

Canadian College of Naturopathic Medicine

Academic Calendar
2014-2015

How to Apply

P.O. Box 10000
Student Services Department
Canadian College of Naturopathic Medicine
1255 Sheppard Ave. East
Toronto, Ontario, Canada M2K 1E2

1. 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 Bachelor of Naturopathy program in its entirety, and show promise of becoming worthy members of the naturopathic profession.
2. If an applicant is offered admission, a deposit of \$2,000 is required to confirm acceptance of the offer. The deposit will be applied to the student's first-year tuition fee. Please note that if an applicant withdraws their acceptance of the admission offer within 48 hours of accepting it, or if the program is discontinued before the first day, they will receive a full refund of the \$2,000 deposit. If an applicant withdraws their acceptance of the admission offer after 48 hours but before the start of the program, or if they do not attend the first ten consecutive days of scheduled classes, they will receive a refund of the deposit and an administrative charge of \$500 will be assessed. Withdrawals received after the start of the program will receive a refund calculated according to the program withdrawal policy.

Admission Requirements

The Canadian College of Naturopathic Medicine 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.

A
 To be considered for admission to the ND program, applicants must have completed a three- or four-year bachelor's degree in any discipline at an accredited institution. For September admission, courses must be completed by August 31 of the year of application. For January admission, courses must be completed by December 31. Applicants are encouraged to apply early. **A**

Applicants must have a minimum grade point average of 2.7 on a four-point scale. Historically, the average cumulative GPA of accepted students has been 3.3 on a four-point scale, encompassing a range of 2.7 to 4.0.

R	C	U	R
General Biology	6	1.0	May be fulfilled either by a one-year biology course or by two semesters of courses such as anatomy, botany, cell biology, endocrinology, genetics, immunology, microbiology, molecular biology, or zoology. E : Athabasca University - BIOL204-Principles of Biology I <u> </u> BIOL205-Principles of Biology II

- One academic reference
- One reference from a regulated healthcare 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 2 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

R . . . -

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

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

R

The purpose of this interview is to assess an applicant's ability to successfu

- essay
- references
- resumé

E

As outlined in the above section on admissions requirements, completion of a Bachelor's degree is expected. A limited number of exceptions are made for experienced students. Experienced students wishing to apply to CCNM must have completed a minimum of three years of university study (90 credit hours, 15 full courses) towards a baccalaureate degree. Competitive applications must have an average cumulative grade point average of at least 3.3 on a four-point scale (equivalent to B+). A lower grade point average (minimum 2.7) may be acceptable, depending on the applicant's academic history, interview, essay, references and career-related experience.

Applicants applying as experienced students must possess all of the minimum prerequisites as outlined in the above section on admission requirements. In addition, anyone applying as an experienced student must be able to demonstrate a minimum of four years of work and life experience outside of university. Please note that possessing the published minimum admission requirements does not guarantee an offer of admission. Please contact Student Services for more information.

Information for International Students

An applicant will be considered an international student if he or she is not a Canadian citizen or does not have permanent resident or landed immigrant status.

International applicants must ensure that their academic credentials meet Canadian equivalency. If you are an International Medical Graduate, you may qualify for bridge delivery of the ND program.

All international applicants must comply with Citizenship and Immigration Canada admissibility requirements and must obtain a study permit or other suitable documentation. CCNM is recognized as a Designated Learning Institution (DLI) and applicants applying for a study permit must quote our DLI code which is 019305338292.

For more information visit the [Department of Citizenship and Immigration Canada](#). Applicants who intend to practice outside Canada are advised to contact the local naturopathic medicine licensing body to inquire about requirements for licensing in that jurisdiction.

E

Students applying for the four-year ND program who have completed their university study at an institution outside North America must have their transcripts evaluated and translated (if necessary) on a course-by-course basis. This is not required for bridge delivery applicants. International credential evaluations are accepted from:

W E S . .

www.wes.org

Toronto: canada@wes.org

416-972-0070 or 1-866-343-0070

New York City:

Graduates from non-English language medical programs must submit proof of English proficiency and satisfy the minimal grade required by CCNM in Test of English as a Foreign Language (TOEFL) or International English language Testing System (IELTS). CCNM's minimum requirements are:

IELTS: minimum overall band score of 6.5 or higher (on a 9 point scale)

TOEFL PBT: minimum 580 out of 677

TOEFL CBT: minimum 257 out of 300

TOEFL IBT: minimum 86 out of 120

What is the MCCEE?

The Medical Council of Canada Evaluating Examination (MCCEE) is a four-hour, computer-based examination offered in both English and French at more than 500 centres in 80 countries worldwide. The MCCEE is a general assessment of the candidate's basic medical knowledge in the principal disciplines of medicine. International medical graduates must take the MCCEE as a prerequisite for eligibility to the MCC Qualifying Examinations.

What is the Interview?

The interview assesses an applicant's ability to successfully complete the program and become an effective naturopathic doctor. Applicants are chosen for interviews based on their academic performance.

Interviews are conducted at CCNM. The personal interview lasts approximately 45 minutes. The interview team consists of one faculty member and one student. There are three components to the interview:

1. several vignettes/scenarios with applicable questions (for which no prior medical knowledge is required)
2. additional questions related to motivation and familiarity with naturopathic medicine
3. an opportunity for open dialogue

What are the English Language Requirements?

As CCNM curriculum is delivered in English, all applicants are expected to demonstrate sufficient facility in the English language to fully participate in the learning process. If an applicant's post-secondary studies were completed outside of North America in a language other than English, TOEFL scores must be submitted to CCNM. CCNM's minimum requirements are indicated below.

IELTS: minimum overall band score of 6.5 or higher (on a 9 point scale)

TOEFL IBT: minimum 86 out of 120

The Office of the Registrar

What is the Registrar's Role?

The registrar maintains permanent academic records of every student enrolled at CCNM. A student's file contains their application, information related to the business of the College, grade reports and comments, and records of official action taken by CCNM concerning the student.

Records may be made available to members of the faculty and administration with a demonstrated need. Except as may be required by law, no part of a student's record will be released to any person outside CCNM without written consent of the student.

C O U N T Y S T U D E N T A C A D E M I C R E C O R D S

1. A student's academic record is defined as the information concerning the student that is held by the registrar at CCNM.
2. Academic records are the property of CCNM.
3. Release of information:
 - a. 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.
 - b. Students may request that an official copy of their transcript be issued to a third party by completing the transcript request form.
 - c. Students may obtain an unofficial copy of their transcript by completing the transcript request form.
 - d. Student academic records may be released to authorized CCNM staff or faculty for the execution of job responsibilities as approved by the director of student services or designate.

Transfer students must provide an official transcript and a letter of recommendation from a senior administrator at the transferring institution. The letter should indicate that the transferee was in good standing and has not been subject to any disciplinary actions. Non-transfer students may apply for advanced standing in certain CCNM courses. Applicants must apply for advanced standing on a course-by-course basis. Detailed course outlines for each course must be submitted. A student may not request advanced standing in a course they have previously failed. Applications can be downloaded from the student forms and resources section of Moodle. New students can request advanced standing application form(s) from student services (info@ccnm.edu). Before acceptance becomes official, the registrar must approve the transfer credits based on the following criteria.

- Courses must be equivalent or better in the number of credit hours.
- A passing grade of 65 per cent must have been achieved.
- Each course must be substantively equivalent (minimum 70 per cent) in conm.u/learning outcomes to the CCNM course it replaces.

L . . . A . . . C . . . A . . . T . . . A . . . S . . .
 No more than 50 per cent of the ND program can be completed via transfer or advanced standing credits.

A . . .
 All courses approved for transfer and advanced standing credits will show as EQV (equivalent) on the CCNM transcript and will not be calculated into a student's GPA. Successful advanced standing or transfer applicants will not be charged tuition for courses for which credit has been granted.

A . . .
 Any applicant/student who is denied a requested transfer or advanced standing request does have the ability to appeal the decision of the Registrar. Upon receipt of the original notification, the requestor will be notified of the basis for the denial in writing. Should the decision be made to exercise the right to appeal, the applicant must provide a writm. request for review with a rationale for the request, along with any relevant documentation, within five business days of the notice being issued. All documentation will be forwarded to the Associate Dean, Curriculum, who will review the writm. materials and make an independent determination. The Dean will then conduct a final review and will advise the applicant of his or her final decision in writing within m. business days of receiving the appeal.

2014-2015 A . . .
 Applications for advanced standing will not be accepted under any circumstances after the following deadlines.

TERM/YEAR	APPLICATION DEADLINE
2014-2015 Full-year courses (Year 3)	September 8, 2014
Fall 2014 term course	September 8, 2014
Winter 2015 term course	January 12, 2015
Spring 2015 (IMG intake)	May 4, 2015
Spring 2015 term course (January intake)	May 11, 2015

I . . . N . . . A . . . S . . . S . . . L . . .

If you are granted advanced standing, your federal and provincial student loans office (i.e., OSAP, BCSAP, etc.) will need to be notified of the change in your course load. Student Services will notify you of the course load change so that you can make the necessary changes to your loan application. If the loan has already been processed for the term, a tuition refund may be issued to the student loan lender. Please contact Student Services for further information.

D

Letters of acceptance are only valid for the intake session for which the applicant was admitted. Applicants who do not enrol in the intake for which they applied, may request to have their application moved to the next intake within the same academic year (e.g., applicants applying for September

Refund Policy for Withdrawal from ND Program

Upon providing written notice of their decision to withdraw, the student's refund will be assessed based on the time spent in the program. Once the program has commenced, if the student withdraws, the amount of tuition owing (earned tuition) will be prorated and calculated on a course-by-course basis using the following formula:

$$\left(\frac{\text{Number of Weeks Attended}}{\text{Total Number of Course Weeks}} \right) \times \text{Course Tuition} = \text{Earned Tuition (Tuition Owing)}$$

Once the time spent in a course reaches two-thirds of the total course hours, no refund will be issued.

An administrative charge of \$500 is assessed on withdrawals. The \$500 administrative charge will be credited to the student's account should that student return to the ND program within one year.

Deferral, Cancellation or Discontinuation of the Program

In the event of deferral, cancellation or discontinuation of the program, the College will refund to applicants unearned tuition. At his/her option, an applicant may choose to defer his/her application to a subsequent program start in which case the funds will be credited towards that program start.

Withdrawal from a Specific Course

A student who chooses to withdraw from a specific course or courses must advise the Registrar in writing, who will adjust their registration to reflect the course load reduction. The date of the request for the reduction in course load will be used to calculate the amount of the refund (if any).

Refund Policy for Withdrawal from a Specific Course

Once a student has reduced their course load, the refund (if any) for a specific course will be calculated by the Registrar as follows:

$$\left(\frac{\text{Number of Weeks Attended}}{\text{Total Number of Course Weeks}} \right) \times \text{Course Tuition} = \text{Earned Tuition (Tuition Owing)}$$

Once the time spent in the course reaches two-thirds of the total course hours, no refund will be forthcoming.

If the course has not yet started, no tuition charges will be incurred.

Re-entry

Students who withdraw from CCNM are permitted to resume study within a maximum of one year from the date of withdrawal.

Students dismissed for academic reasons must reapply. As part of their re-application they will be required to demonstrate that they have upgraded their skills by means of successful performance in an academic setting or by satisfying the College that any previous barriers to successful academic performance have been addressed and eliminated.

R G

Candidates for the ND diploma must fulfill the following requirements to graduate:

1. Attend all required courses in the prescribed curriculum and achieve a passing grade in each course.
2. Attain a Cumulative Grade Point Average of 2.70.
3. Attend the required number of hours in clinical training, and fulfill all other requirements of the clinical program with a passing grade.
4. Satisfy all financial obligations to CCNM.

The final year of clinical education requires successful completion of course work, clinical requirements and rotations (e.g., laboratory, botanical dispensary, etc.). In addition, the following minimum hours must be completed:

E

CCNM is responsible to society to provide a program of study enabling graduates to possess the knowledge, skills, professional behaviour and attitudes necessary to enter the regulated practice of naturopathic medicine. Graduates must be able to diagnose and manage health problems and provide compassionate primary care to their patients. For this reason, students in the ND 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. Prospective applicants should note that cognitive, physical examination, management and communication skills, as well as professional behaviour, are all evaluated in timed simulations of patient encounters.

All applicants are expected to assess their ability to meet the standards set out in this policy. This policy does not preclude individuals with disabilities from attending the College. Applicants who anticipate requiring disability-related accommodation are responsible for notifying CCNM in a timely

M

A student must demonstrate sufficient motor function to safely perform a physical examination on a patient in a timely fashion, including palpation, auscultation, percussion and other diagnostic techniques. A student must be able to use common diagnostic aids or instruments either directly or in an adaptive form, and be able to perform basic laboratory tests. A student must be able to execute fine and gross motor movements that are required to provide general medical care to patients.

I

A candidate must demonstrate critical thinking, sound judgment, analysis, reasoning, and synthesis, essential to the problem-solving skills demanded of physicians. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

B

A student must consistently demonstrate the emotional maturity and stability required for full utilization of his or her intellectual abilities. The application of good judgment and the prompt completion of all responsibilities attendant to the diagnosis and care of patients are essential attributes. The development of mature, sensitive and effective relationships with patients, families, employees and other health-care practitioners is also required. The student must be able to tolerate

outcomes to the CCNM course it replaces.

L . . . A . . . C . . . A . . . T . . . A . . . S . . .

No more than 50 per cent of the ND program can be completed via transfer or advanced standing credits.

A . . .

All courses approved for transfer and advanced standing credits will show as EQV (equivalent) on the CCNM transcript and will not be calculated into a student's GPA. Successful advanced standing or transfer applicants will not be charged tuition for courses for which credit has been granted.

A . . .

Any applicant/student who is denied a requested transfer or advanced standing request does have the ability to appeal the decision of the Registrar. Upon receipt of the original notification, the requestor will be notified of the basis for the denial in writing. 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 being issued. All documentation will be forwarded to the Associate Dean, Curriculum, who will review the written materials and make an independent determination. The Dean will then conduct a final review and will advise the applicant of his or her final decision in writing within ten business days of receiving the appeal.

2014-2015 A . . . A . . .

Applications for advanced standing will not be accepted under any circumstances after the following deadlines.

TERM/YEAR	APPLICATION DEADLINE
2014-2015 Full-year courses (Year 3)	September 8, 2014
Fall 2014 term course	September 8, 2014
Winter 2015 term course	January 12, 2015
Spring 2015 (IMG intake)	May 4, 2015
Spring 2015 term course (January intake)	May 11, 2015

I . . . N . . . A . . . S . . . S . . . L . . .

If you are granted advanced standing, your federal and provincial student loans office (i.e., OSAP, BCSAP, etc.) will need to be notified of the change in your course load. Student Services will notify

T B T . P

All new students must submit a two-step Mantoux (PPD) skin test prior to the start of classes. For fall enrolment, tests must be taken between June 1 and September 1. For winter enrolment (January intake) tests must be taken between October 1 and January 1. All returning students must submit a TB Risk Assessment form annually, prior to the start of classes each year. All TB test results must be submitted to Student Services. The CCNM TB Test form and Risk Assessment forms are available from Student Services or can be downloaded from Moodle. All students who test positive for tuberculosis must submit the results of one baseline chest x-ray to rule out active disease. If any student is found to be high-risk, s/he may be required to submit the results of an additional TB test or chest x-ray to rule out active disease.

Failure to submit TB test results and/or Risk Assessment form may result in deregistration from all clinic-related activities including classes. Questions regarding the student TB testing policy should be directed to Student Services.

H . B P

Students who have been vaccinated for Hepatitis B must submit proof of vaccination or immunity to student services by one of these two methods:

1. A letter from your MD stating that you received the vaccination within the last 15 years or;
2. Laboratory testing demonstrating immunity to Hepatitis B.

Students who do not wish to be vaccinated for Hepatitis B must submit a Hepatitis B waiver form to Student Services prior to the start of classes. This form is available from Student Services or Moodle.

This is a one-time only requirement. Once a student has submitted appropriate documentation to Student Services, it will be kept on file for the duration of their enrolment at CCNM. Failure to submit proof of Hepatitis B vaccination or waiver form may result in deregistration from all clinic-related activities including classes. Questions regarding the Hepatitis B Policy should be directed to Student Services.

C P R C . . . R . . .

All students are required to obtain CPR certification at the Health Care Provider (HCP) Level. Copies of CPR certification must be submitted to Student Services prior to the start of classes. It is the student's responsibility to ensure that their CPR certification is kept up-to-date at all times for the duration of their enrolment at CCNM. CPR recertification must be completed at least every two years or less depending on the expiry date of the initial certification. Failure to submit CPR certification may result in deregistration from all clinic-related activities including classes..

Some CPR courses are offered at CCNM through the Continuing Education Department. CPR certification is also accepted from St. John's Ambulance, Red Cross and the Heart and Stroke Foundation, among others. Questions regarding the CPR certification requirement should be directed to Student Services.

Criminal Background Check

All students should expect to submit a criminal background check prior to beginning their clinical internship at CCNM.

Accommodations

In accordance with the spirit and principles of the Ontario Human Rights Code (OHRC) and the Canadian Charter of Rights and Freedoms, CCNM 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.

CCNM will endeavour to offer the most appropriate accommodation in a manner that does not compromise program standards, respects the dignity of the student, meets individual needs, best promotes inclusion and maximizes confidentiality.

Registration and Documentation

To facilitate appropriate accommodation, students are encouraged to register with Counselling and Accessibility Services as early as possible to avoid a delay in service. First-year students should register as soon as they are accepted to the College. In addition, further information may be required than is provided in the original documentation. The provision of accommodations begins after the registration process.

Documentation Requirements

Students requiring accommodations will need to provide documentation about their disability from a recognized health-care professional (see "Medical Certificate" accessed through Moodle). This documentation will be kept in confidence by Accessibility Services, and used solely to assess requests for accommodations. This information is maintained separately from the student's academic file.

The documentation verifying the disability (or disabilities) is then reviewed with the student, and eligible accommodations are discussed. Counselling and Accessibility Services then determines the eligible accommodations, and provides the student with a letter outlining the approved accommodations for that academic year. A copy of this letter is provided to the Office of Academic Affairs, who assists in facilitating the stated accommodations. There may be instances where students may need to provide a copy of the letter to his/her instructor(s).

Students are required to re-register with Accessibility Services prior to the start of the next academic year while they are enrolled in the naturopathic medical program.

Accommodations and Licensing

Accommodations provided by CCNM 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.

Student Support Services

P . . T . . P

For those students in need of additional academic support, the registrar 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 Student Services.

C . . . S . . .

On-campus, short-term counselling is available free of charge. This confidential service is designed to assist students who are dealing with personal issues that are impacting their student and/or personal lives. CCNM students can contact the student counsellor at 416-498-1255 ext. 256 to make an appointment. When leaving a message, please include details about the best time to return the call and whether a message can be left at the number provided. Messages are usually returned within 24 hours and every effort will be made to accommodate students as quickly as possible.

C . . R . . . C . . .

CCNM has an onsite Career Resource Centre located in the administration wing near student services. Students can also access career resource [www.se.e19.pr.c2are1.268\(m\)05.nTJme.2.c.and.evg15.36Cen0](http://www.se.e19.pr.c2are1.268(m)05.nTJme.2.c.and.evg15.36Cen0)

Fees and Financial Information

Tuition Fees - ND P

A **2014-2015 (C .. .) ... \$21,010**
A **2014-2015 (. . . .) \$21,990**

Miscellaneous Fees - ND P (. . . . *)

CAND annual student membership fee\$25
 Naturopathic Students' Association (Year 1) \$200
 Naturopathic Students' Association (Years 2-4) \$85
 NSA Health and Dental Plan (*September start*)..... \$525
 NSA Health and Dental Plan (*January start – pro-rated*)..... \$350
 NSA Health and Dental Plan (IMG start – pro-rated) \$175

Administrative Fees - ND P (. . . . *)

Late registration fee\$100
 Late payment fee\$100
 Off-site exam administration fee \$50
 Supplemental exam fee (including OSCE) \$100
 Rescheduled mandatory practical fee (including OSCE) \$50
 Rescheduled practical exam fee..... \$100
 Rescheduled written exam fee \$50
 Official transcript fee \$10
 Returned cheque \$30
 Photocopy of tuition tax receipt (T2202A) \$5
 Student ID card replacement fee \$15
 Advanced standing (per course) application fee \$25
 Student INER membership \$25

(*Fees are non-refundable except in the event of deferral, cancelation or discontinuation of the program or in the event that the student does not attend the first 10 consecutive days of scheduled classes.)

Course Materials; Books, Notes, P (. . .)

Year 1 Books\$2,392
 Year 1 Equipment\$452
 Year 2 Books..... \$1,578
 Year 2 Equipment \$771
 Year 3 Books \$1,674
 Year 3 Equipment \$0
 Year 4 Books/Equipment..... \$0

Naturopathic Students' Association (NSA) Health and Dental Plan

All NSA members (students enrolled in the Bachelor of Naturopathy program) are assessed a fee for the NSA health and dental plan. The plan provides CCNM students with health and dental coverage

for 12 months, from September 1, 2014 to August 31, 2015. Students already covered through another plan may opt out of the NSA health and dental plan at www.ihaveaplan.ca no later than September 16, 2014. Proof of coverage is required to opt-out. Students can also enrol their spouse and/or dependants in the plan by going to www.ihaveaplan.ca. Students starting in January 2015 will be assessed a fee pro-rated for eight months of coverage (January 1 to August 31, 2015). The opt-out deadline for January intake students is January

CCNM works to maintain a balance between minimizing the costs of tuition and other services and ensuring a high quality of education and support services. CCNM is a not-for-profit educational institution and does not receive direct financial support from the federal or provincial government. The College's charitable status allows it to receive donations that are used to offset the full cost of providing the ND program.

In order to complete their registration, students mu

Canadian students enrolled in the Bachelor of Naturopathy program may be eligible, if qualified, for assistance under components of one or more of the following:

- Canada Student Loans Program (CSL)
- Ontario Student Loans Program (OSL)
- Student loan program in your province of residence

The federal and provincial government may not cover the full cost of tuition. A student may only apply from the province of residence in which he or she has most recently lived for at least 12 consecutive

satisfactory academic progress requirements. Students will be disqualified from eligibility for OSAP or government loans and withdrawn from loan arrangements if they fail to meet the following requirements:

- failure to attend for 10 consecutive scheduled days without valid documentation
- maintain a course load of 60 per cent
- participate in 20 hours of instruction per week for four consecutive weeks

Withdrawal from OSAP eligibility is automatic and does not require written notification.

In addition, students receiving OSAP must achieve satisfactory scholastic progress at the institution and a passing grade in each course while maintaining the above-stated conditions. Those not meeting the scholastic progress requirement will be subject to the following consequences and remedies, as required by the Ontario Ministry of Training, Colleges and Universities:

S	S	C	R
Failure to achieve satisfactory scholastic standards during one study period.	Student remains eligible for OSAP in next study period.		Must succeed in all following academic years to maintain continuous CSL/CSG*/OSL eligibility.
Failure to achieve satisfactory scholastic standards during two study periods.	Student loses CSL/CSG/OSL		

by mail. If mailing the forms, please be sure to put "Alberta Student Services" on the envelope. Student Services will process this form once received.

Please keep in mind that all loans will require approximately one to two weeks before funds are transferred into your account. If you expect to receive a government student loan, please sign and return the **promissory note** included in this package

Maintaining Interest-Free Status of Previous Loans

If you have a previous Canada-Ontario Integrated Student Loan, Canada Student Loan, and/or an Ontario Student Loan, it is important that these remain in interest-free status. To maintain interest-free status, the lender holding your previous loans (bank, financial institution and/or National Student Loan Service Centre) must be informed that you are still in school. This is done automatically once your completed Confirmation of Enrolment form is processed by your post-secondary institution and by the Ministry of Training, Colleges and Universities. The Ministry will electronically inform your previous lender that you are still in school.

If your loan documents are not in by the first day of class or if your loan is on hold, you must complete the appropriate Continuation of Interest-Free Status form (Schedule 2) from your province. Students must be enrolled in at least 60 per cent of a full-time course load to qualify. Students with disabilities must be enrolled in at least 40 per cent of a full-time course load to qualify.

Note: A student who does not qualify for a loan must complete the appropriate Schedule 2 form for his/her province.

Loan Repayment Requirements

Loan repayment begins six months after the completion of your studies, or when you have stopped being a full-time post-secondary student. The rates and conditions for repayment are set at the time of repayment.

It is the borrower's responsibility to understand the loan terms and conditions. Specific information is available on provincial loan websites. For students who temporarily cannot repay their loans due to low income, interest relief and/or debt-reduction programs may be available to aid you in paying the interest on these loans. Applications are available from the financial aid office or your lender.

Financial Aid Office (Post-Secondary)

Alberta

Student Aid Alberta
P.O. Box 28000, Station Main
Edmonton, AB T5J 4R4
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
250-387-6100
1-800-561-1818
Fax: 1-888-262-2112

M

Manitoba Student Aid
Advanced Education and Literacy
401-1181 Portage Ave.
Winnipeg, MB R3G 0T3
204-945-6321
1-800-204-1685
TTY: 204-945-3421
Fax: 204-948-3421
www.manitobastudentaid.ca

N B . .

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
506-453-2577 or 1-800-667-5626
Fax: 506-444-4333

N . . .

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

N . . T . .

Government of NWT
Department of Education, Culture and Employment

Student Financial Assistance

www.studentloan.pe.ca/

Q . .

Ministere de l'Education Superieur, de la Recherche, Science et Technologie

B L O G

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

C A N A D I A N B A N K C O R P O R A T I O N (CIBC)

Students enrolled in the ND program at CCNM can apply for the CIBC Professional Edge Line of Credit. [More information](#) is available.

S

Scotiabank offers the Scotia Professional Student Plan to naturopathic students. [More information](#) is available.

Note: Other banks may offer loans and/or lines of credit to CCNM students. We recommend that you contact your institution of choice to confirm details. Banks may change their loan policies at any time.

U S F E D E R A L S T U D E N T A I D

CCNM students may be eligible for US based financial assistance such as Direct Stafford Loans and Direct Grad PLUS Loans.

It is recommended that US students begin the application process no later than July 15 to ensure funding is available to them by September 1 (for fall semester) or October 15 to ensure funding is available to them by January 1 (for winter semester). Only one application is required per academic year. Funding will be awarded in two or three installments for students starting in September. Students must re-apply each academic year.

A P P L Y I N G

1. Complete a free application for Federal Student Aid (FAFSA). Please choose Canadian College of Naturopathic Medicine (032733 00/G3273300) as one of your school choices to have your SAR available to the school online. Please be reminded that CCNM is considered a foreign school and you must choose "foreign country" under "state."
2. Sign your Master Promissory Note
3. Complete Entrance Counselling (ONLY if this is your first time using federal student loans while a student at CCNM, if you are a returning student and have already completed this in past year(s), please skip).
4. If you wish to apply for a Federal Grad PLUS loan, you can complete the additional MPN. Please note: PELL Grants are not available for students studying at CCNM (foreign schools are not eligible).
5. The Student Services Department will complete the online confirmation and will notify you when your loan has been processed and approved.
6. All Direct Loan money will come directly to CCNM.
 - Photocopies of your/your spouse's Income Tax Returns (IRS Forms 1040, 1040A, or 1040EZ) may be required later. The information will be used to verify the income figures entered on your FAFSA. You will be informed if any of these are required.

Terms and Conditions:

- The ESLP cannot be used to pay debts to the College (i.e., tuition fees, parking fees, library fines, residence rent, etc.)
- Eligible applicants may borrow up to \$500 for living expenses or up to \$1,000 for special circumstances. Loans will not exceed \$1,000 per eligible student per year.

To be eligible, the student must:

- complete the ESLP application form in full (obtain from Student Services)
- demonstrate financial need
- have completed a minimum of one term in the ND program
- be in satisfactory academic standing
- have no outstanding debts to CCNM
- have exhausted all available sources of funding

Repayment of the principal loan amount (zero per cent interest) must be paid back to CCNM no later than two years following graduation.

Scholarships, Bursaries and Awards

CCNM offers a number of scholarships, bursaries and awards through the generosity of donors. For more information on the various bursaries and awards available, look under Financial Assistance in either the Prospective Students or Current Students sections of the CCNM website, or contact Student Services at 416-498-1255 ext. 245 or by e-mail at info@ccnm.edu. Announcements will be made via Moodle in advance of bursary application deadlines.

F . N . A .

CCNM and Baagwating Community Association jointly sponsor a bursary for students who are Canadian status Indian, Inuit or member of a recognized First Nations band, including Métis. \$10,000 per year for four consecutive years if one student is awarded the scholarship or \$5,000 per year for four consecutive years if two students are awarded the scholarship.

E . B .

A number of \$1,000 entrance bursaries are available to new students. Candidates must be registered as a new student with a minimum 60 per cent course load in year one of the Bachelor of Naturopathy program; must demonstrate financial need by qualifying for government financial aid and must submit one paragraph outlining why they feel they are a good candidate for an entrance bursary and how this bursary will assist them. Winners from the January class will be notified in December. The funds will be applied directly towards the student account. The number of awards available is dependent on the amount of money collected from donors.

B . . . R . S .

A number of \$1,000 bursaries are available to returning students (Years 2 - 4). Eligible applicants must be registered as full-time students (minimum 60 per cent course load) in year two, three or four

for the 2012/2013 academic year, demonstrate financial need by qualifying for government student loans and have a cumulative GPA of 3.0 or better. The number of awards available is dependent on the amount of money collected from donors.

C O N V O C A T I O N A W A R D S

Members of the graduating class who have excelled in the ND program and who have exhibited exceptional school spirit and a passion for the profession may be nominated for several convocation awards.

G R A D U A T I N G S T U D E N T A C A D E M I C A W A R D - C C N M

\$1,000 awarded to the graduating student who has demonstrated outstanding academic performance in the Bachelor of Naturopathy program.

H I G H E S T D E D I C A T I O N A W A R D - C C N M

\$1,000 awarded to the graduating student who has best exemplified dedication to the betterment and service of humanity, as demonstrated through words and deeds that reflect the principles of naturopathic medicine and that produce meaningful change in the lives of others.

L E A D E R S H I P A W A R D - C C N M

\$1,000 awarded to the graduating student who has best exemplified outstanding leadership within the CCNM community.

N S A C H A R I T A B L E W O R K A W A R D - S P R I N G , N S A

\$1,000 awarded to the graduate who has best exemplified the spirit of giving through charitable work within the CCNM community or the community at large as a representative of the College.

N S A N A T U R O P A T H I C L E A D E R S H I P A W A R D - S P R I N G , N S A

\$1,000 awarded to the graduate who exhibits outstanding leadership, volunteer service, contribution and/or special achievement in programming extra-curricular activities.

K E Y P E R F O R M A N C E I N D I C A T O R S

In accordance with the Ontario Ministry of Training, Colleges and Universities' Performance Guidelines, CCNM publishes performance indicators for students on employment rates, graduation rates and student loan default rates.

Note: The Ministry of Training, Colleges and Universities did not conduct surveys to determine

If a student is entitled to and has made a demand in writing for a tuition fee refund and CCNM has not paid the amount of the refund within 30 days of the demand, or arranged for the Trustee to pay the amount of the refund within that period, the student may apply to the Trustee to have the refund directly paid to him/her out of the unearned tuition fees held in trust for that student [*Post-secondary Education Choice and Excellence Act, 2000 O. Reg. 279/02, s.10 (9)*]. The student will be required to present a final copy of the Registration Agreement in the event he/she makes a claim against the security.

If a student does not return within one year from the time of withdrawal, a new application for admission must be submitted.

V W r

To begin the process of voluntary withdrawal, either

R e f u n d C a l c u l a t i o n W e e k s C o u r s e ()

Once a student has reduced their course load, the refund (if any) for a specific course will be calculated by the Registrar as follows:

$$\begin{aligned} & \text{(Number of Weeks Attended / Total Number of Course Weeks) x Course Tuition} \\ & = \text{Earned Tuition (Tuition Owning)} \end{aligned}$$

Once the time spent in the course reaches two-thirds of the total course hours, no refund will be forthcoming.

If the course has not yet started, no tuition charges will be incurred.

R e s u m e

Students who withdraw from CCNM are permitted to resume study within a maximum of one year from the date of withdrawal.

Students dismissed for academic reasons must reapply. As part of their re-application they will be required to demonstrate that they have upgraded their skills by means of successful performance in an academic setting or by satisfying the College that any previous barriers to successful academic performance have been addressed and eliminated.

Academic Policies

CCNM believes that student attendance leads to optimum academic achievement. With respect to practicals and clinic shifts, attendance is imperative.

A t t e n d a n c e P

Students are expected to attend all classes. In courses that have laboratories, practicals, small group sessions and clinical components, attendance is essential.

Attendance requirements for specific courses are set out in the course outline. For those courses with a practical component, the course outline will stipulate the number of permitted class absences. Students who exceed this number will fail the course. Teaching Assistants, in consultation with the course instructor, have the authority to determine whether a student's lateness should be considered an absence. If a student fails to attend for 10 consecutive scheduled days without valid documentation they will be deemed to have withdrawn. The last date of attendance will be used as their date of withdrawal.

P r a c t i c a l

If a student misses a practical session, they are required to complete a missed practical form and submit it to the course instructor. The instructor will determine whether the missed learning outcomes can be achieved by means of an alternate educational method (for example self-study or watching a video) and will inform the student by indicating this on the form. If the instructor

determines that the missed practical must be made, they will indicate it on the form and the student will submit it to Student Services along with payment of any applicable fee.

V

Students taking courses in Years I, II and III must restrict their vacations to the periods set out in the CCNM Calendar as official breaks. Year IV students should apply to the Clinic Operations Team at least one month before their intended vacation in order to receive approval to ensure that the intended vacation does not interfere with internship requirements or the need of CCNM to provide ongoing clinical services.

E

1. Any student who is unable to write an examination at the scheduled time due to illness or other exceptional circumstances outside of their control, must submit a Rescheduled Examination Application form and supporting documentation to Student Services no later than three working days after the missed examination.
2. In cases where a student misses an evaluation due to medical circumstances, the supporting documentation must be filled out using the Medical Certificate Application form located in the Student Resources section of Moodle.
3. The examination schedules are provided before the beginning of classes. (This does not include the resit and supplemental exam schedules.) All students are expected to write examinations at the scheduled times.
4. Travel arrangements outside of reasons listed in section E(1) are not grounds for academic accommodation and subsequent rescheduling of evaluations. Missed evaluations due to travel are treated as unapproved absences and will result in a grade of zero for the evaluation.
5. As outlined in the [Policy on Rescheduled Examinations](#), students are permitted to attempt a maximum of three (3) sittings for midterm and final exams (there are only a maximum of two (2)

12. All students must remain seated for the first 30 minutes of the examination or until all attendance has been taken and each student has had an opportunity to sign in, whichever is longer. Students cannot leave a testing session during the last 10 minutes to avoid disrupting those who are still writing.
13. Once you have checked in and are seated you are not allowed to leave the examination room without the permission of the proctor. Therefore, please use the restroom before you check in for an examination. If you need to use the restroom during an examination session, please raise your hand and a proctor will direct you further. Washroom breaks will be taken one student at a

19.

2. Students receiving a failing grade of not less than 50 per cent and who have completed the majority of coursework may be eligible to write a supplemental examination.
3. Students whose academic standing would remain in the dismissal range even with a successful supplemental exam are not eligible.
4. The supplemental schedule will be posted to Moodle, with the time, date and place of the supplemental examination. Students must attend at the designated time or the failing grade will stand.
5. There is a \$100 supplemental examination fee.
6. Supplemental examinations are comprehensive for the course and may include multiple choice, short answer, essay and/or oral questions. A student who receives a grade of 65 per cent will be deemed to have passed the supplemental exam. Supplemental examination grades greater than or equal to 65 per cent are indicated on transcripts of academic record as 65 per cent.
7. Failure of a supplemental examination will result in the student failing the course.
8. Offsite proctoring of supplemental exams may be arranged at accredited educational institutions. Please see the OAA for more details.

E R .

S, 1: Student will have a 30-60 minutes of class time, where professors will go over particularly challenging items and items of low reliability. The goal of this process is to ensure educational efficacy of key course competencies. This opportunity is available to all students in the class.

The appraisal will be a comprehensive evaluation of the student's knowledge of the entire course material and may include multiple choice, short answer, and essay or oral questions.

2. The dean, in consultation with the associate dean and the course instructor, will determine if a student is eligible for remediation. A student must have obtained a final mark of at least 60 per cent on the supplemental examination to be eligible for remediation. Remediation will not be offered for practical courses or for first year courses. Students who are taking a course for the second time will not be eligible for remediation. There are no supplemental privileges in remediation courses.
3. Students will be required to pay the cost of the remediation course. The cost will be determined on an individual basis.

Academic Freedom

G . P . .

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."

F .

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.

S . . .

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.

C . . . D

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

or contemplating collaborative activities that may result in the development of intellectual property advise the College of such activity.

A O, W

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.

C .

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

Academic Calendar

The curriculum is comprised of four academic years. The 2014-2015 academic year is divided as follows:

	Spring 1	Spring 2	Spring 3
Summer			
Year 1	Sept. 2 - Dec. 19/14	Jan. 5 – May 1/15	
Year 2	Sept. 2 - Dec. 19/14	Jan. 5 – May 1/15	
Year 3	Sept. 2 - Dec. 19/14	Jan. 5 – May 1/15	
Year 4 (2013-14)	May 12 – Aug.30/14	Sept. 2 - Dec. 23/14	Jan. 2 – May 2/15
January			
Year 1	Jan. 5 - Apr. 24/15	May 4 - Aug. 21/15	
IMGS	Apr 27 - Aug. 14/15	Sept 8 – Dec 23/15	Jan 4 – Apr 29/16
November			
Year 4 *	May 12 – Aug. 30/14	Sept. 2 – Dec. 24/14	Jan. 5 – May 2/15

* Students completing Year 3 in 2015 will start their Year 4 schedule in May 2015.

Monitoring Committee

It is the role of the monitoring committee to identify, as early as possible, students who are facing significant academic challenges. This committee meets twice a term and is responsible for reviewing students' academic performance with the aim to provide the support they need to improve their academic standing. Students who are not being successful in the program will initially be offered additional support, but if they continue to exhibit low performance they will be dismissed from the program.

Academic Performance Standards

All students' grade point average (GPA) is calculated on a term by term basis, to determine their academic standing in the program. The cumulative GPA (CGPA) they attain will result in them being placed in one of the following three categories.

Good Standing

A CGPA of 2.7 or above maintains good academic standing and is the College's graduation requirement.

Academic Probation

1. If at the end of a term a student's CGPA is less than a 2.7, or for two consecutive terms his/her term GPA (TGPA) is less than 2.7, that student will be placed on academic probation. Academic probation reflects a warning that the student's current performance is below that required to continue in the program. The student must improve his/her academic achievement to avoid dismissal from the College.
2. If at the end of the probationary term the CGPA is raised to 2.7 or above, a student is returned to good academic standing; if at the end of the probationary term the CGPA is still below 2.7, but the TGPA is 2.7 or above, the student remains on probation for an additional term.
3. Students on academic probation are encouraged to discuss with the appropriate course instructor and associate dean the problems leading to poor academic performance. Student Services personnel may suggest additional options, such as peer tutoring.

Honour Code

CCNM's Honour Code applies to all College constituents, including students, faculty and staff members.

As part of the College's commitment to academic excellence, the highest standards of ethical behaviour are expected from everyone associated with this institution. The foundation for proper conduct is established by the fundamental Principles of Naturopathic Medicine and the following core values:

A - Recognizing the dignity and intrinsic worth of individuals and their right to make personal choices.

B - Making the best interests of patients, society and the environment of paramount consideration.

C - Being sensitive to individual and societal needs for comfort and health.

C - Striving to achieve and consistently demonstrate the highest levels of knowledge, judgment and ability.

I - Incorporating core values as the basis for ethical practice and as the foundation for honourable conduct

J - Treating all individuals in a fair and equitable manner.

P - Being committed to the service of humanity.

T - Respecting the rights of individuals to hold and express disparate opinions and beliefs and recognizing that these differences may arise from personal, ethnic, religious or cultural values.

V - Valuing truthfulness as the basis for trust in personal and professional relationships.

Student Code of Conduct

S **S** **C**

Upon enrolment at CCNM, students are expected to clearly understand their rights and obligations with respect to the institution, fellow students, faculty and staff, the naturopathic profession, other professions and the public. A student must respect and uphold the core values of the organization and understand that behaviour that is consistent with these values will benefit all who participate in

Academic Offences

Academic offences relate to the honesty and fairness of the teaching and learning relationship, especially with respect to evaluation. Thus, the essence of an academic offence by a student is the seeking of a credit by fraud or misrepresentation, rather than on the basis of merit.

It is the responsibility of the student to be aware of and to abide by all College academic and clinic policies and procedures.

To protect the integrity of the diplomas granted by this institution, CCNM has the power to recall and cancel any diploma granted to a graduate who,

c) fail to return borrowed College property on time and in good condition.

O P . . .

Students will not:

1. make comments or otherwise behave in a way that offends the *Ontario Human Rights Code* or the principles of the *Canadian Charter of Rights and Freedoms*;
2. engage in acts or threats of bodily harm, property damage or sexual assault, or
3. knowingly create a condition that unnecessarily endangers the health or safety of other persons.

O P . . .

1. Students will not knowingly take, destroy or damage any physical property that is not her/his own.
2. Students will not enter into offices, rooms or other places to which they are not entitled.

P O . . .

1. A CCNM student is a party to an offence who:
 - a) actually commits it;
 - b) aids or assists another individual to commit an offence, or
 - c) counsels another individual to commit or be party to an offence.Every party to an offence is liable to the sanctions applicable to that offence.

S

Sanctions will vary from case to case in accordance with the nature of the misconduct. A wide range of sanctions may be applied including warnings, loss of privileges, suspension, course failure and expulsion.

Discipline

D P A O . . .

1. Where an instructor has reasonable grounds to believe that an academic offence has been committed by a student, the instructor shall so inform the associate dean of the details of the suspected academic offence.
2. The associate dean, in conjunction with the dean, will investigate the matter in a fair and expeditious manner. The student will be advised in writing of the charge made against him or her and will be given the right to be heard before any sanction is applied. If the student admits guilt or if after completing the investigation the dean believes that an academic offence has been committed, the dean will impose disciplinary sanction consistent with College policy and advise the student in writing.
3. Serious academic sanctions will become part of the student's permanent academic transcript.

D P N O . . .

1. Students who are suspected of commi.te;/etsmmi1Timn bjemmi1Timn(the ini1Timgr)55 not entitl6393 been

- A student who believes that they have received an inappropriate sanction may appeal directly to the Appeals Committee.
- The student must notify the registrar in writing of his/her intention to do so within 10 working days after receiving written (or electronic) notification of the final course grade or sanction to be appealed, clearly setting out the grounds for the appeal.
- The appeal must clearly set out the specific facts and assertions on which the appeal is based. Claiming that the decision will cause the student to suffer career disruption, emotional upset or program delay is **not** a valid ground for appeal.
- Upon receipt of the notice of appeal from the student, the registrar will review it to determine whether the grounds for appeal comply with the requirements stipulated in these procedures. If the registrar finds that the grounds for appeal do not comply, the registrar shall advise the student within two working days and permit the student to either revise or withdraw the notice of appeal. If the appeal is in order, the registrar will advise the student of the date, time and place of the hearing within three working days. The hearing will be scheduled as expeditiously as possible and should occur within ten working days of the registrar's receipt of the notice of appeal.

P H A . . . C

- At the hearing, the student is entitled to be represented by legal counsel at his or her own expense. In the event the student elects to have legal counsel they must inform the College at least two days in advance of the hearing; CCONM may or may not choose to be represented by legal counsel. At least two 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 before hand will normally cause those issues to be excluded from the hearing.
- 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 a day and a half prior to the hearing.
- 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.
- Admission of any person to the hearing shall be at the discretion of the chair of the Appeals Committee.
- All procedural questions are subject to the final decision of the chair of the Appeals Committee.
- 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.
- 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.

- Following the decision of the committee, the registrar will immediately notify the student of the decision.
- The decision of the committee is final
- 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.

Bachelor of Naturopathy Program Objectives

Through excellence in health education, clinical services and research that integrate mind, body and spirit, CCNM's Bachelor of Naturopathy program develops primary-care doctors accomplished in the art and practice of naturopathic medicine.

Graduates of the program will be able to:

1. Integrate naturopathic philosophy and principles with medical knowledge in the care of patients.
2. Educate patients and the public in health promotion and disease prevention.
3. Manage the underlying spiritual, social, mental and physical causes of disease.
4. Practice in a manner that exemplifies professionalism, strong ethics and a commitment to the principles of naturopathic medicine.
5. Communicate effectively with patients.
6. Appraise and apply research in treating patients.
7. Integrate biomedical with clinical science knowledge in the assessment, diagnosis and management of patients.
8. Utilize naturopathic therapeutics in the individualized care of patients including but not limited to:
 - Asian Medicine
 - Botanical Medicine
 - Clinical Nutrition
 - Counselling and Health Psychology
 - Homeopathic Medicine
 - Lifestyle Modification
 - Nature Cure
 - Pharmaceuticals
 - Physical Medicine
9. Identify the need for urgent and emergent health care and direct appropriate resolution.
10. Establish and manage a naturopathic practice.
11. Manage chronic disease.
12. Demonstrate leadership in health advocacy and environmental stewardship.
13. Collaborate effectively and work in partnership with other health-care practitioners.
14. Demonstrate commitment to the advancement of the naturopathic profession.

CCNM's four-year accredited professional program in naturopathy provides more than **3,000** . . .

. . . **1,200**

Bachelor of Naturopathy

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.

B . . . **S** . . .

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 (including gross anatomy, prosection, neuroanatomy, embryology and histology), physiology, biochemistry, immunology, clinical pathology, environmental and public health (including infectious diseases), pharmacology and pharmacognosy.

C . . . **S** . . .

The clinical sciences segment of the curriculum thoroughly prepares students to educate patients and the public in health promotion and disease prev

diagno(e r)-5

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 practice in a manner that exemplifies professionalism, strong ethics and a commitment to the principles of naturopathic medicine.

Naturopathic Therapeutic Approaches

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.

Asian Medicine

Students learn about the philosophy and principles of Asian 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. Diagnostic 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 Therapy

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.

H

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.

C E P

The ND program's extensive classroom training prepares students for their roles as primary interns, co-managing patient care with licensed naturopathic doctors in the CCNM teaching clinics. Students are introduced to clinical practice through staged courses between years one and three of the program, culminating in an intensive fourth year of clinical internship. During their fourth year, students are mentored in the art and practice of naturopathic care, employing a patient-centred approach to preventative and therapeutic health care. Primary interns are taught and assessed by clinical faculty in areas of naturopathic medical competency such as clinical knowledge and diagnosis, communication skills, naturopathic ther

populations. Successful clinical intern applicants are led by naturopathic doctors who have extensive experience in their respective areas of interest. The RSNC plans to introduce a fifth focus shift addressing male and female fertility issues in the 2015-2016 clinical year.

Course Listing

Course Code	Course Name	Credits
FIRST YEAR		
ASM102	Asian Medicine I	2.0
ASM103	Asian Medicine Point Location I	1.0
BAS103	Biochemistry	3.0
BAS108	Embryology	1.5
BAS115	Immunology	2.5
BAS118	Clinical Physiology I	2.0
BAS119	Clinical Physiology II	2.0
BAS120	Anatomy I	6.5
BAS121	Anatomy II	6.5
BOT101	Botanical Medicine I	2.5
CLE100	Clinic I	1.0
CPH101	Public Health	2.0
HOM100	Homeopathic Medicine I	2.0
NMS101	Ethics and Jurisprudence I	1.0
NPH101	Naturopathic History, Philosophy, Principles	2.0
NPH102	The Art and Practice of Naturopathic Medicine	2.0
NUT102	Clinical Nutrition I	3.0
PHM104	Massage/Hydrotherapy	2.5
PSY103	Health Psychology I	2.5
RES100	Principles in Research	2.0
TOTAL YEAR ONE		49.5
SECOND YEAR		
ASM202	Asian Medicine II	2.0
ASM203	Asian Medicine Point Location II	1.0
ASM204	Asian Medicine Point Location III	1.0
BAS208	Pharmacology	5.0
BAS215	Microbiology I	2.0
BAS216	Microbiology II	2.0
BOT202	Botanical Medicine II	4.0

CLE201	Clinic II	1.5
CLS213	Clinical Medicine I	9.5
CLS214	Clinical Medicine II	9.5
CLS223	Physical and Clinical Diagnosis Practicum I	1.0
CLS224	Physical and Clinical Diagnosis Practicum II	1.0
FNM201	Foundations of Naturopathic Medicine	2.0
HOM204	Homeopathic Medicine II Part I	3.0
HOM205	Homeopathic Medicine II Part II	3.0
NUT202	Clinical Nutrition II	4.5
PHM201	Naturopathic Manipulation I	2.0
PSY203	Health Psychology II	1.5
TOTAL YEAR TWO		55.5

F **Y**

ASM302*	Asian Medicine III	3.0
ASM303*	Asian Medicine III Clinical Applications	2.0
BOT302	Botanical Medicine III	6.0
CLE310	Clinic III	4.5
CLE303*	Primary Care	3.0
CLS301	Maternal and Newborn Care	2.0
CLS302	Pediatrics	2.0
CLS304*	Emergency Medicine	1.5
CLS308*	Men's Health/Women's Health	3.0
HOM300	Homeopathic Medicine III	5.0
NMS310	Practice Management I	2.0
NPH305	Integrated Therapeutics I	3.0
NPH315	Integrated Therapeutics II	3.0
NPS315*	In-Office Procedures	2.5
NUT302	Clinical Nutrition III	5.0
PHM301*	Naturopathic Manipulation II	3.0
PHM324	Physical Medicine	4.5
PSY303	Health Psychology III	2.5
RAD302	Radiology and Advanced Imaging	2.0
TOTAL YEAR THREE		59.5

F **Y**

CLE404	Clinic IV	17.5
CLE412	Clinic V	17.5
CLE450	Clinic VI	17.5
CLS408	Men's / Women's Health II	2.5
NMS401	Ethics and Jurisprudence II	10
NMS410	Practice Management II	1.0

* Courses designated with an asterisk (*) must have been taken no more than six months prior to commencing CLE404. If more than six months has elapsed from the time a student completed these courses to the commencement of CLE404, the student will be required to pass the Clinic Entrance Readiness Examination to demonstrate his or her competency prior to entry into clinic. *Additionally, if a fourth-year student withdraws for **over six months**, s/he will be required to pass the Clinic Entrance Readiness Exam before re-entering the Primary Internship program.*

Note: One credit hour is defined as the credit for one lecture hour per week for one term. A full-year course will earn two credit hours for each hour of lecture per week. Lab and practicum hours are credited at a one-half rate (e.g., two hours per week for a term is required to earn one credit hour) and clinic time is credited at a two-thirds rate.

One credit hour = 14 lecture hours

One credit hour = 28 lab, tutorial, practicum or independent study hours

One credit hour = 21 clinic hours

H

The following legend will assist you in understanding the course codes. The first three letters indicate the subject (BAS = Basic Sciences). The first number indicates the academic year.

S

ASM	Asian Medicine
BAS	Basic Sciences
BOT	Botanical Medicine
CLE	Clinical Education
CLS	Clinical Science
CPH	Community and Public Health
FNM	Foundations of Naturopathic Medicine
HOM	Homeopathic Medicine
NMS	Naturopathic Practice Management Skills
NPH	Naturopathic History and Philosophy
NPS	Naturopathic Practice Clinical Skills
NUT	Nutrition
PHM	Physical Medicine
PSY	Psychology
RAD	Radiology
RES	Research

Course Descriptions

Y 1

ASM102 A M, T, W, F, S, I

Students focus on the fundamentals of Traditional Chinese Medicine including basic history, philosophy, and development. They are introduced to fundamental theories such as Yin/Yang, five elements and Zang-Fu. Therapeutic and diagnostic theories such as 8 principles, 6 Pathogenic Factors, Qi, Blood, Body Fluids and 7 emotions are introduced. Acupuncture channels, pulse and tongue diagnosis as well as other therapies employed in Traditional Chinese Medicine, are discussed.

ASM103 A M, T, W, F, S, I

The first in a series, this course covers the location, action, surrounding anatomy, and needling methods for acupuncture points. Points and meridians from the 12 regular channels and 8 extra meridians as well as extra points will be covered. (Prerequisite: ASM102, BAS120)

BAS103 B M, T, W, F, S, I

Students learn the nomenclature and control of biochemical pathways at the cell, tissue, and organ level in an integrated approach. They gain an understanding of carbohydrate, fat, protein metabolism and enzyme functions as applied to the human being in health and disease. Cellular biochemistry as related to nutrition is introduced.

BAS108 E

Basic principles and mechanisms of human development from conception to shortly after birth are discussed. The normal development of each of the body's systems is reviewed, and examples of how abnormal development may occur are given. (Corequisite: BAS121)

BAS115 I M, T, W, F, S, I

This course presents the field of immunology with a focus on the host's interaction with an environment containing various potential harmful microbes. It also examines the molecular mechanisms used by the immune system to recognize foreign invaders and describes the process of immune system activation that results from this recognition. The means by which the stimulated immune system eliminates foreign molecules, cells and organisms is discussed. Clinical aspects of immunology, such as allergy, autoimmunity, immunodeficiency, vaccination and immunity to tumors, are presented as variants of this basic protective function in which the nature of the antigen is the major variable.

BAS118 C M, T, W, F, S, I

disease, to assess patient presentations. Specific physical examination techniques are introduced to explain physiology in action and their utility in clinical assessment.

BAS119 C P . II

Clinical Physiology II continues and builds on the concepts taught in Clinical Physiology I. Students integrate their understanding of the physiological functions of the major systems of the human body in health and disease through clinical application. Using lectures, practicals, clinical demonstrations and case analyses, students integrate their understanding of physiology to assess patient presentations. Specific physical examination techniques are introduced to explain physiology in action and their utility in clinical assessment. (Prerequisite: BAS118)

BAS120 A I

With an emphasis on regional, functional and clinically oriented anatomy, this course is a survey of gross regional anatomy of the entire locomotor system. Instruction methods include lectures, case studies, study of human bones and physical examination. BAS120 emphasizes that the function of muscles, bones, joints, together with peripheral nervous system and surrounding connective tissues as a complex, integrated and interdependent part of the human body. Together with the anatomical fundamentals of the locomotor system, students learn skills of observation of movement, posture and tissue tone.

BAS121 A II

In BAS121 the focus of study is shifted to anatomy of body cavities and organ systems, including study of the head and central nervous system. Instructional methods continue to include lectures and case studies and are supplemented by the study of dissected human cadavers. Students apply anatomical concepts to the study of the human form as a living, moving entity and are expected to integrate it with principles of physiology. (Prerequisite: BAS120)

BOT101 B M . I

This course provides a foundation for the therapeutic use of botanical medicines in naturopathic practice. The traditional prescription of herbs is discussed within a context of body systems and common pathologies while the study of pharmacognosy provides a framework for understanding the pharmacological aspects of herbs. Students learn how to prepare herbal medicines in naturopathic practice based on an independent group assignment.

CLE100 C I

This course introduces students to naturopathic practice at the Robert Schad Naturopathic Clinic, the teaching clinic of CCM. Students shadow clinic faculty as they do their rounds at the RSNC, and also have the opportunity to observe a variety of treatments. Students are introduced to the standards of medical record keeping (including SOAP charting), privacy policy and concepts of clinical reasoning.

CPH101 P H I

This course examines the impact of the social determinants of health on the individual and communities. Students explore essential concepts of health promotion and disease prevention as a foundation for examining health beliefs and practices of individual patients. The role of naturopathic professional in health promotion and disease prevention is further explored.

HOM100 H O M E O P A T H Y I

This introductory course in homeopathic medicine introduces the basic concepts of homeopathy, including: an introduction to the history, principles and philosophy of homeopathic medicine; repertory; principles of homeopathic treatment; first aid prescribing; acute prescribing; and basic case-taking.

NMS101 E T H I C S I

The medico-legal aspects of naturopathic practice in Ontario and other Canadian provinces are examined. The emphasis in first year is on identifying and discussing the ethical duties of naturopathic physicians to their patients, other medical practitioners and to society.

NPH101 N A T U R O P A T H Y P

This course engages students in an exploration of the basic underlying principles of naturopathic medicine. These principles are understood through philosophical discussion of concepts such as holism, vitalism and health. The historical evolution of medicine and the naturopathic profession are examined. Students will know and understand the Naturopathic Doctor's Oath, and identify what the values and principles in the oath mean to them.

NPH102 A P P L I C A T I O N S

This course explores the many facets of naturopathic medicine, including its major modalities and the manner by which they are incorporated into a unified approach to healing. The major qualities and skills required for naturopathic medicine are addressed in the context of the program, as well as the ongoing experience necessary to cultivate those skills and qualities. The principles discussed in NPH101 are applied in a small group setting. (Prerequisite: NPH101)

NUT102 C L I N I C A L

This course examines the relationship between nutrition, health and disease. The structure and function of macro and micro nutrients required for human health are examined, and the roles and requirements of vitamins and minerals are discussed. The clinical application of nutrients is introduced from a nutritional biochemistry perspective, and includes discussion of therapeutic dosages, adverse effects, and laboratory methods for assessing status. This course provides the foundation for Clinical Nutrition courses taught in second and third years. (Prerequisite: BAS103)

PHM104 M A S S A G E / H Y D R O T H E R A P Y

This course introduces the student to the clinical examination and assessment of soft tissues through palpation, as well as how to administer both hydrotherapy and massage treatments. In supervised, hands-on classes, students learn the therapeutic value of touch and bodywork by giving and receiving massage. The importance and healing power of water is experienced through the exchange of naturopathic hydrotherapy treatments. With an emphasis on developing self-awareness, presence, respect and healing intent, these key therapeutic tools are instructed in preparation for clinical application. (Prerequisite: BAS120)

PSY103 H E A L T H P S Y C H O L O G Y I

This course supports students' understanding of human psychology and the manner that individual factors relate to health, wellness and disease. Year 1 provides a foundation in health psychology

theory and research. Basic principles of counselling and intentional interviewing techniques are introduced. Students are challenged to address their own psychological habits, gain insight into their personal patterns of communication, and develop confidence in their clinical interviewing skills.

RES100 P . . . **R** . . .

This course introduces the methodological principles of research. It emphasizes the critical assessment of medical literature and highlights published research and research methods relevant to naturopathic medicine. The curriculum supports students in acquiring an efficient, critical approach to making clinical decisions based on an objective assessment of medical literature.

Y 2

ASM202 A **M** . . . **II**

This course focuses on the understanding of Traditional Chinese Medicine (TCM) diagnosis. Students learn etiologies, pathogenesis, pattern identification, and pulse and tongue diagnosis. Other diagnostic theories such as 6 channels, 4 levels and 3 burners are presented. Case studies are implemented in order to facilitate learning. Discussion on the use of acupuncture points is limited as students are not required to take ASM 203 concurrently. (Prerequisites: ASM102)

ASM203 A **M** . . . **P L** **II**

This is the second in a series of courses that covers the location, action, surrounding anatomy, and needling methods for acupuncture points on the body. Points and meridians from the urinary bladder, kidney, conception vessel, and governing vessel will be covered. Students performing acupuncture are taught the clean needle technique as per the guidelines for the NCCAOM program. Additionally, students learn how to correctly and safely use acupuncture needles in a clinical setting. (Prerequisites: ASM103)

ASM204 A **M** . . . **P L** **III**

This is the final course in a series that covers the location, action, anatomy, and needling methods for acupuncture points on the body. Points and meridians from the stomach, spleen, liver, and gall bladder meridians as well as extra points will be covered. Students performing acupuncture are taught the clean needle technique as per the guidelines for the NCCAOM program. Additionally, students learn how to correctly and safely use acupuncture needles in a clinical setting. (Prerequisites: ASM203)

BAS208 P

The study of pharmacological principles develops a strong foundation in understanding the factors that influence drug action. This course examines the indications, mechanisms of action, adverse effects and interactions of the most common pharmaceutical drugs. Case analysis and group research projects develop students' understanding of pharmacological agents and their influences on the practice of naturopathic medicine. (Prerequisites: BAS103, BAS119, BOT101; Co-requisite: CLS213)

BAS215 M **I**

This course focuses on the role of microorganisms in clinical disease. Students demonstrate the capacity to track the course of diseases arising from infection, understand transmission modes, and

determine appropriate labs for diagnosis of micro-organisms. This course stresses the integration of scientific information with naturopathic approaches. (Prerequisites: BAS115, BAS119)

BAS216 M II

This course continues and builds on the curriculum of Microbiology I. The role of microorganisms in clinical diseases is discussed. Students demonstr

a rationale for underlying treatment. The course serves as a foundation for the clinical reasoning skills used in the practice of primary care. (Prerequisites: BAS121, BAS1

HOM204 H . . M . . II P I

Students continue their study of homeopathic medicine, and discuss the underpinning principles and philosophy, using *The Organon of the Medical Art* as a template. The *materia medica* of homeopathic remedies is taught according to their classification in the animal, plant or mineral kingdoms, as well as the families and/or groups within the kingdoms. Case studies are used to orient the student to the practical application of homeopathy, and students develop skills in homeopathic case taking, repertorizing, case analysis, and single-remedy prescribing taught in accordance with *The Organon of the Medical Art*. (Prerequisite: HOM100)

HOM205 H . . M . . II P II

In HOM205 students continue their study of homeopathic medicine. Interactive lectures are used to teach *materia medica* of homeopathic remedies, and case studies are used to orient the student to the practical application of homeopathy. Students further develop their skills in homeopathic case taking, repertorizing, case analysis, and single-remedy prescribing taught in accordance with *The Organon of the Medical Art*. (Prerequisite: HOM204)

NUT202 C . . N . . II

This course outlines objective evidence in the field of nutritional science as it relates to health promotion, disease prevention and disease treatment. The focus is on diet and lifestyle-based interventions. The goal is to provide students with evidence-based intervention plans that safely and effectively facilitate the primary care management of presenting metabolic diseases. (Prerequisite: NUT102, RES100)

PHM201 N . . M . . I

This course introduces students to the assessment and examination of the vertebral column and the costo-sternal and costo-vertebral joints. It also covers the examination of extremities, and provides an introduction to motion palpation and the static assessment of the vertebral column and pelvis. Students learn to assess and diagnose various peripheral joint irregularities. (Prerequisite: BAS121)

PSY203 H . . P . . II

This course deepens students' understanding of health psychology and encourages them to explore counselling as a naturopathic modality. Year 2 builds on the foundation established in Year 1 and teaches students to consider the relationships between thoughts, emotions, behaviours and health. The course also introduces concepts in behavioural medicine relevant to the clinical practice of naturopathic medicine and encourages students to utilize applied counselling skills. (Prerequisite: PSY103)

Y. 3**ASM302 A . . M . . III**

Various allopathic diagnoses are considered from an Asian medicine perspective. Common pathologies are discussed in terms of their etiology, pathogenesis, TCM pattern identification, acupuncture treatment prescriptions, and adjunct treatment options. Students are taught the main TCM patent herbal formulas used in clinical practice. Adjunct therapies such as cupping, moxibustion,

scalp acupuncture, auricular acupuncture and various needling techniques are taught and later performed in ASM303. (Prerequisites: ASM202, ASM203, ASM204, CLS214; Corequisite: ASM303)

ASM303 A M., III C A .

The focus of this course is the application of various treatment strategies and prescriptions covered in ASM302. Students practice advanced needling techniques such as free-hand, tonification and sedation maneuvers, and De Qi sensations. Adjunct therapies practiced include cupping, moxibustion, scalp acupuncture and auricular acupuncture. Additionally, students explore case studies in a problem-based format to gain a better understanding of TCM diagnosis, treatment and therapeutic effect. (Prerequisites: ASM202, ASM203, ASM204; Corequisite: ASM302)

BOT302 B M., III

This course continues the examination of herbs based on their clinical effects on different body systems, focusing on indications, dosage, contraindications, interactions and associated pharmacological data. Empirical data on the traditional uses of plants as medicines is integrated with scientific research on their pharmacological and clinical actions. Formulation and prescribing principles are presented. (Prerequisites: BAS208, BOT202, CLS214)

CLE310 C III

To prepare for their role as primary intern, third year students enter the clinic in a mentored environment. Together with fourth year students and supervised by a naturopathic doctor, these secondary interns co-manage patients at the Robert Schad Naturopathic Clinic where they are able to apply their skills in physical examination, medical history taking, case analysis and treatment planning and delivery. (Prerequisites: CLE201, CLS214, CLS224; Corequisite: CLE303)

CLE303 P C .

Primary care standards govern the systematic process of symptom/sign recognition, cost-effective laboratory investigation, procedural diagnosis and case management. Students will learn to identify, analyze and manage clinical problems in order to provide effective and efficient patient care. Competencies achieved in this course provide the foundation for clinical rotations, independent medical practice, and postgraduate training. The Objective Structured Clinical Examination (OSCE) is part of the evaluation of this course. (Prerequisites: CLS214, CLS224); Corequisite: CLE310, NPH305/315)

CLS301 M . N C .

Students are provided with the fundamental knowledge of prenatal, labour, birth, and postpartum physiological processes. An emphasis is placed on birth being a normal physiological process rather than a pathological one. The diagnosis and treatment of common complaints of pregnancy and postpartum periods are addressed including both allopathic and integrative approaches. Complications that can arise in the childbearing year are also discussed to give students a foundation in understanding when referral is necessary. (Prerequisites: CLS214, CLS224)

CLS302 P .

This course examines the growth, development and health promotion of pediatric patients. It also examines common and critical pediatric conditions with respect to case management. Students practice their skills in taking a medical history and performing a physical exam on children of varying

ages. They learn how to manage the application of naturopathic principles and therapies to pediatric practice, and how to engage in effective parent education. Emphasis is placed on developing a creative and flexible approach to pediatric care and the importance of referral and contraindications

including topics such as commercial leases, employment arrangements and partnership law. (Prerequisite: NMS101; Co-requisite: NMS410)

NMS410 P . M . . II

The goals of the course are to build on the skills learned in NMS310. This course will guide the student toward understanding the basic financial statements of a business, and the skills needed to start, organize, develop and market a successful practice. Students will interact with successful guest speakers from the profession, and the course will include hands on experience with a popular accounting software package. Students will complete the development of a formal business plan suitable for presentation to a financial institution. (Prerequisite: NMS310; Co-requisite: NMS401)

NPS401 I -O . P . . . II

A continuation of NPS315, In-Office Procedures II prepares the students to perform point-of-care procedures in a primary care setting including an introduction to minor surgery which is not within the scope of practice for naturopathic doctors in Ontario. This course prepares the student for more advanced training in those jurisdictions where such licensing applies. This introductory course covers minor surgical procedures such as suturing of wounds and treatment of commonly encountered conditions such as skin abscess, removal of a foreign body or performing a biopsy/removal of suspected skin lesions. The use and application of general/local and topical anesthetics and proper use of basic surgical instruments are reviewed as well as principles of asepsis, antisepsis and sterilization. (Prerequisite: NPS315)

CLE450 C VI

Students further develop their skills as primary interns treating patients in the Robert Schad Naturopathic Clinic its satellite teaching clinics, supervised by licensed naturopathic doctors. Students are required to demonstrate the competencies outlined in the Primary Intern Manual and to complete all relevant requirements. (Prerequisite: CLE412).

Note: If a student is away from clinic for greater than six months for any reason, the student will be required to pass the Clinic Entrance Readiness Examination before resuming as a primary intern.

G . . . R

Candidates for the ND diploma must fulfill the following requirements to graduate:

5. Attend all required courses in the prescribed curriculum and achieve a passing grade in each course.
6. Attain a Cumulative Grade Point Average of 2.70.
7. Attend the required number of hours in clinical training, and fulfill all other requirements of the clinical program with a passing grade.
8. Satisfy all financial obligations to CCNM.

The final year of clinical education requires successful completion of course work, clinical requirements and rotations (e.g., laboratory, botanical dispensary, etc.). In addition, the following minimum hours must be completed:

C R

In order to graduate students need to achieve a certain number of clinical hours and patient contacts throughout the program. In order to better understand these requirements the following terms will be defined:

Primary Contact is defined as assessment and/or treatment of patients, performed by the student clinician primarily responsible for patient care while under the supervision of a licensed naturopathic doctor acting as clinical faculty. Primary contacts are accrued at CCNM teaching clinics and externship postings.

Secondary Contact is defined as a patient interaction with a student or clinical intern that is primarily limited to patient observation, but may include some clinical activity under the direction of the primary intern and/or supervising clinical faculty. Secondary contacts may be accumulated at CCNM teaching clinics, preceptorship and externship postings.

Preceptorship is a period of practical experience where students primarily observe the delivery of patient care by a regulated health-care provider. Preceptorships may be engaged in all years of the program. For more information on our preceptorship requirements, please see the section on preceptorship below.

Externship is a period of practical experience where students are responsible for the primary assessment and/or treatment of patients under the supervision of an approved Externship Host (licensed ND). Externships can only be performed during the terminal clinical internship period (fourth-year).

Students will achieve their clinical requirements through activities linked to specific clinical courses. The clinical requirements are listed below for the four- and five- year programs respectively:

F

Academic Year	Clinical Education Course	Clinical Hours/Patient Contacts in Teaching Clinics	Preceptorship Hours/Patient Contacts
Year 1	CLE100	6 hrs./5 Secondary Contacts	Required at end of CLE201
Year 2	CLE201	30 hrs./10 Secondary Contacts	20 hrs/20 Secondary Contacts
Year 3	CLE310	66 hrs./20 Secondary Contacts	30 hrs/30 Secondary Contacts
Year 4	CLE 404/412/450	1032 hrs./280 Primary Contacts; 45 Secondary Contacts	50 hrs/50 Secondary Contacts

F.

Preceptor Program

P . . P

Preceptoring is a component of the ND program that allows students to observe health-care practitioners in the community. The goal of the preceptor program is to give CCNM students a wide variety of experiences in different health-care settings in order to develop the clinical knowledge, attitudes and skills relevant to the role of a naturopathic doctor.

Commencing in Year 1, all students participate in the preceptor program. These hours may be achieved by working with a registered naturopathic doctor or an approved health-care practitioner. The Office of Clinical Education must pre-approve all preceptoring requests with health-care practitioners not registered with the CCNM preceptorship program.

P . . P . . .

1. Students are required to complete 100 hours of clinical preceptorship and observe 100 unique patient interactions before graduation.
2. Preceptoring must be completed with a minimum of three different practitioners.
3. A minimum of 50 per cent of the hours and patient contacts must be completed with a registered naturopathic doctor. The remaining 50 hours and patient contacts may be done with any pre-approved health-care practitioner. Preceptorship with naturopathic doctors and other health care practitioners may occur at any time during the program, as long as the specific course targets are met.
4. Students are expected to contact potential preceptors independently. CCNM provides a list of active preceptors (located on Moodle>Student Forms and Resources). However, since practitioners on the CCNM list are contacted frequently, students should also consider sourcing practitioners *not* found on the active preceptor list..
5. To qualify as a preceptor, a health care practitioner should be a member of a regulated profession (or in transition towards regulation). For health care practitioners working in unregulated jurisdictions or for non-traditional health care practitioners, suitability as a preceptor will be determined by the Office of Clinical Education (OCE) and/or the Associate Dean, Clinical Education. Naturopathic doctors must have at least one year of practice experience to qualify as a preceptor.
6. If a health-care practitioner is not already listed on the CCNM preceptorship list, the student should forward the practitioner a Preceptor Registration Form **prior**

preceptorship records by the close of the courses where due: Clinic II (CLE201) and Clinic III (CLE310). Preceptorship records may be submitted to the OCE at any time during the program for recording. Fourth-year students must attach all preceptorship records to their monthly clinic

Clinical Education and Clinic Operations

I

This section provides an outline of the clinical curriculum, policies and procedures. Complete details of the final year curriculum can be found in the Primary Intern Manuals 2014-2015: Clinical Education and Clinical Operations, which are available on Moodle.

C

At the core of the 2014-2015 clinical curriculum is the application of knowledge, skills and attitudes learned in the academic program to clinical practice. The curriculum is designed to provide a progression of clinical responsibility as students advance in the program, and the experience is founded on the integration of the philosophy and principles of naturopathic medicine with best evidence, as applied to clinical practice. All clinical education courses are designed around clearly outlined objectives and clinical competencies.

Clinic I (CLE100/100J): In the first year of the ND program, students participate in clinical shifts by shadowing faculty supervisors and engaging as patients for various treatment modalities while learning core concepts of professionalism, medical record keeping, privacy legislation and clinical reasoning.

Clinic II (CLE201): In the second year of the ND program, students continue shadowing clinic faculty, but can now participate in elements of patient care. Under the mentorship of fourth-year interns and clinical faculty, students perform portions of the patient intake and physical exam and are assessed on clinical competencies.

Clinic III (CLE310): To prepare for their role as primary intern, third-year students transition to practicing in the clinic through a mentoring relationship. Together with fourth-year students, and supervised by a naturopathic doctor, these secondary interns co-manage patients at the RSNC where they are able to apply their skills in physical examination, medical history taking, case analysis and treatment planning and delivery.

In the final year of the program, students serve as primary interns for patient care under the supervision of registered naturopathic doctors. Students must fulfill the requirements and expectations outlined in the Primary Intern Manual 2014-2015 to successfully complete the ND program.

Primary interns (those enrolled in CLE404, 412 and 450) are scheduled for four shifts per week in the RSNC and/or any of its satellite teaching clinics. Shift times may not overlap with other shifts

provide evidence in support of their request for accommodation.

If the requirement for a student to be present for a clinic shift at a specified time violates the tenets of his or her faith regarding religious observance then he/she will be accommodated.

The *Ontario Human Rights Code* defines family status in terms of a parent-child relationship and prohibits discrimination on the basis that an individual is a caregiver. The care could be a parent caring for a child and it can also be a child caring for a parent. The College will accommodate the needs of caregivers by providing them flexible working hours.

Individuals with medical issues or disabilities that affect one's ability to meet clinic shift schedule requirements should first register for accommodation with Accessibility Services. See "Accommodating Students with Disabilities" for details.

Please note that there is no legal obligation for the College to accommodate a student who does not want to work a clinic shift because it conflicts with his/her work schedule, athletic training, or other educational courses or activities.

E . . . P

An externship refers to a primary intern conducting a portion of his/her final year of clinical education at a site external to RSNC. An externship site may be chosen by the intern and must allow him/her to treat patients and manage patient care in a manner similar to his/her experience at RSNC. The intern must be under the supervision of the registered naturopathic doctor at all times. This program is an optional component of the clinic curriculum, by application only. All applications are subject to the approval of the Associate Dean of Clinical Education and/or Dean.

Further information about the program, as well as externship documents and forms, are available online through Moodle>Student Forms and Resources.

RSNC A . . . P . .

Primary interns are allowed 20 shifts off for vacation and/or professional development (PD) throughout CLE404, 412 and 450. For all students enrolled in CLE404, 412 or 450, an Absence Form must be submitted to the drop box in the RSNC Student Message Centre at least three weeks prior to the requested days off. Make-up shifts are available to students who have missed clinic due

In the two weeks prior to the clinical year-end.

M

2 weeks (8 clinic shifts): during CLE404

3 weeks (12 clinic shifts): over the course of CLE412 and CLE450 combined.

A maximum of three consecutive weeks of planned absence is allowable. Absences from one specific shift may not exceed three consecutive weeks; excessive non-consecutive absence from one specific shift will be denied or may lead to assessment penalties.

If an intern is not present at, or does not complete a scheduled clinic shift due to illness or emergency, he/she is required to complete the Clinic Absence form and submit the form promptly upon his/her return. On-call shifts are available to interns who have missed clinic due to documented illness, emergency or statutory holidays. An on-call shift may be requested on the absence form must be submitted for approval in the drop box in the RSNC Student Message Centre at least

policy on CCNM property will be issued a warning, and any further violation of this policy will result in progressive discipline up to and including suspension or expulsion from CCNM.

Please be aware that we have a number of students who have serious chemical sensitivities and anaphylactic allergies that can be life threatening. The College tries its best to provide a safe environment for these students. We expect the student body to support us in these efforts. Please be aware of those around you and do not consume food items that you know are sensitive to other students. [View full policy.](#)

S . - . . P

The smoking of any substance is prohibited anywhere in the building and on the grounds of the College. [View full policy.](#)

AODA

The provincial government enacted the Accessibility for Ontarians with Disabilities Act (AODA) with the goal to create an accessible province by 2025. All members of the CCNM community are expected to provide consistently high customer service standards for all clients, students, patients and customers. All customer service provided by CCNM shall follow the ideals of dignity, independence, integration and equal opportunity.

CCNM will meet or exceed all applicable legislation regarding the provision of customer service for people with disabilities.

This policy applies to every person who deals with members of the public or other third parties on behalf of CCNM, whether the person does so as an employee, student, agent, volunteer or otherwise. An employee, student, agent, volunteer or otherwise is defined as anyone who has interaction with the public, CCNM students, patients at the Robert Schad Naturopathic Clinic (RSNC) or patients at the Ottawa Integrative Cancer Care Clinic (OICC). CCNM employees, students, agents and volunteers working at non-CCNM sites should be aware that the AODA policy at that site will apply.

CCNM will provide training about the provision of accessible goods and services to its employees, students and others who interact with persons who wish to obtain goods and services provided by CCNM. [View full policy.](#)

B 168

Bill 168 is an Act to amend the *Ontario Occupational Health and Safety Act* (OHSA) with respect to violence and harassment in the workplace. CCNM is committed to providing a safe work environment for all employees, students, and visitors. The College proclaims “zero-tolerance” for violence and therefore will not tolerate any acts of violence by or against any employee, contractor, student, patient, resident, or visitor.

“Workplace Violence” is any act in which a person is abused, threatened, intimidated or assaulted in the course of employment. Workplace violence includes threatening behaviour, verbal or written threats, verbal abuse and physical attacks.

Please note that in addition to reporting harassment and discrimination, CCNM students, employees and faculty have a legal obligation to report to the Children's Aid Society when he or she believes on reasonable grounds that a child is or may be in need of protection.

This policy is intended to assist CCNM in addressing any conduct that is offensive and inappropriate in a learning and working environment. All reported incidents will be investigated under the following guidelines:

- All complaints will be kept confidential to the fullest extent possible and will be disclosed to such individuals necessary to permit the proper investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know.
- Anyone who is found to have violated the harassment and discrimination policy is subject to corrective action up to and including immediate expulsion or discharge. Corrective action will depend on the severity of the offence. Action will be taken to prevent an offence from being repeated.
- Retaliation will not be permitted against anyone who makes a complaint or who cooperates in an investigation.

[View full policy.](#)

I . . . C . . .

To meet the standards required of the Postsecondary Education Quality Assessment Board (PEQAB), 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.

[View full policy.](#)

F C P

As required for the Council on Naturopathic Medical Education accreditation, CCNM maintains a formal process for receiving and responding to significant student complaints related to the ND program. Students with a serious complaint ab005 Tt29y7si Tf.8634 0 TDO Tc(hbeing)

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/Association Canadienne des docteurs en naturopathie.

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

info@cand.ca

www.cand.ca

0

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: 403-226-2246
www.cnda.net

S

Naturopathic doctors have been regulated since 1954 under the *Naturopathy Act* (revised 1978). 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
registrar@sanp.ca
www.sanp.ca

M

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
info@mbnd.ca
www.mbnd.ca

Q

Quebec Association of Naturopathic Doctors
514-279-6629

N B

New Brunswick Association of Naturopathic Doctors
Tel: 506-773-5053; fax: 506-773-5056

N L

Newfoundland and Labrador Association of Naturopathic Doctors
Tel: 709-722-4232
natpatkat@yahoo.ca

N S

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

Nova Scotia Association of Naturopathic Doctors

Tel: 902-542-5560

www.nsand.ca

N W T

Northwest Territories Association of Naturopathic Doctors

Dr.redvers@gaiand.com

N

No professional association.

P E I

Prince Edward Island Association of Naturopathic Doctors

902-894-3868

www.peiand.com

Y

Yukon Naturopathic Association

867-456-4151

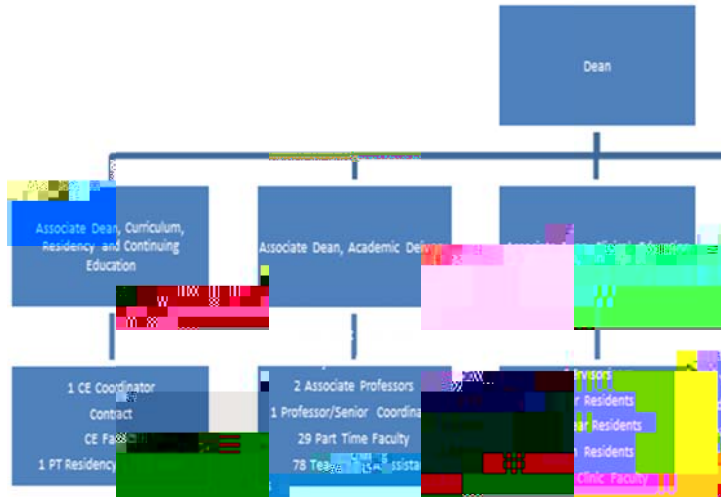
U S A

NPLEX is the standard examination used by all licensing jurisdictions for naturopathic physicians in North America. It includes five basic science ex

2. **H-Q C S**
Provide high-quality naturopathic care in a clinical setting, resulting in positive educational experiences for students and positive outcomes for patients and clients.
3. **AC R**
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. **P N P**
Increase the awareness and respect of the College among the profession, other health practitioners, government and the public.
5. **G A**

that is, the Corporation (INER) operating as the Canadian College of Nat with a strategic perspective through effective policy governance and as performance that allows the vision and ends of the organization to be a

Academic Structure



Administrative Staff

N

Battistuzzi, Paul

Bernhardt, Bob

Carino, Jasmine

Daniels, Leah

De Groot, Nick

El-Hashemy, Shehab

Lacroix, David

Pownall, Keith

Prousky, Jonathan

C

BA, CA, York University

B.Sc., B.Ed., M.Ed., LLM, PhD, University of Guelph, University of Toronto, Osgoode Hall Law School, University of Toronto

B.Sc., ND, Laurentian University, CCNM

LLB, Osgoode Hall Law School

B.Sc., ND, University of Toronto, CCNM

MBChB, B.Sc., HBSoc., ND, Cairo University (Egypt), Lakehead University, CCNM

BA, M.Ed., York University, Central Michigan University

BA, LLB, LLM, University of Toronto, University of Windsor, York University

B.Sc., BPHE, ND, M.Sc., University of Toronto,

T

Chief Financial

President and

Associate Dean
Residency Program

Senior Program Coordinator

	Bastyr University, University of London	Professor
Seely, Dugald	B.Sc., ND, M.Sc. FABNO, Acadia University, CCNM, University of Toronto	Executive Director, OICC Director, Research
Young, Barbara	BA, York University	Executive Director, Human Resources
Zeifman, Mitchell	B.Sc., ND, University of Toronto, CCNM	Associate Dean, Clinical Education

Faculty

N

Bakir, Nadia	B.Sc., ND, FCAH, DHANP, University of Toronto, OCNM, Canadian Academy of Homeopathy, Diplomate, Homeopathic Academy of Naturopathic Physicians
Barlow, Kerry	B.Sc., ND, University of Guelph, CCNM
Beernink, Cynthia	B.Sc., ND, Trent University, CCNM
Blyden-Taylor, Kimberlee	BA, ND, Columbia University, CCNM
Brooks, Kristina	B.Sc., ND, University of Guelph, CCNM
Browman, Jessica	BA, ND, M.P.H., University of Toronto, CCNM University of Waterloo
Burns, Shelley	BA, ND, Wilfrid Laurier University, CCNM
Chew, Tracy	B.Sc., PhD, McGill University, McMaster University
Chow, Gabriella	B.Sc., ND, McGill University, CCNM

C

T

Clinic Supervisor, Associate Professor
Instructor
Coordinator Years 1 & 2
Clinic Supervisor, Associate Professor
Clinic Supervisor
Instructor
Clinic Supervisor
Instructor
Clinic Supervisor

Fritz, Axel

DC, Canadian Memorial Chiropractic College

Instructor

Patel, Rita	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor
Pickrell, Chris	B.Sc., ND, University of Calgary, CCNM	Clinic Supervisor, Instructor
Popov, Larissa	B.Sc., ND, University of Waterloo, CCNM	Instructor

