This course prepares students to perform clinical rounds in the teaching clinics. The focus is on roles and responsibilities in clinic, case taking and charting, case research, chart audits, and clinic procedures. This course culminates with the first of the case-based milestone examinations, the Clinical Entrance Exam.</p>
	Naturopathic Counselling IV	3	NMNC624	36	<p>The Naturopathic Counselling course prepares students to work with patients, peers, and supervisors.</p> <p>Naturopathic Counselling - "Introduction to Mental Health", develops the communication skills for problem solving and then explores trauma, eating disorders, psychosis, and the Diagnostic and Statistics Manual of Psychology.</p>
	Nutrition VI	1.5	NMNU626	18	<p>Nutrition VI focuses on clinical nutrition (diet therapy and supplementation) for the treatment of renal disease and gastrointestinal disorders. Etiology, assessment, and pathogenesis are discussed when relevant to the therapeutic treatment strategy. Students will learn dietary interventions used to assess and treat digestive issues including elimination diets, food sensitivity testing, food intolerances (sulfites, histamine, FODMAPs), Specific Carbohydrate Diet, GAPS, and low sulfur diet. Clinical nutrition interventions for gastric surgery and dumping syndrome, small and large bowel resection will be reviewed.</p>



	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 WINTER (TERM 5)</b>	Physical Medicine III	4.5	NMPM633	54	Physical Medicine III provides lecture style and hands-on training in physical assessment and pathology recognition for the axial body (sacroiliac, lumbar, thoracic, ribs, cervical spine and TMJ). Included is the evaluation of common myofascial, articular, osseous, neurologic, and vascular pathologies of the axial body. A variety of core patient assessment methods are identified, including patient history, postural assessment, detailed anatomy palpation, range of motion assessment, orthopaedic testing, diagnostic imaging, and basic patient management.  Pre-requisites HSAN511, HSAN522, HSAN533
	Traditional Asian Medicine VI	1.5	NMAM626	18	TAM V focuses on Bladder, Back Shu, Front Mu, Influential, Confluent, and other Special acupuncture points locations & functions. Students will learn to safely locate and needle acupuncture points on the Bladder meridians and will be able to list the indications and contraindications for these points.  Students will develop knowledge of TAM symptom pattern and diagnosis for the Bladder organs from a TAM perspective. Practical classes will focus on tongue and pulse diagnosis and needling, cupping, bleeding, moxibustion and gua sha techniques.
	Clinic Shadow II	0.25	CPCE601	4	Clinic shadow shifts provide students with an orientation to the teaching clinic and introduces students to the various roles and functions in the clinic and provides students with the opportunity to observe licensed naturopathic physicians and interns in the process of case discussion and patient care.
<b>TOTAL</b>		<b>28.75</b>		<b>346</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 2 SUMMER</b>	Dissection Laboratory	4	CSDL631	48	Students participate in a detailed dissection to study human anatomical structures and systems; special attention is given to clinically relevant anatomy and pathology. The musculoskeletal, vascular, and nervous, and organ systems are studied in depth in order to appreciate the relevance of landmarks, physical relationships, reasoning for assessment protocols and pathologic process in the body. Pre-requisites HSAN511, HSAN522, HSAN533
<b>TOTAL</b>		<b>4</b>		<b>48</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 FALL (TERM 7)</b>	Botanical Medicine VII	1.5	NMBM737	18	Botanical Medicine VII is a continuation of all prior botanical medicine courses, with a focus on the treatment of conditions of the nervous system & mental health, addressing issues such as sleep, pain, stress, and anxiety/depression & cognition. Students will learn indications, contraindications, side effects and interactions of botanical medicines with an emphasis on the alkaloids as constituents, their pharmacology, and clinical applications. Inquiry based learning provides students clinical cases to support their diagnostic and prescribing skills.
	Clinical Diagnosis IV	3	HSCD714	36	In CDx IV students will develop differential diagnosis skills for conditions pertaining to the gastrointestinal, hepato-biliary, and genito-urinary systems. Lecture, cases, and practical classes support student skills and knowledge development. Physical exam skills will focus on advanced examination of the head and Neck, and the advanced abdominal exam.  Pre-requisites HSBM511, HSBM522, HSBM533, HSCD61, HSCD622, HSCD633, 60% or better in HSBM614, HSBM625, HSBM636 (Biomed IV–VI)
	Emergency Medicine	1.5	CPEM721	18	This course will enable students to assess emergency situations and respond immediately as a professional first-responder in order to provide basic life support. Students will learn to recognize and assess an emergency situation, develop an approach to managing emergency situations (cardiovascular, anaphylaxis, trauma) and to diagnose and treat common emergent conditions.  Pre-requisite HSBM625
	Gynecology	3	CSGY711	36	Gynecology examines reproductive health of persons with uteri, including development throughout the life cycle, anatomy and physiology of the reproductive and endocrine system, and investigation and treatment of imbalance /disease. Topics include amenorrhea, fibroid, endometriosis, hormone imbalance, and malignancies. In addition to pathologies and treatments, wider factors are examined, including socioeconomic status and cultural behaviours, and a review of Trans and Non-binary reproductive health. Students will learn how to perform a gynecological exam and pap exam with lecture and practical training.

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 FALL (TERM 7)</b>	Homeopathic Medicine VII	1.5	NMHO737	18	Homeopathy VII focuses on case management and follow ups visits for both acute and chronic cases. Students will learn the theoretical and clinical applications in approaching the second prescription, explore posology and prognosis, understand the effects of the prescription. Through study of The Organon, students will learn about aggravations and proving of the remedy and how to manage these. Students will further enhance their knowledge of homeopathic remedies through study of the Materia Medica. Pre/Co-requisite NMHO513
	Naturopathic Clinical Arts and Sciences I (NCAS I)	3	NCAS711	36	Homeopathy VII focuses on case management and follow ups visits for both acute and chronic cases. Students will learn the theoretical and clinical applications in approaching the second prescription, explore posology and prognosis, understand the effects of the prescription. Through study of The Organon, students will learn about aggravations and proving of the remedy and how to manage these. Students will further enhance their knowledge of homeopathic remedies through study of the Materia Medica. Pre/Co-requisite NMHO513
	Naturopathic Manipulation I	3	NMNM711	36	Through lecture and practical labs, Naturopathic Manipulation I provides students the knowledge and skills to perform an assessment of a regional joint complex and surrounding structures, discuss and identify the significance of regional normal versus pathological end-feels associated with joint dysfunction (subluxation), perform regional joint play mobilizations for assessment and treatment, perform palpation, stretching, strengthening and muscle testing for regional therapeutic applications and demonstrate a high velocity, low amplitude thrusts as indicated. Pre-requisite HSBM625

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 FALL (TERM 7)</b>	Nutrition VII	1.5	NMNU737	18	In Nutrition VII, students will learn dietary and nutritional support for reproductive/hormone disorders such as metabolic syndrome, insulin resistance, menopause, PMS, estrogen dominance, progesterone deficiency and hypothyroidism. Dietary and nutritional support of detoxification pathways are reviewed with consideration of the digestive, hepatic, and renal systems.
	Research III	1.5	PDRS723	18	Students will develop the ability to effectively search medical literature and databases and summarize and critically appraise medical research. They will appraise the validity and relevance of clinical studies key to developing research literacy in naturopathic medicine. The fundamentals of performing a literature review as well as designing and writing a publishable case study will be taught. Students will write a short literature review on a topic relevant to naturopathic medicine.
	Traditional Asian Medicine VII	1.5	NMAM737	18	TAM V focuses on Liver, Gallbladder, San Jiao & Pericardium acupuncture points locations & functions. Students will learn to safely locate and needle acupuncture points on the Bladder meridians and will be able to list the indications and contraindications for these points.  Students will develop knowledge of TAM symptom pattern and diagnosis for the Liver, Gallbladder, organs from a TAM perspective. Practical classes will focus on tongue and pulse diagnosis and needling techniques.
	Clinic Assistant	3	CPCE701	72	Clinic assistant rotations provide the novice secondary intern an introduction to clinic operations and include duties in the lab, and dispensary. Students develop their clinic operations skills under the mentorship of the Dispensary Manager and Lab Technicians.
	Clinic Secondary	6	CPCE501	96	Students are enrolled as secondary interns in the teaching clinic in their third year of the program. Over the course of three terms the secondary intern assumes increasing responsibility in patient care including physical exam, interviewing and charting, patient research and case presentation.
<b>TOTAL</b>		<b>30</b>		<b>420</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 WINTER (TERM 8)</b>	Botanical Medicine VIII	1.5	NMBM738	18	In this course there is an emphasis on clinical applications of botanical medicine for thyroid/ cardiovascular health and diabetes/metabolic syndrome, and genitourinary health. The ecological, ethnobotanical, and environmental concerns that exist within the practice of botanical medicine is reviewed. Key actions of the herbs will be explored based on both their traditional and modern usage. Through study of the Materia medica, students will learn the pharmacognosy, indications and contraindications of botanical remedies and be able to formulate tinctures for specific conditions.
	Clinical Diagnosis V	3	HSCD725	36	CDx V continues the differential diagnosis of peripheral vascular, gastrointestinal, hematological neurological, pulmonary, and immunological disorders. Case presentation and symptoms of common mental health issues are covered including anxiety, OCD and PTSD, depression, psychosis, and bipolar disorder. Students developed advance physical exams skills in labs that focus on examination of the lung and thorax and nervous system. Pre-requisites HSBM511, HSBM522, HSBM533, HSBM614, HSBM625, HSBM636, HSCD61, HSCD622, HSCD633
	Homeopathic Medicine VIII	1.5	NMHO738	18	In this course, students will demonstrate the ability to differentiate between acute in epidemics and acute exacerbation of a chronic disease. Gaining more experience in case analysis and repertorization of acute and chronic paper using homeopathic software. Select homeopathic remedies and determine a posology based on the totality (mental, general, and physical symptoms) of the case. Compare select remedies and describe their characteristic usage. Students will further develop their knowledge of homeopathic remedies through study of the Materia Medica. Pre-requisite NMHO513

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 WINTER (TERM 8)</b>	NCAS II	3	NCAS722	36	Students who complete NCAS II will be able to understand and identify case presentation, laboratory testing, normal and abnormal physical exam findings, history taking, and both medical and naturopathic treatments required to properly and effectively manage specific patient cases. The topics covered by NCAS II are autoimmune disorders, gastrointestinal conditions (PUD, GERD), renal disease, contraception (IUDs, oral contraceptives), menopause, diabetes, mood disorders, chronic pain, and insomnia.
	Naturopathic Counselling V	3	NMNC715	36	The Naturopathic Counselling courses prepares students to work with patients, peers, and supervisors. This course continues to focus on how to develop essential clinical rapport with patients, which is the foundation of the Doctor-Patient relationship. Naturopathic counselling V examines the life span of individuals in society by introducing psychosocial development through life and includes terminal conditions, grief, and suicide. This course also includes student centred seminars where current clinical issues can be explored in small groups.
	Naturopathic Manipulation II	3	NMNM722	36	Naturopathic Manipulation II builds on the skills learned in the previous classes and focus on the development of the skill of high velocity low amplitude manipulation as well as soft tissue techniques and palpatory assessment. Special emphasis will be given to the subjects of pathology and anatomy in the regions of the thoracic spine and sacroiliac area, though all spinal areas will be covered and some extremity adjusting will be introduced. Pre-requisites NMNM711



	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 WINTER (TERM 8)</b>	Nutrition VIII	1.5	NMNU738	18	In Nutrition VIII, case studies are used to present an evidence-based examination of disease processes as they present in the human body. The student is provided a structured opportunity to explore and incorporate a detailed knowledge of the functional organisation and operational mechanisms used by cells, tissues, organs, and systems as they relate to lecture topic discussed. Debate Topics include: Raw vs Cooked Foods, Vegetarian vs Meat, Grains vs Grain Free, Probiotics vs Fermented Foods, Supplements vs Food, Intermittent Fasting vs 4-6 meals/snacks per day. Presentation Topics include: Psoriasis, Fertility/Infertility, Anxiety, Chronic Fatigue Syndrome, Post Concussive Syndrome, Lyme Disease, Hashimoto's, Mold Toxicity Pre-requisites NMNU737
	Professional Development II	3	PDPD713	36	Professional Development II provides students with the tools, knowledge, and skills to uncover their unique value to their ideal clients, create a viable business model upon which to base future practice profitability, develop market assessment capabilities, and establish an individual market position. Students will develop a branding and marketing strategy and understand establishing a social media presence. Videos, presentations, and portfolio development creates an interactive and participatory experience, with skills and expertise honed through in class workshops, written assignments and discussion. Course instruction is provided through 1-on-1, small group and larger group coaching and motivational interviewing techniques.

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 WINTER (TERM 8)</b>	Traditional Asian Medicine VIII	1.5	NMAM738	18	TAM VIII focuses on Du & Ren vessels acupuncture points locations & functions, the 8 extra vessels, and ear acupuncture. Students will learn to safely locate and needle acupuncture points on these meridians, will be introduced to electroacupuncture and will be able to list the indications and contraindications for these points. Practical classes will focus on tongue and pulse diagnosis and clean needling techniques for acupuncture.
	Clinic Secondary	9	CPCE501	144	Students are enrolled as secondary interns in the teaching clinic in their third year of the program. Over the course of three terms the secondary intern assumes increasing responsibility in patient care including physical exam, interviewing and charting, patient research and case presentation.
<b>TOTAL</b>		<b>30</b>		<b>396</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 SPRING (TERM 9)</b>	Botanical Medicine IX	3	NMBM739	36	Botanical Medicine IX is the final course in a series delivered during the naturopathic curriculum to complete the botanical medicine program. The development of a systematic understanding of the indications and actions of medicinal plants that can be applied practically in the clinical context is emphasized. Through case studies students will learn the practical application of the herbs for dermatology, geriatrics, cancer, and pregnancy and lactation. Students will develop and present a botanical “first aid kit”.
	Clinical Diagnosis VI	3	HSCD736	36	<p>The clinical diagnosis courses provide an in-depth study of the significance and interpretation of clinical signs and symptoms for the development of diagnostic skills appropriate to the role of a primary care provider.</p> <p>Emphasis is placed on the collection and interpretation of physical/clinical data to arrive at a naturopathic medical diagnosis. Through lecture, lab, practice and the study of case histories, students develop history taking and physical examination skills, learn to develop diagnostic acumen, cultivate clinical judgment and problem-solving abilities, and develop competency in differential diagnosis and assessment.</p> <p>The topics covered by CDx VI include differential diagnosis of reproductive system, breast disorders, multi-system cardiology, fatigue, and a review of hormone labs. Students will develop clinical skills to perform a focused cardiovascular exam, peripheral vascular exam, urogenital/ prostate Exam, pelvic and breast/chest Exam. This course culminates in a milestone exam utilizing simulated patient cases, the “Mock Patient Assessment”</p> <p>Pre-requisites HSBM511, HSBM522, HSBM533, HSBM614, HSBM625, HSBM636, HSCD61, HSCD622, HSCD633, HSCD725</p>

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 SPRING (TERM 9)</b>	NCAS III	3	NCAS733	36	<p>Students enrolled in NCAS III will develop an understanding of the history and evolution of the field of clinical ecology. They will analyze the impact on human health, understand laboratory method of assessing clinical toxicology and allergic disease and learn the application of environmental medicine.</p> <p>Through lecture and practical classes, NCAS III also teaches students to develop the knowledge and skills required to safely and effectively perform injections (Subcutaneous, IM), and IV Therapy.</p>
	Naturopathic Manipulation III	3	NMNM733	36	<p>This course builds upon the previous two manipulation courses to help students determine the need for, and perform specific spinal and peripheral adjustments of joints in the body. The primary focus is the pelvis, lumbar, thoracic, and cervical spine. Students will learn identification of subluxations, application of adjusting techniques, recognition of risks and benefits and knowledge of contraindications. Students will refine their soft tissue mobilization skills and knowledge on relevant muscle actions, origins, and insertions.</p> <p>Pre-requisite NMNM711</p>
	Oncology	3	HSO731B	36	<p>Oncology provides an in-depth study of the biology of cancer, the cellular mechanisms involved in the development of cancer and the metabolism of neoplastic tissues. It surveys the clinical investigation, staging, grading, epidemiology, and tropism of specific cancers. Integrative supports for standard chemotherapy, radiation and surgery are detailed.</p>
	Pediatrics	3	CSPD731	36	<p>Pediatrics presents a general overview of pediatric conditions seen in naturopathic practice and the differential diagnosis and assessment of the common problems of infancy, childhood, and adolescence. This includes health maintenance, disease prevention, the early diagnosis and naturopathic treatment of common childhood conditions and diseases, and referral where appropriate.</p>

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 SPRING (TERM 9)</b>	Traditional Asian Medicine IX	3	NMAM739	36	TAM IX provides a working knowledge and skills of the philosophy, theories of diagnosis and therapeutic concepts and techniques of traditional Asian medicine. Integrating the TAM series, students will review theory and apply it to clinical cases covering gynecology, immunology, mental health, and musculoskeletal disorders. Following TAM interviewing and assessment, students will learn to apply treatment with Chinese herbal medicine, and food cures.
	Clinic Secondary	9	CPCE501	144	Students are enrolled as secondary interns in the teaching clinic in their third year of the program. Over the course of three terms the secondary intern assumes increasing responsibility in patient care including physical exam, interviewing and charting, patient research and case presentation.
<b>TOTAL</b>		<b>30</b>		<b>396</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 4 SUMMER/ FALL (JULY- DEC.)</b>	Clinic Primary	22		352	Students are enrolled as primary interns in their fourth year of the program. These rotations provide the student hands-on opportunities to develop clinical knowledge, skills and attitude through patient interviewing, physical exam, lab diagnosis, development of a working diagnosis, development of a treatment plan and application of naturopathic principles and philosophy

	Course	Credits	Code	Hours	Course Description
<b>YEAR 4 FALL (TERM 10)</b>	Master Class I	3	CPMC811	36	Master Class welcomes experts from across the spectrum of health care to share the wealth of experience and insight they have acquired within their particular specialty. Topics include autism, prescribing, drug-herb interactions, practice management, case reports and the application of naturopathic philosophy to cases.
	NCAS IV	3	NCAS814	36	Through the PBL activities, the student will demonstrate their ability to apply, analyze, and prioritize the knowledge acquired in school to problems and issues that will be presented in the PBL setting. Students will gather information and analyze data in order to quickly and efficiently research cases. The topics covered are primary prevention of cardiovascular disease and atrial fibrillation, GI disorders (IBD, SIBO, PUD, H. Pylori), PCOS, infertility, menopause, headaches, u, allergy/atopy/asthma, and IV therapy applications.
	Naturopathic Manipulation IV	3	NMNM814	36	Naturopathic Manipulation IV is the fourth and final part of the series that provides a solid basis for the practitioner to determine the need for, and perform specific spinal and peripheral adjustments of joints in the body. Students will effectively and safely apply appropriate adjusting techniques, of the pelvis, lumbar, thoracic, and cervical spine, shoulder, elbow, wrist and hand, hip, knee and foot and ankle for the most common clinical situations. Students will identify risks and benefits and apply orthopedic tests to determine treatment approach. Lectures are supported by in class practical skills development. Pre-requisite NMNM711
	Obstetrics	3	CSOB721	36	Obstetrics focuses on the basic practice of obstetrics including adaptations to pregnancy, taking a prenatal history, routine tests offered in pregnancy and indicated physical exam. The diagnosis and prevention of conditions in the perinatal period, scope of practice of obstetrics for naturopathic physicians and indications and contraindications of naturopathic treatments in the care of the obstetrical patient will be emphasized. Recognition and management of high-risk birthing situations, maternal postpartum care, and common lactation problems is emphasized.
<b>TOTAL</b>		<b>12</b>		<b>144</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 4 WINTER- SPRING (JAN.- JUNE)</b>	Clinic Primary	24		384	Students are enrolled as primary interns in their fourth year of the program. These rotations provide the student hands-on opportunities to develop clinical knowledge, skills and attitude through patient interviewing, physical exam, lab diagnosis, development of a working diagnosis, development of a treatment plan and application of naturopathic principles and philosophy
<b>YEAR 4 WINTER (TERM 11)</b>	Genetics	1.5	CSGN631	18	This course is a survey of the study of genetics and epigenetics as they apply to medicine and clinical practice. Students will review common terms and vocabulary when discussing genetics and epigenetics, examine the most common genetic disorders and genetic testing encountered in practice, and explore medical applications of genetic research. We will also focus on autoimmune disease as an example of the interplay of genetics and epigenetics.
	Geriatrics	1.5	CSGR821	18	This course will cover clinical considerations when doing a historical intake, physical exam, nutritional assessment, laboratory investigation, pharmacological and naturopathic interventions for geriatric population health concerns. Some of the more common non-pathological abnormal findings for the geriatric population will also be explored. Commonly found pathologies in the geriatric population will be discussed.
	Naturopathic Clinical Arts and Sciences V	3	NCAS825	36	The topics covered by NCAS V are cultural competence in healthcare, gender sensitivity, racism and discrimination in health care, and trauma informed care. students will be able to explain the impact of cultural and socioeconomic disparities in health care delivery. Case studies and group work will focus on anxiety/depression, atrial fibrillation, scabies, Parkinson's, gastroenteritis, and asthma.



	Course	Credits	Code	Hours	Course Description
<b>YEAR 4 WINTER (TERM 11)</b>	Professional Development III	3	PDPD813	36	Professional Development III facilitates students in creating an individual customer acquisition and retention strategy based on the individual student's career plan, skillset, and mindset. Collaborative coaching and discussion topics include contract negotiations, logistics, systems, and operations. The course culminates in the completion of the Professional Practice Portfolio: The Client Service Plan (CSP). The CSP provides a framework for execution and consistency for the practitioner's everyday interactions and business dealings and provides a basis for any staff, employees or associates to execute a consistent service delivery.
<b>TOTAL</b>		<b>9</b>		<b>108</b>	

	Course	Credits	Code	Hours	Course Description
<b>YEAR 4 SPRING (TERM 12)</b>	Jurisprudence	1.5	PDJU831	18	Jurisprudence prepares the student for the provincial licensing jurisprudence board exam. Students receive instruction on the legislation that governs healthcare practice in general and naturopathic medicine in particular. The bylaws for the College of Naturopathic Physicians of BC are also explored. Included in this conversation are the ethical aspects and considerations of clinical practice – duties of the doctor, liability, negligence, standards of care, consent to treatment and confidentiality.
	Medical Procedures	1.5	CPMP831	18	Provides instruction in identifying commonly encountered pathologies that are amenable to minor surgical techniques under the scope of practice for a naturopathic physician. Selection of surgical techniques is covered including identifying the risks, benefits, and contraindications of each surgical technique. Minor surgical procedures such as suturing techniques, incisions, the use of topical anaesthetics and bandaging/drainage techniques are also covered. This course includes a suturing and biopsy laboratory component which allows students to practice minor surgical and suturing techniques.
	Naturopathic Clinical Arts and Sciences VI	3	NCAS836	36	The topics covered by NCAS VI help prepare the graduating student with lectures on the Clinic Exit Exam Overview, PTSD and trauma informed care, infertility, chronic kidney disease, hypogonadism, prostate health, and SIBO. One class is dedicated to preparation for licensing Board Exams.
	Naturopathic Counselling VI	3	NMNC816	36	The sixth course in the series explores chronic pain, drug and alcohol use from a psychosocial perspective, the purpose of patient behaviours and modern transference and counter transference. This course also prepares students to exit the program through an experiential retreat that supports student to professional transition and for the next stage of their careers. This course also includes student centred seminars where current clinical issues can be explored in small groups.
<b>TOTAL</b>		<b>9</b>		<b>108</b>	

# Clinic Requirements

## CLINICAL EDUCATION PROGRAM

The clinic curriculum extends across all four years of the program, with the main completion of clinical requirements during the 3rd and 4th years. Students must successfully complete the entire clinic curriculum within the 7 years as per the Completion Policy.

Students complete 36 weeks as a secondary clinician. The terms run from September to December, January to March, and April to June.

Senior interns complete two terms as a primary clinician over 12 months which run July through December and January through June. An eligible clinician may only enter the clinic at the beginning of a term.

## CLINICAL COMPETENCIES

The purpose of clinical competencies is to evaluate the skills, knowledge and attitudes required of physicians including; medical interviewing, physical exams, differential diagnosis, assessment, therapeutics, and communication skills.

Competencies are divided into several categories to reflect the progressive development of the knowledge, skills and attitudes required of the student.

All secondary clinical competencies must be completed, approved, and submitted before a student may advance to primary clinician status. All primary clinical competencies must be completed, approved, and submitted by the end of the student's clinical training program in order to be recommended to graduate.

*Note: these competencies are not linked to the clinic rotation grades. They are a separate requirement for graduation, and a signed-off competency does not assure a grade of "satisfactory" on any clinic rotation.*

## TRANSITION TO SECONDARY CLINICIAN REQUIREMENTS

Transition to secondary usually happens at the beginning of the first term of the 3rd year of the program. Secondary internship is 12 months (three 4-month terms). All documents and course requirements must be completed for transition to be approved. Students on a modified track will likely have an altered clinic entrance schedule.

*Note: View the full Transition to Secondary Clinician Requirements on page 170 of the Student Handbook.*

## TRANSITION TO PRIMARY CLINICIAN REQUIREMENTS

Transition to Primary usually happens at the beginning of the first term of the 4th year of the program (July or January). Primary Internship is 12 months (two 6-month terms). All documents and course requirements must be completed for the transition to be approved. Students on a modified track or who are requesting a reduced clinic course load, need to meet with the ACDS prior to clinic entrance.

## COMPLETION REQUIREMENTS

For recommendation for graduation clinic interns must fulfil the following Clinical requirements:

A minimum of 1400 hours broken down as:

- Minimum of 1200 hours as a student in clinic as outlined in the syllabi (shadow, assistant, secondary and primary hours);
- Minimum of 100 hours preceptor hours;
- Minimum of 100 hours of Professional Development;
- A minimum of 50 hours of acupuncture (as a primary clinician included in 1200 hrs above);

All clinical competency sign offs completed;

A minimum of 225 patient contacts as a primary clinician;

A minimum of 450 patient contacts total (primary, secondary, preceptor, externship);

A minimum of 13 completed case summaries (3{one per term} as a secondary and 10{5 per term} as a primary);

- A minimum of 1 case report;
- A minimum of 5 complete chart audits;
- Successful completion of all Clinic Rotations/Courses;
- Successful completion of Clinic exit exam.

Written notification of successful completion of all clinical requirements will be provided by the CSC to the Registrar of CCNM - Boucher Campus.

Upon satisfaction of all of the above conditions, the Registrar will finalize approval for the conferring of the naturopathic doctor diploma for eligible candidates.

## PRECEPTORSHIPS

In keeping with Boucher's commitment to mentorship models of learning all students must fulfill 100 preceptor hours as part of their clinical education. A minimum of 50 of these hours must be with licensed naturopathic physicians (at least 4 different physicians). The remaining 50 hours may be attained with licensed naturopathic physicians or any regulated health care professional. For more information on preceptorship requirements, please see the Preceptorship Policy in this Calendar.

## PRECEPTORSHIP POLICY

The goals of the preceptor program at CCNM - Boucher Campus are as follows:

- 1) expose students to diverse forms of healthcare and clinical practice which may not be taught or emphasized in curriculum at CCNM - Boucher Campus;
- 2) expose students to a variety of practice management strategies and styles;
- 3) provide networking opportunities to students before they are in a professional role, which may lead to job placement and/or mentorship in regards to patient care.

*Note: View the full policy and procedures on page 184 of the Student Handbook.*

## EXTERNSHIPS

All clinical training is available through the Boucher Naturopathic Medical Clinic and community clinics, however primary intern students may choose to attain some of their clinic hours under the guidance (and license) of a practicing naturopathic physician in the community.

Students requesting an externship must be in Good Standing at the time of their application and throughout their externship in order to participate. Should a student not be in good standing at any time during the externship, they will be required to withdraw from the externship rotation.

Externship participation must not fulfill more than 10% of total clinical hours (maximum of 120 hrs) and/or 20% of clinical components. Competency sign offs may be achieved at externships, however a maximum of 35 sign offs is permitted.

Primary interns who wish to accrue externship hours in lieu of their regularly scheduled clinic hours must submit their complete externship package (student and host documentation plus insurance) three (3) months before the start of the term they wish to begin their externship.

All Externship Naturopathic Physicians must be in good standing with their regulatory board with no limitations, and practice in Canada.

Complete details regarding the program, including applications and forms, can be found on eCampus. (eCampus>clinic>Shadow, Externship).

## STUDENT PRACTICE POLICY

All CCNM – Boucher Campus students represent CCNM – Boucher Campus and the naturopathic profession to the general public. Except as outlined below, students are not permitted to give medical advice of any kind; this is considered practicing medicine without a license. It is imperative that all CCNM – Boucher Campus students comply with the rules defined in this policy in order to maintain the highest professional and ethical standards, as well as to protect the school and themselves from potential credibility, legal and liability issues that could otherwise arise.

1. CCNM – Boucher Campus students may not practice, advertise, or accept compensation in any licensed profession in which they do not have current licensure.
2. CCNM – Boucher Campus students may not practice, advertise, or accept compensation for any unlicensed or unregulated healing profession including but not limited to iridology, homeopathy, or bodywork, or any modality which an unlicensed person is prohibited from practicing.
3. If a prospective student is a practitioner in an unregulated field at the time of application for admission to CCNM – Boucher Campus, he or she must petition the Deans Council for special consideration if he or she wishes to be allowed to continue this practice while a student at CCNM – Boucher Campus. Approval, if given, will be conditional on the student not disclosing their status as a CCNM – Boucher Campus student to their clients, and will be restricted to their prior field. Further restrictions or conditions may be imposed at the discretion of the council.
4. Students who undertake concurrent training in an unregulated field external to their training at CCNM – Boucher Campus may not practice in that field while a student at CCNM – Boucher Campus, unless they obtain specific written permission from the Deans Council to undertake such practice. The Deans Council will consider individual written petitions and respond in writing with the decision and any specific conditions.
5. CCNM – Boucher Campus students may not practice naturopathic medicine on any person without supervision by a licensed practitioner approved by CCNM – Boucher Campus. The practice of naturopathic medicine without a license and without adequate, approved supervision is taken very seriously, and may result in dismissal. The CCNM – Boucher Campus Naturopathic Medical Clinic is in operation, and it is appropriate to refer anyone who requests your assistance to the teaching clinic.
6. CCNM – Boucher Campus students may only represent themselves as “naturopathic medical students” once they are registered student members of the CNPBC, otherwise they may not use the terms naturopathic or medical.

Violation of any of the above may result in disciplinary action including dismissal.

# Campus Policies and Guidelines

## DRUG-FREE POLICY

Students are prohibited from unlawfully possessing, using, or distributing, or being under the influence of, or inebriated by, alcohol or drugs, whether prescribed, illicit, or used recreationally, or any other intoxicant on campus property or at any school event. The sale or transfer of prescription and look-alike drugs is in violation of school policy. Violations of this policy will result in sanctions up to and including suspension or expulsion from CCNM – Boucher Campus as outlined in the Student Code of Conduct.

## FRAGRANCE-FREE CAMPUS

Many individuals are sensitive to perfumes and other scents (such as scented oils, scented laundry soaps, scented deodorants, etc.) and have adverse health reactions upon exposure. In order to maintain an environment that is conducive to health, work and learning for all students, staff, faculty members and patients in the classroom, offices, and the teaching clinic, the CCNM – Boucher Campus has a fragrance-free policy. The use of products that produce a noticeable odour and/or cause an adverse health reaction in other individuals is prohibited while on campus.

The use of such fragrances while working or attending class or clinical training will result in progressive discipline up to and including suspension.

## CAMPUS DRESS CODE

CCNM – Boucher Campus expects its students to present themselves in a manner consistent with their future profession. Students should be neat and clean. Although we want to continue to foster the individuality of each student, it is important to remember that visitors and clinic patients frequent our halls. Therefore, extreme or immodest dress should be avoided, and proper footwear must be worn at all times. Any student who registers for the clinic must abide by the clinic dress code.

## ALCOHOL ON CAMPUS

Students may consume alcohol on campus at events where alcohol is specifically permitted. A liquor license must be obtained for these events and it must be served with a server who has their “Serving it Right” certification. However, drinking is not permitted in classrooms, study areas, kitchen area, meeting rooms, parking lots, or any outside area. Underage drinking is not permitted at any event. The sale of alcohol on campus or solicitation of the sale of alcohol to the campus community is strictly prohibited.

Should alcohol be served at an event, there must be an alcohol license displayed at the event and there must be certified “Serving it Right” personnel serving the alcohol.

## SEXUAL VIOLENCE AND MISCONDUCT POLICY

**Purpose:** The Canadian College of Naturopathic Medicine – Boucher Campus is committed to providing a safe working and learning environment that allows for full and free participation of all members of the CCNM – Boucher Campus community. To that end, the Campus has established a Sexual Violence and Misconduct Policy (the “Policy”) and Procedure (the “Procedure”) to address and prevent Sexual Violence and Misconduct and create a safe environment for Disclosing and Reporting.

### **Policy Statement:**

CCNM – Boucher Campus is committed to addressing Sexual Violence and Misconduct by:

1. implementing and actively promoting awareness to educate the CCNM – Boucher Campus Community regarding Sexual Violence and Misconduct and the issues addressed in the Policy;
2. promoting learning and working conditions that seek to eliminate the potential for incidents of Sexual Violence and Misconduct to occur within the Institute’s facilities or operations;
3. reducing barriers to Disclosing and filing Complaints regarding Sexual Violence and Misconduct;
4. responding to Disclosures and Complaints in a procedurally fair, efficient, and consistent manner;
5. supporting members of the CCNM – Boucher Campus Community who are impacted by Sexual Violence and Misconduct, through academic, non-academic, and other supports as required; and
6. communicating the support services and the resources available to members of the CCNM – Boucher Campus Community who may be directly or indirectly impacted by Sexual Violence and Misconduct.

### **Disclosure of Sexual Violence and Misconduct**

CCNM – Boucher Campus acknowledges that it is difficult to Disclose an incident of Sexual Violence and Misconduct. There is no obligation on any person who has experienced Sexual Violence or Misconduct to disclose, inform, or make a Complaint about the incident.

A member of the CCNM – Boucher Campus Community who has experienced Sexual Violence and Misconduct may choose to Disclose the incident by confiding in an employee of CCNM – Boucher Campus.

In addition to Disclosing, informing or making a Complaint, a person who has experienced Sexual Violence and Misconduct may, at any time, report the matter to the police.

A Disclosure is not the same as a Complaint under the Policy and does not normally serve to initiate an investigation or other process. To initiate an investigation, a Complaint must be filed as described in this Procedure.

*Note: View the full policy and procedures on page 118 of the Student Handbook.*

# Regulation and Licensure

## CANADA

Naturopathic practice is regulated under provincial law in five provinces: British Columbia, Alberta, Manitoba, Saskatchewan and Ontario. Nova Scotia has legislation which provides Title Protection. Naturopathic doctors are required to complete an undergraduate degree with prerequisite medical studies at a recognized university, four years of full-time naturopathic education at a CNME-accredited naturopathic medical program, and pass rigorous regulatory board examinations that are standardized for North America.

For information on the practice of naturopathic medicine in Canada, contact the Canadian Association of Naturopathic Doctors.

416-496-8633 or 1-800-551-4381

info@cand.ca

[www.cand.ca](http://www.cand.ca)

## ONTARIO

The profession of naturopathic medicine has been regulated since 1925 in Ontario. On July 1, 2015, the *Naturopathy Act* was proclaimed in force bringing the profession into the same legislative structure as other regulated health professions in Ontario and granting members of the profession the authority to prescribe certain drugs. The provincial regulatory authority is the College of Naturopaths of Ontario (CONO).

### CONO

Telephone: 416-583-6010

info@collegeofnaturopaths.on.ca

[www.collegeofnaturopaths.on.ca](http://www.collegeofnaturopaths.on.ca)

### Ontario Association of Naturopathic Doctors (OAND)

Tel: 416-233-2001

info@oand.org

[www.oand.org](http://www.oand.org)

## BRITISH COLUMBIA

Naturopathic doctors have been licensed in BC since 1936 under the *Naturopathic Physicians Act*. Changes to legislation in 2009 resulted in the granting of prescribing authority for NDs. The provincial regulatory authority is The College of Naturopathic Physicians of British Columbia (CNPBC).

### CNPBC

Tel: 1-877-611-8236

office@cnpbc.bc.ca

[www.cnpbc.bc.ca](http://www.cnpbc.bc.ca)

### British Columbia Naturopathic Association

Tel: 1-800-277-1128

bcna@bcna.ca

[www.bcna.ca](http://www.bcna.ca)

## ALBERTA

As of August of 2012, the naturopathic profession in Alberta is regulated under Schedule 14 of the *Health Professions Act* of Alberta. Naturopathic doctors must meet the requirements for the restricted activities they perform in their practice and must maintain competence for them. Upon proclamation of the legislation, the Alberta Association of Naturopathic Practitioners became the College of Naturopathic Doctors of Alberta which oversees the regulation of the profession.

### College of Naturopathic Doctors of Alberta

Tel: 403-226-2446

info@cnda.net

[www.cnda.net](http://www.cnda.net)

## SASKATCHEWAN

Naturopathic doctors have been regulated since 1954 under the *Naturopathy Act* (revised 1978). The legislation is currently under review. The Saskatchewan Association of Naturopathic Practitioners acts as both the professional association and the regulatory authority.

### Saskatchewan Association of Naturopathic Practitioners

Tel: 306-955-2633

info@sanp.ca

[www.sanp.ca](http://www.sanp.ca)



## MANITOBA

Naturopathic doctors in Manitoba have been regulated under *The Naturopathic Act* since 1946. The profession will be transitioning under umbrella legislation for all health care professionals in the next few years and the Manitoba Naturopathic Association acts as both the professional association and the regulatory authority.

### **Manitoba Naturopathic Association**

(regulatory body/provincial association)

Tel: 204-947-0381

directormna@gmail.com

[www.cndmb.org](http://www.cndmb.org)

## QUEBEC - UNREGULATED

### **Quebec Association of Naturopathic Doctors**

514-279-6629

[www.qanm.org](http://www.qanm.org)

## NEW BRUNSWICK - UNREGULATED

### **New Brunswick Association of Naturopathic Doctors**

Tel: 506-773-3700

[www.nband.ca](http://www.nband.ca)

## NEWFOUNDLAND AND LABRADOR - UNREGULATED

### **Newfoundland and Labrador**

#### **Association of Naturopathic Doctors**

[healthforlifeni@me.com](mailto:healthforlifeni@me.com)

## NOVA SCOTIA

Naturopathic doctors have title protection under *The Naturopathic Doctors Act* passed in 2008. The Act provides regulation of the profession, title protection and recognition of the profession ensuring patients can claim ND services as a medical tax deduction.

### **Nova Scotia Association of Naturopathic Doctors**

Tel: 902-431-8001

info@nsand.ca

[www.nsand.ca](http://www.nsand.ca)

## NORTHWEST TERRITORIES - UNREGULATED

### **Northwest Territories Association of Naturopathic Doctors**

ntand@hotmail.ca

<https://nwtand.wordpress.com>

## NUNAVUT - UNREGULATED

No professional association.

## PRINCE EDWARD ISLAND - UNREGULATED

### **Prince Edward Island Association of Naturopathic Doctors**

902-894-3868

info@peiand.com

[www.peiand.com](http://www.peiand.com)

## YUKON - UNREGULATED

### **Yukon Naturopathic Association**

[www.yand.ca](http://www.yand.ca)

## UNITED STATES OF AMERICA

At present, NDs are licensed in 22 U.S. states: Alaska, Arizona, California, Colorado, Connecticut, Idaho, Hawaii, Kansas, Maine, Maryland, Massachusetts, Minnesota, Montana, New Hampshire, New Mexico, North Dakota, Oregon, Pennsylvania, Rhode Island, Utah, Vermont, Washington, the District of Columbia, and the territories of Puerto Rico and the U.S. Virgin Islands.

Active legislation campaigns to license NDs are underway in Illinois, Iowa, Michigan, Mississippi, Nevada, New York, and North Carolina.

### **The American Association of Naturopathic Physicians (AANP)**

[www.naturopathic.org](http://www.naturopathic.org)

### LICENSING EXAMINATIONS

To obtain a naturopathic medical diploma or degree that qualifies the recipient to sit for a licensing examination in a province or state with a licensing board and standards of practice, students must have attended a CNME-approved naturopathic medical program following three years of standard pre-medical education. Some naturopathic medical programs require a baccalaureate from an approved university as a prerequisite for entry into the program.

### NATUROPATHIC PHYSICIANS LICENSING EXAMINATIONS (NPLEX)

NPLEX is the standard examination used by all licensing jurisdictions for naturopathic physicians in North America. It includes six basic science exams (anatomy, physiology, pathology, immunology, biochemistry, and microbiology) that are taken after the first two years of naturopathic medical school. The clinical science examinations are taken following graduation (after the fourth year of school). They include: physical, clinical, and lab diagnosis, diagnostic imaging, botanical medicine, clinical nutrition, physical medicine, homeopathy, psychology, emergency medicine and pharmacology. Individual jurisdictions may require additional examinations in minor surgery and acupuncture before complete licensure.

Passing the NPLEX is only one aspect of the requirements to become licensed in any of the jurisdictions, and passing the exams does not guarantee that the examinee will be licensed.

As of the summer of 2019, there is a new entry-to-practice examination from the College of Naturopaths of Ontario (CONO), for those who are planning to practise in Ontario. For more information, see [CONO's explanation of the new exam](#).

### NORTH AMERICAN BOARD OF NATUROPATHIC EXAMINERS (NABNE)

**NABNE is a non-profit organization established in 1999.**

**Its purpose is:**

- To set policies regarding the qualifications of applicants to sit for NPLEX;
- To set policies regarding the administration of the NPLEX;
- To verify the qualifications of applicants to take the NPLEX; and
- To administer those examinations at testing sites in the U.S. and Canada.

For more information visit [www.nabne.org](http://www.nabne.org).

# CCNM Vision and Mission

## VALUES

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The Canadian College of Naturopathic Medicine is committed to reflect the following values in its deliberations and actions:

- Integrity
- Collaboration
- Innovation and adaptability
- Respect for equity, diversity, inclusion

## VISION

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CCNM will make naturopathic medicine an integral part of health care through pre-eminent education, research and clinical services.

## MISSION

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### The Canadian College of Naturopathic Medicine will:

- Demonstrate excellence in education to our students, supporting them throughout their careers;
- Provide a working environment that allows our faculty and staff to excel;
- Expand our knowledge of naturopathic medicine through high quality research;
- Excel in delivering naturopathic medicine to our patients;
- Forge a strong relationship between allopathic and naturopathic medicine with a focus on affordable, accessible and effective health care;

...and so make the practice of naturopathic medicine widely acknowledged as key to maintaining patient health.

To drive CCNM in its pursuit of excellence in naturopathic medicine, CCNM's [Board of Governors](#) has developed a series of "Ends":

1. **Excellence in Education**  
Educate naturopathic doctors on the basis of clear and focused curriculum, delivered by the most competent faculty, and graduate high-quality naturopathic doctors.
2. **High-Quality Clinical Services**  
Provide high-quality naturopathic care in a clinical setting, resulting in positive educational experiences for students and positive outcomes for patients and clients.
3. **Excellence in Research**  
Conduct and disseminate research relevant to naturopathic medicine and help develop skills among faculty, students, and graduates that foster research activity and a culture of evidence-informed clinical practice.
4. **Leading Voice**  
Increase the awareness and trust of CCNM as a leading voice for naturopathic medicine.
5. **Change Agent**  
Be a leader and advocate of naturopathic medicine as positive change to our health, our environment and our health-care system.

# Governance and Academic Structure

The CCNM Board of Governors is composed of sixteen Governors, representing both campuses. The College has ensured that its Board of Governors is populated with strong individuals representing a broad range of knowledge and

skills. The Board's mandate is to govern with a strategic perspective through effective policy governance and assurance of executive performance that allows the Vision and Ends of the organization to be achieved with excellence.

## The Senior Leadership Team is comprised of:

<b>Bob Bernhardt, B.Sc., LLM, M.Ed., PhD</b> President & CEO	<b>Reid Wildeman, BA, M.Ed.</b> Acting Executive Director and Director Academic Affairs, CCNM – Boucher Campus
<b>Dr. Nick De Groot, ND</b> Dean	<b>Trevor Ellis, MBA, CPA</b> Chief Financial Officer
<b>Simone Philogene, MA</b> Chief Enrolment, Marketing and Communications Officer President, CCNM Press	<b>Barbara Young, BA</b> Executive Director, Human Resources

# CCNM – Boucher Campus Administration

## ADMINISTRATION

Name	Email address	Role
Lin Lawrence	llawrence@ccnm.edu	Office Manager
Nicola Diaz	ndiaz@ccnm.edu	Human Resources Officer
Alberto Montoto	amontoto@ccnm.edu	IT Manager

## FINANCE

Name	Email address	Role
Jennifer He	jhe@ccnm.edu	Finance

## ACADEMICS

Name	Email address	Role
Dr. Dave Scotten, ND	dscotten@ccnm.edu	Curriculum Specialist
Dr. Rochelle Heisel, PhD (Department of Medicine),	rheisel@ccnm.edu	Associate Dean of Academics
Reid Wildeman, BA, M.Ed.	rwildeman@ccnm.edu	Director of Academic Affairs
Dr. Shawn Peters, ND	speters@ccnm.edu	Continuing Education Coordinator
Sakariya Aynashe, MSc.	saynashe@ccnm.edu	Academic IT Specialist
Dawne Bohme	dohme@ccnm.edu	Library Technician

## CLINIC EDUCATION

Name	Email address	Role
Dr. Karrin Fairman-Young, ND	kfariman@ccnm.edu	Associate Dean of Clinical Studies & Chief Medical Officer
Dr. Jonathan Sheridan, ND	jsheridan@ccnm.edu	Core Faculty /External Sites Coordinator/ Supervisor
Ellen Kolvers	ekolvers@ccnm.edu	Clinic Education Coordinator
Donna Aperocho	daperocho@ccnm.edu	Clinic Manager
Madison Desjarlais	mdesjarlais@ccnm.edu	Lab Technician
Karen O'Hearn	kohearn@ccnm.edu	Dispensary Manager

## STUDENT SERVICES

Name	Email address	Role
Meghan Henesey	mhenesey@ccnm.edu	Registrar
Sony Her	sher@ccnm.edu	Student Services Officer
Marilyn McNeill	mmcneill@ccnm.edu	Student Services Officer
Makita Wiggins, MCP	mwiggin@ccnm.edu	Student Counsellor

## FACULTY

CCNM's - Boucher Campus is committed to attracting and retaining well qualified faculty that are both experts in their field and skilled educators. Health sciences, clinical skills, and professional development courses are taught by instructors with terminal degrees in their subject area (i.e., PhD, ND, or other qualified health-care professionals such as MD, DC, PT, RMT etc.). Naturopathic therapeutic modalities,

diagnosis and assessment and clinical science courses are taught by naturopathic physicians or other qualified health-care professionals (e.g., MD, DC, DTCM, Nutritionist, PT, RMT, NMINH etc.). Clinical background and expertise help these professionals present and demonstrate the specific knowledge and skills required in these courses of instruction.

Last Name	First Name	Credentials	Title
Allen	Nathalie	ND	Instructor
Brum	Alan	ND	Clinic Supervisor
Cabrera	Chanchal	Master Herbalist	Instructor
Carlson-Rink	Cathy	ND	Instructor
Cashin	Carla	ND	Clinic Supervisor
Chung	Katherine	ND	Instructor, Clinic Supervisor
Coggins	Evelyn	B. Ed./MSc. /Reg. Herbalist	Instructor
Cohen	Clara	Dr. TCM/R.Ac.	Dept Chair / Instructor
Cooper	Scarlett	ND	Instructor
DeMelo	Jaime	ND	Clinic Supervisor
Dhindsa	Navdeep	ND	Instructor / TA / Phys Med Coordinator
DiPieri	Lucy	PhD Microbiology and electronics., DCH	Instructor
Doroudi	Majid	MSc.,PhD Anatomical Sciences	Instructor
Eastman	Jessica	ND	Clinic Supervisor / Instructor
Eckel	Amber	DC	Instructor
Fairman-Young	Karrin	ND	Associate Dean of Clinical Studies & Chief Medical Officer
Frances	Colin	MSc	Instruction
Fung	Romi	ND	Clinic Supervisor / Instructor
Glivic	Brian	ND	Instructor
Greenwood	Matt	ND	Clinic Supervisor

**FACULTY**

Last Name	First Name	Credentials	Title
Grimwood	Anne	ND	Clinic Supervisor / Core faculty (Temp)
Gurm	Sharon	ND	Instructor
Handford	Rebecca	ND	Clinic Supervisor
Harbun	Kathryn	ND	Instructor / Clinic Supervisor
He	Sen	ND	Clinic Supervisor
Heisel	Rochelle	MA, PHD	Associate Dean of Academics / Instructor
Hsu	Steven	ND	Clinic Supervisor
Hurnik	Rhea	ND	Core Faculty / Instructor
Hobson	Jessica	ND	Core Faculty / Instructor
Jamieson	Drew	ND	Instructor
Kaur	Paaras	ND	Clinic Supervisor
Kuprowsky	Stefan	ND	Instructor
Lafreniere	Justin	ND	Instructor
Land	Robyn	ND	Instructor
Lane	Ashleigh	ND	Clinic Supervisor
Lewis	Robyn	ND	Faculty TA
Lowe	James	MA (counselling)	Dept Chair / Instructor
MacKenzie	Jennifer	ND	Clinic Supervisor / Instructor
Marciano	Marisa	ND	Dept Chair / Core faculty
Marr	Jason	ND	Dept Chair / Instructor
Maya	Bev	B.Sc./D. Phyt	Instructor
Mazari-Andersen	Alicia	MSc, PhD (Bot)	Instructor
Min	Daniel	ND	Faculty TA
Mohan-Ram	Sanjay	BSc. ND	Instructor
Moyer	Krista	ND	Instructor / Clinic Supervisor
O'Halloran	Jane rohon	ND	Clinic Supervisor
Osati	Farzaneh	ND	Clinic Supervisor
Overton	Alaina	ND	Clinic Supervisor



## FACULTY

Last Name	First Name	Credentials	Title
Petrescue	Janelle	RMT	Instructor
Pirani	Tasneem	MSc./ND	Core Faculty / Cdx Coordinator
Pitfield	Rebecca	ND	Adjunct instructor
St. Arnault	Rae	ND	Clinic Supervisor
Sheridan	Jon	ND	External Site Coordinator and Core Clinical Faculty
Smolders	Fiona	ND	Instructor
Steeves	Susan	ND	Clinic Supervisor
Stephens	Rebecca	Dr.TCM/R.Ac.	Instructor
Tamburic	Sanja	ND	Instructor
Tassone	Michael	ND	Instructor
Vargo	Andrew	MD	ChairBiomed / Instructor
Vizniak	Nik	DC	Instructor
Wilson	Sherry	ND	Clinic Supervisor
Yardley	Katolyn	Medical herbalist	Instructor

**CCNM – BOUCHER CAMPUS**  
435 Columbia Street, Suite 330  
New Westminster, BC V3L 5N8  
(604) 777-9981



## **Vancouver – one of the world’s best places to live**

Vancouver is consistently rated as one of the world’s best cities to live in. Its mountains, ocean, and relatively mild climate (by Canadian standards), deliver many outdoor activities to enjoy.

CCNM – Boucher Campus is located in Metro Vancouver on the Fraser River, between Burnaby and Coquitlam. The campus is also steps away from the Columbia SkyTrain station.

The campus is surrounded by a thriving arts community, festivals, and a network of parks and trails to explore.

**ccnm.edu**

