

# Canadian College of Naturopathic Medicine

Academic Calendar  
2013-2014

# Contents

President's Message	3	Dispute Resolution Policy	60
Naturopathic Doctor's Oath	5	Academic Offences	60
Mission, Visions, Ends	6	Non-academic Offences	61
History of CCNM and Governance	7	Disciplinary Procedures	62
Canadian Association of Naturopathic Doctors	8	Appeals Procedure	63
Campus Facilities and Resources	8	Academic Policies	65
Year-at-a-Glance	12	Naturopathic Medicine	
How to Apply	18	Diploma Program Objectives	72
Admission Requirements	19	Course Listing	76
Information for International Students	24	Course Descriptions	79
Enrolment Requirements	26	Prerequisite Sciences	93
Bridge Delivery for International Medical Graduates	27	Preceptor Program	97
Admission Requirements (International Medical Graduates)	28	Clinical Education and Clinic Operations	98
Registrar	31	Policy on Academic Freedom	104
Admissions Policies	32	Policy on Intellectual Property	105
Student Support Services	36	Other College Policies with Potential Application to Students and Applicants	107
Student Financial Information	37	Privacy Policy	111
Scholarships, Bursaries and Awards	49	Overview of Regulation and Licensure	112
Learning Resources Centre	52	Executive Admin	116
Advancement Department	55	Academic Structure	117
Digital Media Services	56	Faculty	118
Information Systems	56		
Honour Code	58		
Code of Student Conduct	59		

# A Message from the President

We have all faced significant junctures in our lives, consisting of paths leading to fundamentally different futures. The choice to enter a profession is a decision of this nature.

Naturopathic medicine is founded on the principle of healing through the co-operative power of nature. It involves harnessing science to unleash this healing power. Individuals who choose to practice as naturopathic doctors pledge to "encourage others to strengthen their health, reduce risks for disease and preserve the health of our planet for ourselves and future generations." The focus is on promoting health, not on alleviating symptoms. To address the fundamental causes of disease, to heal the whole person through individualized treatment, to teach the principles of healthy living and preventative medicine—these are among the principles that underpin the profession.

If you are the type of individual who views the healing of others as a calling, you exhibit a quality that the Canadian College of Naturopathic Medicine (CCNM) values in its students. You do not simply want to enter a profession; you are answering a calling that will lead to greater fulfillment in your life.

My time at CCNM has been one of the most fulfilling periods of my life. I have been impressed by the high quality of our student body. The students are bright, energetic and extremely dedicated. The faculty have impressive credentials and experience and are strongly committed to teaching others the path to promoting health. The staff is dedicated to ensuring that the educational environment is of high quality and the student experiences are positive. In short, I have encountered a team that works together to ensure that CCNM graduates individuals who are well prepared for their roles as naturopathic doctors.

CCNM is a very special place. Our small student body (approximately 550) and self-contained campus allows for an intensity of interaction that fosters life-long friendships. The Robert Schad Naturopathic Clinic is the best-equipped naturopathic medical education clinic in North America, with over 40 examination rooms. The 4.3 acre campus, with its treed courtyard and herb garden, provides a very special atmosphere, while sitting adjacent to a subway entrance.

As you read through the material that follows, reflect upon your decision with care. The path that you are considering is not an easy one. The naturopathic medicine program is extremely intense. The first year involves a comprehensive examination of the biomedical sciences that underlie the study of medicine. The second and third years focus increasingly on the clinical sciences and the modalities that constitute the tools of the profession. The fourth year is spent largely in clinical practice under the supervision of registered NDs.

If you choose to become a practicing ND, you will be entering an interesting and complex profession that has a long tradition, as well as a current rate of growth and development that is dramatic. You are joining an entity much greater than the sum of its parts. Reflecting the

ethics and values of the profession, naturopathic doctors have developed a set of principles that enshrine the safe use of natural methods and substances to support and stimulate the body's self-healing processes. These principles underpin a complete, individualized and coordinated approach to health care that integrates modern scientific knowledge with traditional and natural forms of medicine. You will learn to embrace the principles of naturopathic medicine as a foundation for your practice and your life.

Are you being called? Do you have the drive and ability that will allow you to excel in an intensive program of study? If so, I look forward to welcoming you into the Canadian College of Naturopathic Medicine.

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

# Naturopathic Doctor's Oath

I dedicate myself to the service of humanity as a practitioner of the art and science of naturopathic medicine.

By precept, education and example, I will assist and encourage others to strengthen their health, reduce risks for disease, and preserve the health of our planet for ourselves and future generations. I will continually endeavour to improve my abilities. I will conduct my life and practice of naturopathic medicine with integrity and freedom from prejudice. I will keep confident what should not be divulged.

I will honour the principles of naturopathic medicine:

- First, to do no harm.
- To co-operate with the healing power of nature.
- To address the fundamental causes of disease.
- To heal the whole person through individualized treatment.
- To teach the principles of healthy living and preventive medicine.

With my whole heart, before these witnesses, as a Doctor of Naturopathic Medicine, I pledge to remain true to this oath.

# Our Vision

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

# Our Mission

The Canadian College of Naturopathic Medicine will:

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

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

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

1. **Excellence in Education**  
Educate naturopathic doctors on the basis of clear and focused curriculum, delivered by the most competent faculty, and graduate high-quality naturopathic doctors.
2. **High-Quality Clinical Services**  
Provide high-quality naturopathic care in a clinical setting, resulting in positive educational experiences for students and positive outcomes for patients and clients.
3. **A Culture of in Research**  
Conduct and disseminate research relevant to naturopathic medicine and help develop skills among faculty, students, and graduates that foster research activity and a culture of evidence-informed clinical practice.
4. **Prominent National Profile**  
Increase the awareness and respect of the College among the profession, other health practitioners, government and the public.
5. **Change Agent**  
Foster positive change in our health, our environment, and our health-care system through the promotion of the principles and practices of naturopathic medicine.

# History of CCNM and Governance

The Institute of Naturopathic Education and Research (INER) was incorporated under the Corporations Act (Ontario) in 1984. INER is registered as a charitable organization under the federal Income Tax Act. INER operates under the registered business name the Canadian College of Naturopathic Medicine (CCNM). CCNM receives no direct government funding.

A pioneer in Canadian naturopathic education, the Canadian College of Naturopathic Medicine first opened its doors in 1978 (as the Ontario College of Naturopathic Medicine in Kitchener). By 1983 the College was offering Canada's first four-year, full-time professional program in naturopathic medicine. In 1984 CCNM relocated to Toronto, where it has continued to grow, educating students from across Canada and around the world. CCNM's 4.3-acre campus includes an on-site 172-bed residence, modern classrooms, a well-equipped learning resources centre, a 248-seat lecture theatre, a healthy-foods cafeteria serviced by Hearty Catering and a bookstore/dispensary. The campus is also home to the Robert Schad Naturopathic Clinic, Canada's largest naturopathic teaching clinic.

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

CCNM is accredited by the Council on Naturopathic Medical Education (CNME). Accordingly, CCNM's program standards are held in high regard: they ensure that the education and training students receive equips them to practice the full scope of naturopathic medicine in the province of Ontario and other regulated and licensed jurisdictions across North America. The ND program is broadly composed of three main areas of study: biomedical sciences, clinical sciences, and the art and practice of naturopathic medicine.

CCNM's Board of Governors consists of naturopathic doctors and laypersons from a variety of disciplines who are elected by INER members. The Board's mandate is to govern the organization, that is, the Corporation (INER) operating as the Canadian College of Naturopathic Medicine (CCNM), with a strategic perspective through effective policy governance and assurance of executive performance that allows the vision and ends of the organization to be achieved with excellence.

## **INER Associate Membership**

The \$25 annual membership fee opens the door to valuable connections with practicing NDs. Students receive an invitation to the INER annual general meeting and special events.

## **After Graduation**

Those who join INER after graduation are rewarded with free membership in the Alumni Association. INER membership entitles you to vote at the annual general meeting and elect members to the Board of Governors. Alumni Association membership provides benefits such

as discounts on continuing education courses, remote access to the Learning Resources Centre's online medical databases and journals, free Grand Rounds DVDs and more.

For more information about joining INER please contact Kim Fisher, Executive Assistant/Secretary, Board of Governors at 416-498-1255 ext. 239, fax 416-498-1626 or [kfisher@ccnm.edu](mailto:kfisher@ccnm.edu).

## Canadian Association of Naturopathic Doctors (CAND)

Student members of the Canadian Association of Naturopathic Doctors (CAND) are connected to events related to the profession across Canada and in the U.S. All students receive the quarterly newsletter, *The Vital Link*, the monthly electronic newsletter, *The E-Link*, as well as the CAND's annual membership directory and bi-annual report on naturopathic medicine in Canada. To find answers to your questions regarding the profession in Canada, contact the CAND office or your CAND student representative at [nsa\\_candrep@ndnet.ccnm.edu](mailto:nsa_candrep@ndnet.ccnm.edu).

Address: 20 Holly Street, Suite 200  
Toronto, Ontario  
M4S 3B1  
Phone: 416-496-8633  
Fax: 416-496-8634  
E-mail: [info@cand.ca](mailto:info@cand.ca)  
Website: [www.cand.ca](http://www.cand.ca)

## Campus Facilities and Resources

### **Security and After-Hours Access**

The campus is open daily from 7 a.m. to 11 p.m. For emergencies and after-hours access, contact a security officer at extension 320 or the front desk at extension 333.

### **Student Identification Cards**

New students receive a CCNM student identification card during registration at no charge. Students who require a replacement ID card should contact Student Services (a replacement fee applies). The student ID card will also be used as a photocopier/printing card as well as for the purposes of swiping for daily attendance tracking (see 'Attendance.')

### **Parking**

Parking at CCNM is very limited and there is often a wait list for monthly parking spots. We strongly encourage staff and students to take public transit and/or carpool. Monthly permits are issued on a first-come, first-served basis. The monthly parking rate is \$90\* for staff and students and the maximum daily rate is \$25. Parking revenue helps to fund and improve

CCNM and RSNC programs and services. The top parking lot is reserved for clinic patients and visitors. Staff and students are required to park in the lower lot.

All parking operations are performed and enforced by Precise Parklink. To apply for a monthly parking permit, go to [www.preciseparklink.com](http://www.preciseparklink.com), click on "Register," and choose CCNM. Follow the directions to add a new parker by downloading and submitting an application form. You will be advised if a spot is available. If not, you will be placed on the wait list. Once you have been approved for parking, you will receive a hang tag that must be displayed in your vehicle at all times.

All parking matters are managed by Precise Parklink. The contact information for this department is as follows:

Email: [NHSparkers@precisebi.com](mailto:NHSparkers@precisebi.com)

Daytime Phone: (416) 398-4052

Fax: (416) 241-4690

CCNM assumes no responsibility for damage to, or theft of, vehicles on CCNM property. Paid parking is also available at North York General Hospital, in the TTC lot at the Leslie subway station, and other parking lots in the area.

*(\*Current at time of publication. Subject to change.)*

### **Toronto Transit Commission (TTC) Metropass**

CCNM participates in the Toronto Transit Commission VIP program. Discounted monthly Metropasses are available to staff and students at the front desk for \$115.50\*. Purchases can be made in person at the front desk at the end of each month. Passes are issued on a first-come, first-served basis while supplies last. Payments must be made by debit or credit card only. Cash is not accepted for Metropass purchases.

*\*Current at time of publication. Subject to change.*

### **Website**

Current students may access links to Moodle (course management and communication system), NDNNet (student email system) and Sonisweb (student information system) directly from CCNM's main website ([www.ccnm.edu](http://www.ccnm.edu)) under 'Current Students.'

Prospective students should review admissions and program information on the CCNM website under 'Prospective Students.'

### **CCNM Bulletin Boards and Posting Procedures**

CCNM's bulletin boards provide an effective communications medium for students, committees, faculty, administration and our public to share current and relevant information. Although flyers and posters provide valuable advertising exposure, please remember to include electronic promotion in event planning strategies. By doing so, we can reduce paper use and encourage environmental integrity at the College.

To ensure that the information posted on the bulletin boards is relevant and timely, and that the boards remain uncluttered and professional looking, a set of guidelines and posting procedures was developed by Student Services, Marketing and Communications and the NSA.

### **Posting Procedures:**

1. Individuals or departments wishing to post a notice on a CCNM bulletin board should first visit either Student Services (for administrative and external postings) or the NSA (for student- and club-initiated postings) to have the item stamped and expiry-dated. Student Services or the NSA will then review the material to ensure it does not contravene CCNM's Honour Code and Standards of Conduct or compete with a continuing education or clinic program.
2. Material posted in areas other than approved bulletin boards or that has not been approved by Student Services or the NSA will be removed. All bulletin boards will be monitored regularly and expired/unapproved notices will be removed.
3. Posting in washrooms and on walls and doors is prohibited. Clinic operations is responsible for managing bulletin boards located in the Robert Schad Naturopathic Clinic.
4. From time to time, and on a very restricted basis, requests received in writing from the NSA or other groups wishing to post materials in areas outside the confines of the bulletin boards may be considered. Such situations will be discussed and evaluated on an individual basis by Marketing and Communications.

### **Where to post materials:**

Depending on the authorization given (Student Services, NSA or clinic), students can post materials on a number of bulletin boards around the College. Some bulletin boards have been delegated for specific use (e.g., NSA, continuing education). Any unrelated material that has been posted on a dedicated bulletin board will be removed.

Although flyers and posters provide valuable advertising exposure, please remember to include electronic promotion in event planning strategies. By doing so, we can reduce paper use and encourage environmental integrity at the College.

### **Student E-mail (NDnet) Procedures**

CCNM's student e-mail system (NDnet) allows students, faculty, and administration to share current and relevant information.

Procedures have been developed to:

- provide consistent and clear guidelines for the use and maintenance of the student e-mail system;
- ensure that students receive a manageable amount of incoming e-mail messages;
- decrease the amount of time required of class reps to receive, review and forward information to their respective classes, as well as decrease the likelihood of duplicate information being forwarded to students from numerous sources;
- support environmental integrity by reducing the use of paper flyers and bulletin board postings, and

- make certain that important College information, events and updates are available and easily accessed by CCNM students.

To manage the information disseminated via NDnet, CCNM has instituted the following procedures:

1. NDnet is not to be used for mass distribution of information to the student population. Requests of this nature can be forwarded to class reps (for class-specific information), the NSA at [nsa@ndnet.ccnm.edu](mailto:nsa@ndnet.ccnm.edu) (for NSA-related information only), or the Associate Director of Student Services (for all other requests). If approved, this information will be posted on Moodle.
2. CCNM and the NSA reserve the right to refuse distribution of any e-mail that is contrary to CCNM's mission, vision and ends.

# CCNM 2013-2014 Year-at-a-Glance

## 2013

August 29 - Sept 5	Exam resit period for spring term final exams
September 2	Labour Day, CCNM closed (clinic closed Aug 31 & Sept 2)
September 3	Fall term classes begin (September intake Year 1, IMG and Years 2, 3 & 4)
September 3	New student orientation
September 5 - 6	Unity Summit Sept. start students
September 6	Deadline to submit health records if applicable (TB test/risk assessment form, Hep B vaccination/waiver and/or CPR certification)
September 9	Last day to make tuition payment arrangement without late fee
September 9	Advanced Standing application deadline (September intake Year 1 and Years 2, 3 & 4 – fall 2013 term and 2013/2014 full year courses)
September 13	Last day to add fall term and full year courses
September 13	Last day to drop fall term courses without financial penalty
September 17	StudentCare.net NSA Health Plan opt-out deadline
September 23 - 27	Supplemental exam week for January 12/13 & IMG spring term final exams
October 14	Thanksgiving, CCNM closed (clinic closed Oct 12&14)

October 15 - 18	Midterm exam week
October 24 - 30	Exam resit period for fall midterm exams
November 4 - 8	Last week to receive any prorated tuition refund for dropped term 1 courses *
November 4 – 8	Last week to drop term 1 courses without academic penalty
November 18	Town Hall meeting
December 6	Fall term classes end
December 9 & 16	OSCE I (Integrated) Exam (Year 2)
December 9 - 20	Exam period (fall term)
December 21 – January 5	Holiday break (September Year 1, IMG, Years 2 and 3)
December 23	Last Day for clinic shifts
December 24 - January 1	Holiday break, Year 4
December 25 - January 1	CCNM and clinic closed
<b>2014</b>	
January 2	CCNM and clinic open
January 6	Winter term classes begin
January 6	New student orientation (January intake)

January 6 - 10	Exam resit period for fall final exams
January 8 - 9	Unity Summit Jan. start students
January 10	Deadline to submit health records if applicable (TB test/ risk assessment form, Hep B vaccination/waiver and/or CPR certification – January intake)
January 13	Last day to make winter term tuition payment arrangement without late fee
January 13	Advanced Standing application deadline January intake term 1 courses)
January 17	Last day to add winter term courses
January 17	Last day to drop winter term courses without financial penalty
January 17	StudentCare.net NSA Health Plan opt-out deadline (January intake)
January 20 - 24	Supplemental exam week for fall term final exams
February 3 - 7	Last week to receive any prorated tuition refund for dropped full year courses
February 7	Last day to drop full year courses without academic penalty
February 17	Family Day, CCNM closed (clinic closed Feb. 15 & 17)
February 17 - 21	Reading week (September intake Year 1, IMG and Years 2, 3)
February 18 - 21	Midterm exam week (January intake)

February 24 - 28	Midterm exam week (September intake Year 1, IMG and Years 2, 3, 4)
March 6 - 12	Exam resit period for winter midterm exams
March 10 - 14	Last week to drop winter term courses without academic penalty (January intake)
March 10 - 14	Last week to receive any prorated tuition refund for dropped winter term courses (January intake)
March 17 - 21	Last week to drop winter term courses without academic penalty (September intake Year 1, IMG and Years 2, 3)
March 17 - 21	Last week to receive any prorated tuition refund for dropped winter term courses (September intake Year 1, IMG and Years 2, 3)
March 18 - 21	OSCE III Primary Care week exam (Year 3)
March 31	Town Hall meeting
April 11	Winter term classes end (January intake)
April 14 - 25	Exam period (January intake)
April 17	Winter term classes end (September intake Year 1, IMG and Years 2, 3)
April 18	Good Friday, CCNM closed (clinic closed April 18 & 19)
April 21 – May 2	Exam period (September intake Year 1, IMG and Years 2, 3)
April 21 & 28	OSCE II (Integrated) Exam (Year 2)
April 28 – May 2	Reading week (January intake)

April 28	Spring term classes begin (IMG intake)
April 28	New Student Orientation (IMG)
May 4 - 11	Clinic closed
May 5	Spring term classes begin (January intake)
May 5	Last day to make spring term tuition payment arrangement without late fee (IMG intake)
May 5	Advanced Standing application deadline (IMG intake)
May 7	OSCE for IMGs – mandatory attendance
May 8 - 14	Exam resit period for winter term final exams
May 12 - 13	Clinic orientation (IMG and Year 4)
May 12	Last day to make spring term tuition payment arrangement without late fee (January intake)
May 12	Advanced Standing application deadline (January intake term 2 courses)
May 12	StudentCare.net NSA Health Plan opt-out deadline (IMG intake)
May 19	Victoria Day, CCNM closed (clinic closed May 17 & 19)
May 20	Last day to make spring term tuition payment arrangement without late fee (Year 4)
May 22	Convocation (clinic closed)
June 2 - 6	Supplemental exam week for winter term final exams
June 9 - 13	Midterm exam week (IMG intake)

June 16 - 20	Midterm exam week (January intake)
June 26 - July 3	Exam resit period for midterm exams
June 30 - July 4	Last week to drop spring term courses without academic penalty (IMG intake)
June 30 - July 4	Last week to receive any prorated tuition refund for dropped spring term courses (IMG intake)*
July 1	Canada Day, CCNM & clinic closed
July 7 - 11	Last week to drop spring term courses without academic penalty (January intake)
July 7 - 11	Last week to receive any prorated tuition refund for dropped spring term courses *
August 4	Civic Holiday, CCNM closed (clinic closed August 2 & 4)
August 4 – 15	Final Exam period IMG cohort
August 8	Spring term classes end
August 11 - 22	Final Exam period January Intake, Year 4 (spring term)
August 18 - 22	IMG reading week
August 28 – Sept 4	Exam Resit periods for spring term final exams

\* Prorated tuition refund based on 16 week duration. Courses and refund may vary.

\*\* Prorated tuition refund based on 32 week duration. Courses and refund may vary.

# How to Apply

**Please direct all inquiries to:**

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

Tel: 416-498-1255/1-866-241-2266 ext. 245

Fax: 416-498-3197

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

CCNM accepts applications for admission through the Naturopathic Doctor Centralized Application Service (NDCAS): [www.ndcas.org](http://www.ndcas.org).

Notes:

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

<b>Session Start</b>	<b>Priority Application Date</b>
Naturopathic Doctor (ND) 4-year program January 2014 intake	November 29, 2013
Naturopathic Doctor (ND) Bridge Delivery for International Medical Graduates (April 2014 intake)	November 29, 2013
Naturopathic Doctor (ND) 4-year program September 2014 intake	December 31, 2013
Naturopathic Doctor (ND) 4-year program January 2015 intake	April 30, 2014

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 naturopathic medicine 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.

### Academic requirements

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. **Admission requirements may be subject to change at any time without notice.**

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.

Required courses	Credit hours	Units	Requirements
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. <b>Example:</b> Athabasca University - BIOL204-Principles of Biology I <b>and</b> BIOL205-Principles of Biology II
Physiology	6	1.0	May be fulfilled either by a one-year physiology course or a one-year anatomy and physiology course. <b>Example:</b> McMaster University - HTH SCI 2F03-Human Physiology and Anatomy I <b>and</b> HTH SCI 2FF3-Human

			Physiology and Anatomy II
Organic Chemistry (with lab)	3	0.5	Course must cover topics such as chemical reactivity, reaction pathways, stereochemistry, alcohols, acetones, aldehydes, carboxylic acids, and amines. A lab component is required. <b>Example:</b> McGill University - CHEM212-Intro to Organic Chemistry
Psychology*	3	1.0	May be fulfilled by a one semester course such as social psychology, health psychology, or developmental psychology. <b>Example:</b> University of Toronto - PSY100Y-Introductory Psychology
Humanities elective	6	1.0	Acceptable courses include, but are not limited to: English, sociology, psychology, history, women's studies, religious studies, etc. Must include an essay-writing component. Foreign language courses are not accepted towards the humanities prerequisite. <b>Example:</b> Lakehead University - Nursing 2500-Concepts of Health

Credit will not be given for the completion of prerequisites unless a grade of C- (60%) or better is earned.

Some courses can be completed at CCNM. (See 'Completing Prerequisites at CCNM.')

### Recommended Courses

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

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

### Personal statement/essay

Applicants are required to complete a personal statement/essay. Essay questions are included in the application. Please follow the specific instructions and maximum character count provided when answering the essay questions.

### **Confidential references**

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

- 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

### **Resumé**

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

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

### **Personal interview**

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

Interviews are conducted at CCNM in Toronto for applicants who are able to travel to the campus. In extenuating circumstances, interviews may be conducted via Skype for applicants unable to travel to the campus.

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

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

### **Admission decision**

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

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

### **Experienced student policy**

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.

### **Essential skills and abilities required for the study of medicine**

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 manner; however, applicants should be aware that the awarding of the program credential is dependent on candidates demonstrating skill in a number of areas, some of which require physical dexterity.

A candidate for the ND diploma must demonstrate the following abilities:

**Observation skills**

The candidate must be able to demonstrate skills in observation. In particular, a student must be able to accurately observe a patient at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation, enhanced by tactile, olfactory, and auditory information.

**Communication skills**

A student must be able to speak to, hear and observe patients and coherently summarize a patient's condition and management plan, verbally and in writing. A student must be able to communicate effectively and sensitively with patients, families, employees and other health-care practitioners.

**Motor skills**

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.

**Intellectual-conceptual, integrative and quantitative abilities**

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.

**Behavioural and social attributes**

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 the physical, emotional and mental demands of the program and function effectively under stress. Adaptability to changing environments and the ability to function in the face of uncertainties inherent in the care of patients are both necessary.

Compassion, integrity, concern for others, interpersonal skills, intellectual curiosity and self-motivation are all personal qualities that naturopathic doctors and naturopathic medical students must demonstrate.

**Accommodating students with disabilities**

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.

### **Application for academic accommodation**

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.

### **Registering with Accessibility Services**

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.

### **Note for students with disabilities:**

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.

## 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. At the time of publication, international students enrolled at CCNM on a study permit are not eligible to work while in Canada.

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.

### **Evaluation of international transcripts**

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:

#### **World Education Services**

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

Toronto: [canada@wes.org](mailto:canada@wes.org)

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

New York City: [info@wes.org](mailto:info@wes.org)

212-966-6311

#### **The International Credential Assessment**

Service of Canada (ICAS)

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

[info@incascanada.ca](mailto:info@incascanada.ca)

519-763-7282 or 1-800-321-6021

#### **Proficiency in the English language**

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 PBT: minimum 580 out of 677

TOEFL CBT: minimum 257 out of 300

TOEFL IBT: minimum 86 out of 120

(CCNM TOEFL DI Code: 0245)

# Enrolment Requirements

Students accepted for admission to CCNM must satisfy the following enrolment requirements in order to be registered in the program.

## **TB Testing Policy**

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 downloaded from Moodle. Doctor's notes will not be accepted in lieu of these forms. 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.

## **Hepatitis B Policy**

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.

## **CPR Certification Requirement**

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 entry into clinic in their third year of study at CCNM.

## Bridge Delivery for International Medical Graduates (IMGs)

The CCNM bridge delivery for international medical professionals offers graduates of medical schools an opportunity to further their health care careers in Canada. Successful applicants to the CCNM program will have demonstrated their knowledge through standard examinations such as the Medical Council of Canada Evaluating Examination (MCCEE) or the United States Medical Licensing Examination Part I (USMLEI), one of which is required for entry into the CCNM program.

Required courses are organized into a compressed period so that the program can be completed in 24 months. The six-term (two-year) curriculum incorporates all of the competencies of the four-year full-time naturopathic medical program, acknowledges previous medical experience and education, while concurrently providing additional supports to address the unique needs inherent to an IMG cohort.

Many foreign trained medical doctors feel that the nature of a naturopathic doctor's practice is much closer to their experience as a medical doctor than practice in the provincial fee-for-service system that drives the average duration of standard visits to allopathic doctors to less than 10 minutes. Modalities associated with naturopathic medicine are used world-wide: clinical nutrition; lifestyle management; traditional Asian medicine and acupuncture; botanical (herbal) medicine; physical medicine, and homeopathy are used the world over and are the modalities delivered at CCNM.

### **Why should I consider bridge delivery of the ND Program?**

Doctors and health-care professionals who arrive in Canada as immigrants or refugees are generally discouraged from seeking a medical licence. Those who wish to pursue a career in medicine must negotiate a complicated and costly series of evaluating and licensing examinations, and even when these exams are successfully completed, there are additional barriers. In Canada, international medical graduates are required to perform up to two years

in a hospital resident program. However, their access to residence programs has been limited, and this exclusion creates frustration for those who want to further their careers as Canadian doctors.

International medical graduates have the education and expertise that is valued in Canada. Through the bridge delivery of its naturopathic medical program, CCNM is providing access to education for those who wish to further enhance their knowledge and skills for a successful health-care career in Canada.

We at CCNM see the value in ensuring that more highly trained immigrants in Canada can build upon the knowledge and skills that helped them gain entry to the country, and employ these skills through gainful employment. We believe the bridge program also assists in providing greater health-care choice and thus greater access to health care. Bridge-delivery graduates may provide an expanded service to immigrant communities, helping these communities feel more equal as partners in the Ontario health-care model through access to primary-care practitioners who are familiar with community and cultural needs.

## Admission Requirements (IMG Bridge Delivery)

### **Who are IMGs?**

An international medical graduate (IMG) is an individual who has graduated from a medical school outside of Canada. They may have several years of independent practice experience in his/her country; have just recently completed medical school; have completed a residency training program; have gone directly into practice with no requirement for a residency; be from a country with a medical education system similar to Canada's; or be from a country whose medical education system is very different from Canada's.

### **Do I qualify for bridge delivery of the ND Program?**

Applicants must have attained a passing grade on the Medical Council of Canada Evaluating Examination (MCCEE) or, attained a passing grade for United States Medical Licensing Examination Step I (USMLEI). Applicants must have graduated from a medical school recognized by the Medical Council of Canada.

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.

#### **Personal Interviews**

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

#### **Proficiency in the English language**

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

### **Enrolment Requirements**

Students accepted for admission to CCNM must satisfy the following enrolment requirements in order to be registered in the program.

### **TB Testing Policy**

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.

## **Hepatitis B Policy**

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.

## **CPR Certification Requirement**

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.

# The Office of the Registrar

## **Student Records**

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.

## **Confidentiality of Student Academic Records**

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.
  - e. Any authorized review of a student's file must be supervised by the registrar or designate.

## **Student Grades and Transcripts**

Students can access official grades through Sonisweb (<http://records.ccnm.edu>) by logging in with their Moodle userid and password.

The transcript is an official record of all academic and clinic credits earned toward the ND diploma. It lists the course title, course code, number of credit hours and the numerical or letter grade for all courses taken. Official transcripts are provided to students free of charge. Official transcripts are available at \$10 each.

Official transcripts will only be released directly to educational institutions and licensing boards whom the student has authorized to receive the transcript. Students and potential employers may have access to official transcripts in special circumstances. Transcript request forms can be downloaded from the student forms and resources section of Moodle.

## **Registration**

Students will register for all courses through Sonisweb (<http://records.ccnm.edu>) by logging in with their Moodle userid and password. Complete registration instructions are available in the forms and resources section of Moodle. Online registration is open for a limited period. Failure to register during this period will result in a late registration fee of \$100. Students who fail to register by the deadline to add courses will not be considered enrolled in that class and coursework will not be credited.

# Admissions Policies

## **Transfer/Advanced Standing credits**

CCNM considers applications for transfer and advanced standing credits from applicants who have completed comparable courses at a CNME-accredited or candidate-for-accreditation institutions, or at approved accredited post-secondary institutions.

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](mailto: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 content/learning outcomes to the CCNM course it replaces.

## **Limitations on Amount of Credits Awarded for Transfers and Advanced Standing**

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

## **Administration**

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.

## **Appeals**

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.

### **2013-2014 Advanced standing application deadlines**

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

<b>TERM/YEAR</b>	<b>APPLICATION DEADLINE</b>
2013-2014 Full-year courses (Year 3)	September 9, 2013
Fall 2012 term course	September 9, 2013
Winter 2014 term course	January 13, 2014
Spring 2014 IMG intake	May 5, 2014
Spring 2014 term course (January intake)	May 12, 2014

### **Important Note about Advanced Standing and Student Loans**

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.

### **Deferred enrolment**

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 admission may request to have their application moved to January). The admissions application will be reassessed for the new intake and if approved, a new letter of acceptance will be sent. Applicants who do not enroll in the academic year for which they applied must reapply through NDCAS for the following academic year. Applications started and/or submitted through NDCAS for one academic year will not carry forward to future years.

### **Withdrawal**

Students who withdraw from CCNM for any reason must give written notice to the Student Services Department. The letter must be dated and signed by the student. If no letter is received, the last date of attendance will be the effective date of withdrawal and will be the date used to close out the student's account. Any tuition refunds or remaining financial obligations to the College will be assessed based on the last date of attendance. Failure to attend for 10 consecutive scheduled class days without notice will be deemed to constitute a withdrawal from the College.

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.

### **Voluntary Withdrawals**

To begin the process of voluntary withdrawal, either from the full ND program or from a specific course or courses, students should inform the Registrar, in writing, of their intent to withdraw.

### **Withdrawal from the ND Program**

A student who chooses to cease his or her course of studies in the ND program at CCNM should advise the Registrar of this intent by letter. The letter must be dated and signed by the student. If no letter is received, the last date of attendance will be the effective date of withdrawal and will be the date used to close out the student's account.

### **Refund Calculation for Withdrawal from the 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:

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

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, Discontinuation or Cancellation of 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 Course(s)**

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 Calculation for Withdrawal from a Course(s)**

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.

### **Readmission**

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.

### **Requirements for Graduation**

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:

# Student Support Services

## **On-Campus Residence**

CCNM's on-campus residence rooms offer co-ed accommodations on both a short-term and year round basis for CCNM and non-CCNM students. Conveniently located adjacent to the main campus building, residents are just steps away from the fitness facility, Learning Resources Centre, a healthy food cafeteria and the RSNC.

Each floor has a number of shared lounges complete with satellite television and a balcony overlooking the courtyard. A kitchen equipped with major appliances adjoins each lounge. Laundry facilities are available on each floor.

All residence rooms are single occupancy only. Rooms include a single bed, desk and chair, wardrobe closet, personal refrigerator and Internet access, which is cabled in the room and wireless in the lounges.

For more information or to request a residence application package, call 416-498-1255 ext. 330 or email [residence@ccnm.edu](mailto:residence@ccnm.edu).

## **Off-Campus Housing Listings**

Off-campus housing listings are available online at [www.ccnm.edu](http://www.ccnm.edu). These postings are available to the public and can be posted free of charge.

## **Counselling Services**

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.

## **Career Resource Centre**

CCNM has an onsite Career Resource Centre located in the administration wing near student services. Students can also access career resources on Moodle and Integra Practice Management at [www.integrapracticemanagement.ca](http://www.integrapracticemanagement.ca). CCNM maintains a listing of current practice opportunities for graduates of the program. To view the listing online, look under the Alumni Services section on CCNM's website.

## **Peer Tutor Program**

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.

## Student Financial Information

### **Tuition Fees and Financial Policies**

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.

Before a student can register, payment of tuition and other mandatory fees must be submitted. The tuition fee is due by the end of the first week of scheduled classes of each term. The student must make arrangements with the Accounting Department at the beginning of each term to avoid any late registration fees. The tuition fee is reviewed each year and increased as required to adjust for program growth and inflation. Interest of 1.5 per cent per month (18 per cent per annum) is charged on outstanding tuition and other fees.

### **Planning Your Financial Commitments**

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

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

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

1. CCNM has no direct relationship with government agencies such as the National Student Loan Service Centre in matters of finance. Students are responsible for all financing arrangements, including government student loans. The relationship is between the government, the bank and the student, and *does not involve CCNM*.

2. Tuition fees and any enrolment matters are strictly between the student and CCNM. Students are solely responsible for the total amount of tuition and other costs of education.

### **Statement of Account**

Statement of account is available through Sonisweb. Students are responsible for communicating with Accounting regarding any questions or concerns.

### **Outstanding Balance**

Students whose accounts are in arrears will not be permitted to enrol in the following term until a satisfactory solution is reached with the finance department.

Students who complete their academic studies with an account in arrears will not be issued a transcript, diploma or clearance to write the NPLEX exams.

Interest of 1.5 per cent per month (18 per cent per annum) is charged on all outstanding balances until the account is cleared.

### **Method of Fee Payment**

Tuition and all other fees are payable by cash, cheque, money order, or online banking. Cheques do not need to be certified; however, any student who tenders a cheque that subsequently is not honoured by the banking institution (NSF) will be charged a \$30 fee plus the appropriate interest charge. Credit card payments cannot be accepted.

Students may request that funds be directly disbursed to CCNM from their government student loans program and other similar sources. In such cases, students will be allowed a two-week grace period from interest charges before the actual receipt of the funds by CCNM.

For students who will be graduating, all outstanding fees must be paid on or before May 15 of the graduating year. Fees paid after May 15 must be in the form of cash, certified cheque, money order, or online payment.

Students seeking alternate payment arrangements must meet with the Accounting Department before tuition is due to avoid late payment fees.

### **Refund Policy**

CCNM's refund policy is applied when a student, either voluntarily or involuntarily, is no longer part of the full ND program, or a specific course or courses. Refund calculations if applicable can be found on page 34.

## ND Program Fees

### Tuition Fees – ND Program

**Annual tuition fee 2013-2014 (Canadian students) .. \$20,600**

**Annual tuition fee 2013-2014 (international students) \$21,990**

### Mandatory Fees – ND Program (non-refundable\*)

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

### Additional Fees – ND Program (non-refundable\*)

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.)

### Cost of books and equipment; Naturopathic Medicine Program (estimated)

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 naturopathic medicine 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, 2013 to August 31, 2014. Students already covered through another plan may opt out of the NSA health and dental plan at [www.ihaveaplan.ca](http://www.ihaveaplan.ca) no later than September 17, 2013. 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](http://www.ihaveaplan.ca). Students starting in January 2014 will be assessed a fee pro-rated for eight months of coverage (January 1 to August 31, 2014). The opt-out deadline for January intake students is January 17, 2014. Please note that plan fees are subject to change prior to the start of the coverage period. The NSA health and dental plan is only available to students enrolled in the ND program. For more information, contact [studentcare.net/works](http://studentcare.net/works) at 1-866-369-8791 or visit [www.ihaveaplan.ca](http://www.ihaveaplan.ca).

### **Books and Equipment Fees – ND Program**

The approximate cost of textbooks and equipment for each year of the program is as follows:

	<b>Books</b>	<b>Equipment</b>
Year 1	\$2,392	\$452
Year 2	\$1,578	\$771
Year 3	\$1,674	n/a
Year 4	n/a	n/a

Note: All fees and policies are subject to change without prior notice. When changes do occur, CCNM will endeavour to inform students at the earliest opportunity.

### **Financial Assistance – ND Program**

CCNM is not responsible for loans arriving past the tuition due date. Delays relating to processing and advancing of loans are the student's responsibility.

### **Provincial Student Loans and Bursary Programs**

Under the Canada Student Loans Program and the provincial governments of Canada, students may be eligible for student loans and/or bursaries.

Canadian students enrolled in the naturopathic medicine 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 months, excluding time spent as a full-time student at a post-secondary institution. Currently, the province of Quebec does not recognize the CCNM naturopathic medicine program as eligible for government loans. Please contact a CCNM student services officer for alternative sources of financial aid.

A loan application must be submitted for each academic year you attend. Student loan applications are administered by your provincial loan office and usually become available at the beginning of June. Online applications are available on the website of your provincial loan program and are typically the preferred method of applying. Paper applications have, in some cases, been eliminated.

You may submit an application prior to receiving your acceptance letter from the College. It is recommended that you submit your application as early as possible (mid-June) to ensure your loan will be available upon College registration. Processing times may vary and could take eight to 10 weeks.

You may obtain student loan information from your provincial loan office or by contacting Student Services.

Be sure to read your loan application, accompanying guide and all other documents carefully. You are responsible for your student loan and its repayment. Your provincial loan application guide details eligibility requirements, maximum loan amounts, repayment process, etc.

*Nunavut and the Northwest Territories operate their own student assistance plans. If you are a resident of Nunavut or Northwest Territories, contact the territorial student assistance office for further information.*

### **Important Information on Student Loans**

CCNM complies fully with the performance requirements for the administration of the Ontario Student Assistance Program (OSAP) by Private Schools (non-PVS) as set out by the Ministry of Training, Colleges and Universities (MTCU) to ensure the proper administration of public funds and the prevention of program abuse and fraud. The Ministry's full requirements can be accessed through the website at <http://osap.gov.on.ca>.

### **Active Student Participation and Satisfactory Scholastic Progress Policy**

All students receiving OSAP or other provincial loans are required to adhere to applicable OSAP regulations and conditions, including active participation and satisfactory scholastic progress to the full extent of CCNM's 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 five 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:

<b>Scholastic Situation</b>	<b>Consequence</b>	<b>Remedy</b>
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 eligibility for a minimum of 12 months.	Must maintain CSL/CSG/OSL in good standing with lending institution during the 12 month period.
Failure to achieve satisfactory scholastic standards during three study periods.	Student loses CSL/CSG/OSL eligibility for a minimum of 36 months.	Must maintain CSL/CSG/OSL in good standing with lending institution during the 36 month period.

\*Canada Study Grant

### **Ontario Student Loans**

Once you have completed your online application, you will then print out the following forms:

- Master Student Financial Assistance Agreement (MSFAA). You are required to take this form to a postal outlet for further processing. Be sure to bring appropriate ID (Social Insurance Card and government-issued photo ID) as well as any other documentation requested.
- Declaration and Signature pages. These forms must to be completed and returned to Student Services either in person or by mail. If mailing the forms, please be sure to include “**Attention Student Services**” on the envelope.
- Request for Study Period Information. Once you print this out, please be sure to indicate (a sticky note will suffice) if your course load is less than 100 per cent to ensure you are not put into an overpayment situation. This form must also be returned to Student Services either in person or by mail. If mailing the forms, please be sure to put “**Attention 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 for Federal and Provincial 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 Responsibilities Regarding Repayment**

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 Assistance Offices (Provinces and Territories)**

#### **Alberta**

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

#### **British Columbia**

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

Fax: 1-888-262-2112

### **Manitoba**

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

### **New Brunswick**

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

### **Newfoundland**

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](http://www.aes.gov.nl.ca/studentaid)

### **Northwest Territories**

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

## **Nova Scotia**

Student Assistance Office, Department of Education  
2021 Brunswick Street, P.O. Box 2290, Halifax Central  
Halifax, NS B3J 3C8  
<http://studentloans.ednet.ns.ca>  
902-424-8420 or 1-800-565-8420 (within NS)  
Fax: 902-424-0540

## **Nunavut**

Financial Assistance for Nunavut Students  
Department of Education  
P.O. Box 390  
Arviat, NU X0C 0E0  
1-877-860-0680  
Fax: 1-877-860-0167  
[www.edu.gov.nu.ca](http://www.edu.gov.nu.ca)

## **Ontario**

Ontario Student Assistance Program  
Student Support Branch  
Ministry of Training, Colleges and Universities  
P.O. Box 4500  
Thunder Bay, ON P7B 6G9  
<http://osap.gov.on.ca>  
1-807-343-7260  
1-800-465-3958 (TDD/TTY)  
Fax: 807-343-7278

## **Prince Edward Island**

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

## **Quebec**

Ministere de l'Education Superieur, de la Recherche, Science et Technologie  
Aide Financiere aux Etudes  
1035, rue De La Chevrotiere,

Quebec, QC G1R 5A5

\*Please note that the province of Quebec does not recognize CCNM students as eligible for government loans.

418-646-3750 (outside Quebec)  
1-877-643-3750  
www.afe.gouv.qc.ca

### **Saskatchewan**

Student Financial Assistance Branch  
Saskatchewan Education, Employment and Immigration  
200-3303 Hillsdale Street  
Regina, SK S4S 6P4  
www.student-loans.sk.ca  
306-787-5620 or 1-800-597-8278  
Fax: 306-787-1608

### **Yukon Territory**

Students Financial Assistance Advanced Education Branch  
Department of Education, Government of Yukon  
P.O. Box 2703  
Whitehorse, YT Y1A 2C6  
[www.education.gov.yk.ca](http://www.education.gov.yk.ca)  
867-667-5929  
1-800-661-0408  
Fax: 867-667-8555

### **Information on Canada Student Loans**

The Learning and Literacy Directorate  
Human Resources Development Canada  
P.O. Box 2090, Station "D"  
Ottawa, ON K1P 6C6  
1-800-733-3765 (toll-free French)  
1-819-994-184

### **Bank Loans**

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.

### **Canadian Imperial Bank of Commerce (CIBC)**

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

### **Scotiabank**

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.*

### **US Federal Student Aid**

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.

### **Application Process**

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.
  - Spousal income tax returns are required if the applicant is married, or in a common-law relationship according to the students original state of residence.
  - Complete and submit the Program Information Sheet to CCNM, as well as the Cost of Attending form.
  - Married students must submit a detailed budget for you and your family for the study period.

### **Direct Stafford Loans**

As of 2012-2013, students on U. S. Loans are only eligible for Unsubsidized Stafford loans. An Unsubsidized Stafford loan is a federally insured student loan that is not needs-based. The maximum annual loan amount is \$20,500 US. Interest accrues on this loan while you are attending school.

### **Direct Grad PLUS**

To be eligible for the Grad PLUS loan, you cannot have an adverse credit history. Students can borrow up to the cost of attendance, minus other estimated financial assistance in the FFEL program (e.g., Stafford loan). There is a fixed interest rate of 7.9 per cent. Unless the student submits an In-School Deferment form or the lender activates an automatic deferment, the student will be required to begin making payments 60 days after the loan is disbursed in full. The standard repayment term is 10 years; however, it may be extended up to 25 years depending on the amount borrowed.

### **Entrance and Exit Counselling for Direct Loans**

Students with Federal Student Loans (Direct Loan) must complete these online counselling tools as a requirement of using Direct Loans.

### **Entrance Counselling**

Students who are using a Direct Loan for the first time (those have not previously used Federal Student Loans at CCNM) must complete entrance counselling before loans will be certified by CCNM. Students only need to complete this counselling once during their studies at CCNM. Please see instructions above to find entrance counselling online.

### **Exit Counselling**

Students who are graduating or withdrawing and who have received US Federal Student Loans while at the CCNM must complete exit counselling. CCNM student services will email a link to all graduating/withdrawing students at the end of the academic year.

Please contact Student Services at [info@ccnm.edu](mailto:info@ccnm.edu) for more information.

### **Sallie Mae Signature Student Loans**

Signature loans are available for students who are either U.S. citizens/residents or have a co-borrower who is a U.S. citizen/resident. Students may qualify for up to \$25,000 US per school term. Please contact a student services officer for additional information.

### **Emergency Student Loan Program (ESLP)**

The CCNM Emergency Student Loan Program is an interest-free loan available to full-time and part-time (minimum 60 per cent course load) students who are experiencing delays or shortfalls in funding and are having difficulties meeting essential living expenses. Living expenses normally include items such as rent, utilities and food.

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](mailto:info@ccnm.edu). Announcements will be made via Moodle in advance of bursary application deadlines.

### **First Nations Award**

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.

### **Entrance Bursaries**

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 Naturopathic medicine 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.

### **Bursaries for Returning Students**

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.

### **Convocation Awards**

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.

### **Governors' Award of Excellence - Sponsored by CCNM**

\$1,000 awarded to the graduating student who has demonstrated outstanding academic performance in the naturopathic medicine program.

### **Humanitarian Award - Sponsored by CCNM**

\$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.

### **Leadership Award - Sponsored by CCNM**

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

### **NSA Community Spirit Award - Sponsored by the NSA**

\$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.

### **NSA Naturopathic Honour Award - Sponsored by the NSA**

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

### **Key Performance Indicators**

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 employment rates or graduation rates for the 2006-2012 graduating classes. The graduation rates shown for 2006-2012 are based on our own calculations.

### **Employment rates**

CCNM graduates participate in the NPLEX (Naturopathic Physicians Licensing Examinations)

in August of their graduation year and are not eligible for licensure until September. Please note that the employment rate is calculated in November, which is only two months after students gain licensure.

<b>Graduate Class</b>	<b>Employment Rate</b>
2005	81%
2004	72%
2003	76%
2002	87%
2001	81%
2000	83%
1999	85%

### **Graduation Rates**

<b>Graduate Class</b>	<b>Graduation Rate</b>
2012	84%
2011	89%
2010	84%
2009	87%
2008	91%
2007	86%
2006	87%
2005	80%
2004	87%
2003	89%
2002	87%
2001	96%
2000	93%
1999	92%

### **Default Rates**

The default rate reflects the repayment status of CCNM students who were issued Ontario student loans in the academic years prior to graduation.

<b>Graduate Class</b>	<b>Number of Loans Issued</b>	<b>Loans in default</b>	<b>Default Rate</b>
2012	92 (in '09-'10)	1	1.1%
2011	60 (in '08-'09)	0	0%
2010	46 (in '07-'08)	2	4.3%
2009	49 (in '06-'07)	0	0%

2008	70 (in '05-'06)	0	0%
2007	52 (in '04-'05)	0	0%
2006	63 (in '03-'04)	1	1.6%
2005	68 (in '02-'03)	2	2.9%
2004	71 (in '01-'02)	2	2.8%
2003	66 (in '00-'01)	1	1.5%
2002	72 (in '99-'00)	1	1.4%
2001	45 (in '98-'99)	1	2.2%
2000	40 (in '97-'98)	0	0%
1999	40 (in '96-'97)	3	7.5%
1998	24 (in '95-'96)	0	0%

## Learning Resources Centre

### Hours of Operation

The Learning Resources Centre (LRC) is open during the following hours in the fall and winter terms:

Mondays: 8 a.m. - 9 p.m.  
 Tuesdays: 8 a.m. - 8 p.m.  
 Wednesday: 8 a.m. - 8 p.m.  
 Thursday: 8 a.m. - 9 p.m.  
 Friday: 8 a.m. - 8 p.m.  
 Saturdays: 12 noon - 5 p.m.  
 Sundays: Closed

Note: During the summer months, LRC hours change according to student demand. These changes are posted in the LRC and on Polaris at <http://lrc.ccnm.edu/polaris/Library/hours.aspx>.

### The Collection

The LRC collection focuses on the basic sciences, botanical medicine, community health, homeopathic medicine, nutritional sciences, health psychology, Asian medicine, physical medicine, naturopathic history and practice, and the clinical sciences. The collection is composed of nearly 16,700 books, journals and media resources. As well, the LRC subscribes to numerous databases, including Alt Health Watch, AMED, eCPS, MD and First Consult, Natural Comprehensive Database, Natural Standard, the American Botanical Database and the Cochrane Review. Links to useful electronic resources can be found in Polaris through the Learning Resources Centre section of the website at <http://lrc.ccnm.edu/polaris/search/misc/esources.aspx>.

### **Services and Facilities**

- full-text article request retrieval
- reference and research assistance
- instruction in the use of databases
- study space and reading areas
- specialized modality software (e.g., MacRep and IBIS)
- orientation for new students and staff
- computer lab and audiovisual equipment
- dried herb collection
- medical simulation room
- photocopying facilities

Library membership is automatic for all students, staff, and faculty.

### **Photocopying and Printing**

Students can upload photocopy funds to their CCNM student ID card at the College's front (information) desk. Printing and photocopying costs are 10 cents per page. All current copyright legislation applies when copying or reproducing published material.

### **LRC on the Web**

Visit Polaris at <http://lrc.ccnm.edu/polaris/search> to:

- find or renew books and materials
- get answers to frequently asked questions (FAQs)
- access full-text journal articles
- search the catalogue
- access eBooks
- view LRC policies

### **Remote Access Login**

Remote access service allows users to log in and access electronic resources from off-site campus locations. Your NDnet user name and password will give you access to this service. (See the Front-Desk Administrator to set this password).

Your barcode, NDnet username, and password give you access to LRC's resources. If you have problems logging in remotely, please contact the LRC at [library@ccnm.edu](mailto:library@ccnm.edu).

### **LRC Services and Facilities Policies**

The use of LRC services and facilities is regulated by specific policies. These policies can be found in Polaris under the Library Info tab.

### **Circulation**

Full borrowing privileges are extended to current CCNM students, faculty and staff. You must present your bar-coded library card to borrow materials. Note that the LRC reserves the right to place restrictions on the borrowing of certain materials and titles to meet the needs of the CCNM community. Some restrictions apply to loans for alumni association members.

## Loans

There is an overall limit of 12 items per library card at any given time.

<b>Material Type</b>	<b>Loan Period</b>	<b>Loan Limit</b>
General book (stacks)	2 weeks	8 items
Overnight books	1 day	2 items
Audio tapes	1 week	2 items
NPLEX	1 day	8 items
Videotapes	1 day	3 items
CD-ROMs	1 day	2 items

## Renewals

Provided that a reserve has not been placed on an item, it may be renewed by asking an LRC staff member by phone at ext. 246 or online through your Polaris account. If you are unable to renew an item online, it is your responsibility to contact the library on or before the due date. Reservations may be placed on items already checked out.

## Reserves and Holds

A request can be placed to reserve an item already on loan. You will be notified by e-mail when the item arrives. On-Hold items not collected within the specified time will be returned to the shelf or loaned to the next person on the reserve list.

## Copyright

The LRC strictly observes copyright regulations. All materials submitted to the library for inclusion in the collection must comply with Canadian and international copyright regulations as well as CCNM's contractual obligations to Access© Copyright, the Canadian copyright licensing agency. It is your responsibility to keep informed of and comply with copyright law. Access Copyright guidelines are posted throughout the LRC.

## Fines and Sanctions

The LRC levies fines for overdue items to promote equitable access to resources. Please note the following guidelines and rules:

- Financial penalties for overdue items increase during examination periods; further penalties may be instituted for late return of items during this period.
- It is your responsibility to ensure that borrowed items are returned on time. Notification of overdue items and fines are sent out by Polaris via e-mail to all NDnet accounts. Borrowing privileges will be temporarily suspended when accumulated fines reach \$5.
- All matters relating to outstanding fines or overdue material must be resolved by the end of each semester (December/May/August). Borrowing privileges will be suspended until such matters are resolved.
- Fourth-year students who are graduating must resolve all outstanding fines and return overdue materials before the end of April in order to clear their account, which is a condition for graduation.
- Fines are issued for materials not returned by midnight on the due date.

Sanctions may include:

- suspension of LRC privileges
- accounts in arrears may be forwarded to CCNM's finance department

The library will endeavour to inform the student a week before the sanctions are imposed.

Fines are calculated as follows:

General loan books (stacks)	50 cents per day
Overnight loan books	\$2 per day/\$5 per day during examinations
Audio tapes	50 cents per day
NPLEX	\$1 per day
Videotapes	\$1 per day
CD-ROMs	\$1 per day

## Advancement Department

The Advancement Department coordinates the development, planning and execution of CCNM's charitable fundraising activities and sponsorships. The department is also responsible for administering CCNM's alumni association. For more information on making a donation (including product donations), please contact the Advancement Department at [advancement@ccnm.edu](mailto:advancement@ccnm.edu). If you are a student representative for a company that is promoting products or services on campus, you must first register with the Advancement Department.

### **Student Fundraising**

All student-driven fundraising and sponsorship initiatives must be reviewed by the Advancement Department. If you are planning a fundraising event, or are seeking sponsorship for an event, please contact the director of advancement at ext. 238 before contacting outside parties such as naturopathic businesses.

### **CCNM Alumni Association**

Upon graduation, alumni are encouraged to join the alumni association, which offers an array of benefits to members. The annual alumni association membership fee is \$100 (\$25 for new grads). For more details on the benefits of membership, please see the Alumni Services section of the CCNM website at [www.ccnm.edu/alumni](http://www.ccnm.edu/alumni).

We would like to keep you informed about College events and special opportunities. If you have changed your address or would like to use a different address for CCNM communications after you graduate, contact the Student Services Department. You can also update your contact information online in the Alumni Services section of the website or email [alumni@ccnm.edu](mailto:alumni@ccnm.edu).

# Digital Media Services

## Hours of Operation

Monday – Friday, 8 a.m. – 5 p.m.

Digital Media Services (DMS) provides classroom technical support for all AV equipment in the College. Additional areas of expertise include CCNM website development and maintenance, AV staging, presentation development, graphic design, video production and interactive media development. In addition to supporting the curriculum, the department makes every effort to accommodate the needs of CCNM annual events, student initiatives, affiliations and inter-department requirements.

## Services

- Graphic design, presentation enhancement and development.
- Duplication: 8" x 11" colour prints, large scale 24" x 50" prints, CD-R, DVD-R, transparencies, etc.
- Consultation: outsourcing, formatting, graphic design, AV equipment needs.
- Equipment loans: tripods, classroom equipment requests and slide and LCD projectors.
- Digital video: production and postproduction capabilities.

# Information Systems

## Hours of Operation:

Monday – Friday, 9 a.m. – 5 p.m.

The Information Systems Department supports a broad range of information technology services designed to assist CCNM and its constituents in the attainment of CCNM's academic mission.

## IS Support Services Contact Information:

<u>Support Service</u>	<u>Contact Information</u>
CCNM Computer and Network support	<a href="mailto:ishelpdesk@ndnet.ccnm.edu">ishelpdesk@ndnet.ccnm.edu</a> 416-498-1255 ext. 322
Clinic Pager support	<a href="mailto:ishelpdesk@ndnet.ccnm.edu">ishelpdesk@ndnet.ccnm.edu</a> 416-498-1255 ext. 322
E-mail (NDnet) abuse	<a href="mailto:abuse@ndnet.ccnm.edu">abuse@ndnet.ccnm.edu</a> 416-498-1255 ext. 322
E-mail (NDnet) support	<a href="mailto:ishelpdesk@ndnet.ccnm.edu">ishelpdesk@ndnet.ccnm.edu</a>

	416-498-1255 ext. 322
Emergency Notification System (ENS) Support	<a href="mailto:ishelpdesk@ndnet.ccnm.edu">ishelpdesk@ndnet.ccnm.edu</a> 416-498-1255 ext. 322
Internet and wireless support	<a href="mailto:ishelpdesk@ndnet.ccnm.edu">ishelpdesk@ndnet.ccnm.edu</a> 416-498-1255 ext. 322
ITC Printing System support	<a href="mailto:ishelpdesk@ndnet.ccnm.edu">ishelpdesk@ndnet.ccnm.edu</a> 416-498-1255 ext. 322
Moodle support	Office of Academic Affairs 416-498-1255 ext. 305
Naturopathic Patient Database (NPD) support	<a href="mailto:support@om.ca">support@om.ca</a> AND <a href="mailto:NPD@ccnm.edu">NPD@ccnm.edu</a> 647-241-6771
Sonisweb support	Student Services 416-498-1255 ext. 245
TV Services support	<a href="mailto:ishelpdesk@ndnet.ccnm.edu">ishelpdesk@ndnet.ccnm.edu</a> 416-498-1255 ext. 322

Please refer to the CCNM Contacts section of this handbook for staff extensions.

### **IT Services**

CCNM offers selected constituents of the College community access to a variety of information technology (IT) services. These IT services may include, but are not limited to, LAN access, Internet access, wireless access, e-mail access and access to a variety of databases and applications. Access to these IT services is restricted to selected constituents of the CCNM community who are currently in good standing with the College.

### **IT Services Usage Code**

Access to the above IT services is conditional upon end users (including students) agreeing to comply with the following rules and conditions.

While using these IT services **you may not:**

- a) use them to communicate with Robert Schad Naturopathic Clinic patients;
- b) use them to post, transmit or otherwise distribute information constituting or encouraging conduct that would constitute a criminal offence or give rise to civil liability, or otherwise use the service in a manner which is contrary to law or would serve to restrict or inhibit any other user from using or enjoying the service or the Internet. These activities include harassing or threatening use, the communication of offensive or sexual material, and repeated unwelcome contacts with other users and third parties;
- c) use them to post or transmit messages constituting spam, which includes but is not limited to unsolicited e-mail messages, inappropriate postings to news groups, false

commercial messages, mail bombing or any other abuse of e-mail or news group servers;

- d) use them to post or transmit any information or software which contains a virus, "cancelbot," "trojan horse," "worm" or other harmful or disruptive component;
- e) use them to upload or download, post, publish, retrieve, transmit, or otherwise reproduce, distribute or provide access to information, software or other material which: (i) is confidential or is protected by copyright or other intellectual property rights, without prior authorization from the rights holder(s); (ii) is defamatory, obscene, child pornography or hate literature; or (iii) constitutes invasion of privacy, appropriation of personality, or unauthorized linking or framing;
- f) share your IT services password;
- g) engage in any activity whose purpose is to defeat any IT services related security system or procedure;
- h) conceal or disguise your true identity ("spoofing") when sending or forwarding e-mail communications;
- i) copy or forward sensitive or confidential information to unauthorized individuals, groups, or organizations;
- j) represent yourself as an agent of CCNM, without CCNM's expressed written permission;
- k) use them for commercial purposes, advertising, lobbying or political campaigning;
- l) use them for game playing;
- m) use them for downloading software;
- n) use them for downloading any file that is not directly related to CCNM business, education or research.

### **Violation of IT Services Usage Code**

CCNM and its third party providers consider the above practices to constitute abuse of their IT services and therefore prohibit them. Engaging in one or more of these practices may result in termination or suspension of the offender's access to CCNM IT services or access to third-party provider IT services, in accordance with CCNM's agreement with third party providers and CCNM's Student Code of Conduct.

Complaints from students and alumni regarding e-mail, USENET abuse, illegal use or system or network security issues should be sent to [abuse@ndnet.ccnm.edu](mailto:abuse@ndnet.ccnm.edu).

## CCNM 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:

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

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

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

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

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

**Justice** - Treating all individuals in a fair and equitable manner.

**Professionalism** - Being committed to the service of humanity.

**Tolerance** - 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.

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

## Code of Student Conduct

### **Standards of Student Conduct**

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 the community. The standards of student conduct define the boundaries within which a rewarding and mutually supportive learning environment can be maintained.

A student must be prepared to abide by certain rules and regulations. In this regard, CCNM retains the right to ensure that the students will conduct themselves in a professional manner.

Any breach of conduct involving morality, ethics or legality, on or off campus, may be subject to disciplinary action. CCNM retains the right to initiate disciplinary action in a case where a

student conducts him/herself in a manner unbecoming of a member of the educational institution. Students are obliged to adhere to and uphold the highest ethical standards. The Naturopathic Doctor's Oath is one expression of these standards. The College and the profession are seen in the eye of the general public through the actions and behaviour of their individual members. Thus, in all dealings in and outside of CCNM where students evoke the College's name or reputation, students are expected to conduct themselves according to these standards.

Students will therefore conduct themselves in a professional manner, both in behaviour and appearance. Students will give proper attention to dress and hygiene while on College property or while representing the College off campus. While in clinic, the dress code as stipulated in the clinic policies and procedures will be followed.

Students are expected to maintain a respectful and attentive presence in the classroom. Disruptive behaviour such as talking, cell phone use, distractive computer use or noisy children will not be tolerated, as this affects the learning environment for other students. Faculty are expected to ensure adherence to this standard.

Relationships between faculty and students should remain professional at all times. Students must refrain from forming inappropriate relationships with faculty and staff where a conflict of interest in their professional relationship can be reasonably determined.

Additional guidelines for professional conduct are stipulated in the Primary Intern Manual 2013-2014.

## Dispute Resolution Policy

In an effort to resolve disputes equitably and expeditiously, CCNM has adopted a dispute resolution policy to enshrine the principles of natural justice into all College policies that involve disputes between College stakeholders. Individuals are entitled to know and understand the charges or complaints made against them, and in any matter involving a possible sanction, the individual should be provided with this information in writing. Individuals also have the right to be heard in response to charges or complaints made against them before disciplinary action is taken. The onus is on the College to demonstrate it has acted as expeditiously as reasonably possible in the circumstances. This policy applies to all students, staff, faculty and administration of CCNM. CCNM students, staff and faculty are required to abide by the College policies applicable to them. [View full policy.](#)

## 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, while a student, committed an academic offence that, if detected before the granting of the diploma, would have resulted in the diploma not being granted.

Every CCNM student has an obligation to participate in the enforcement of these regulations. Any student who fails to report the existence of a violation by another student may be found guilty of participating in the said violation.

Any student who is in violation of the regulations may be subject to disciplinary action and penalty.

### **Academic Misconduct**

Academic misconduct at CCNM will be treated very seriously. The first incident of academic misconduct may result in failure in the class involved; a second incident may result in dismissal from the program.

Academic misconduct comprises but is not necessarily limited to the following:

- a) using unauthorized means to complete academic work
- b) plagiarism by submitting academic work that uses the ideas or words of another without proper attribution
- c) submitting for credit any work for which credit has been obtained or is being sought in another academic course at CCNM or elsewhere, without authorization from the faculty member to whom it is submitted
- d) any dishonest act committed to complete academic work

## Non-academic Offences

1. Any breach of conduct involving morality, ethics or legality, on or off campus, may be subject to disciplinary action.
2. Students are expected to conduct their behaviour both in and outside of the classroom in a manner that is consistent with the CCNM Honour Code. Specifically, students will not:
  - a) demonstrate a lack of respect, courtesy or professionalism in any of their dealings with other students, faculty, patients or other member of society;
  - b) damage, destroy or steal College property, or
  - c) fail to return borrowed College property on time and in good condition.

### **Offences against Persons**

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.

### **Offences against Property**

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.

### **Parties to Offences**

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.

### **Sanctions**

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.

## **Disciplinary Procedures**

### **Disciplinary Procedures for Academic Offences**

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.

### **Disciplinary Procedures for Non-academic Offences**

1. Students who are suspected of committing acts of non-academic misconduct are subject to disciplinary action by the College. Student misconduct that occurs in the CCNM residence will usually be investigated and, if appropriate, subject to sanction by the

executive director of student services. However, misconduct by a CCNM student in the CCNM residence that raises concerns as to that student's suitability to become a naturopathic doctor may be subject to additional sanction.

2. Non-academic offences committed in locales other than the CCNM residence will be investigated by the College legal counsel.
3. The student will be advised in writing of the charge made against him or her and will be given the opportunity to be heard before any sanction is applied. If the College legal counsel determines that the student is guilty of a non-academic offence, the dean, in consultation with the College legal counsel, will impose a sanction and advise the student in writing.

If the student is dissatisfied with the finding of guilt or with the sanction, the student may request that the matter be referred to the Appeals Committee. The Appeals Committee will review the case and determine whether or not the sanction is deemed appropriate.

The College may withhold the granting of a diploma, either as part of the disciplinary sanction or pending the resolution of the investigation. A student may be permitted to use CCNM facilities while a decision is pending, unless the dean determines that it would be a threat to the safety or security of others or a disruption of the learning environment if the student were permitted to remain on campus. In such instances, the student's access to CCNM facilities may be restricted.

The dean may cause a notation to be recorded on the student's academic record and transcript, until the final disposition of the matter, to indicate that a student's standing in a course or academic status is under review. A student upon whom a sanction has been imposed shall not be allowed to withdraw from a course so as to avoid the sanction imposed.

Serious academic sanctions will become part of the student's permanent transcript.

Clinic offences will be dealt with pursuant to the process set out in the Primary Intern Manual 2013-2014.

## Appeals Procedure

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

Any student who believes that a final course grade has been arrived at incorrectly or a sanction is inappropriate must first consult with the appropriate associate dean or 1<sup>st</sup> or 2<sup>nd</sup> year coordinator.

- If the matter cannot be resolved to the student's satisfaction with the associate dean or 1<sup>st</sup> and 2<sup>nd</sup> year coordinator, the student must consult with the dean.
- In the event that the matter is not resolved to the student's satisfaction, the student may appeal to the Appeals Committee.
- 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.

#### **Procedure for Hearings of the Appeals Committee**

- 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; CCNM 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.

## Academic Policies

CCNM's academic policies are designed to help create a College environment that is learner-centred and focused on helping our students succeed in their academic and professional careers. As we are all members of the CCNM community, we have an obligation to ensure that our community conducts itself in a manner that is safe, honest and centred on our learning objectives. It is CCNM's goal to see our students succeed. If you are experiencing difficulties of an academic or personal nature, it is highly recommended that you contact Student Services or the Office of Academic Affairs as soon as possible so that assistance and support can be provided.

### A. Program Duration

Students normally complete the curriculum over a four-year period. Students who do not intend to, or cannot complete the curriculum in four years should consult with the Registrar at their earliest opportunity.

A full-time student may complete the curriculum in up to six years with the approval of the dean. Students who begin the program on partial load may complete the curriculum in up to seven and one half years.

### Academic sessions

The curriculum is comprised of four academic years. The 2013-2014 academic year is divided as follows:

	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>
<b>September Start</b>			
Year 1	Sept. 3 - Dec. 20/13	Jan. 6 – May 2/14	
Year 2	Sept. 3 - Dec. 20/13	Jan. 6 – May 2/14	
Year 3	Sept. 3 - Dec. 20/13	Jan. 6 – May 2/14	
Year 4 (2012-13)	May 11 – Aug.31/13	Sept. 3 - Dec. 23/13	Jan. 2 – May 2/14
<b>January Start</b>			
Year 1	Jan. 6 - Apr. 25/14	May 5 - Aug. 22/14	

<b>IMG Start</b>	May 5 - Aug. 22/14		
<b>New Year 4 *</b>	May 12 – Aug. 30/14	Sept. 2 – Dec. 24/14	Jan. 5 – May 2/15

\* Students completing Year 3 in 2013 will start their Year 4 schedule in May 2013.

**Note:** Licensing exams are written in August following completion of the second and fourth years of the program. See page 116 for details.

### **Attendance policy**

1. Attendance at all classes is expected. All practical sessions and labs are mandatory.
2. **A daily swiping procedure is in effect for all full- and part-time students.**  
Students are required to swipe their CCNM student ID card at one of the card readers located at the front desk once a day for each day they have a scheduled class. Card readers are active for the entire day. **CCNM complies fully with the performance requirements for the administration of the Ontario Student Assistance Program (OSAP) by Private Schools (non-PVS), as set out by the Ministry of Training, Colleges and Universities (MTCU). Failure on the College's part to enforce an active participation policy (see page 41) consistent with the Ministry of Training, Colleges and Universities guidelines could result in the loss of eligibility for CCNM students to access federal/provincial/U.S. financial aid.**
3. Students will be requested to meet with the registrar to provide valid documentation if they fail to meet the following requirements:
  - a) Failure to attend for five consecutive scheduled days without valid documentation.
  - b) Maintain a course load of 60 per cent.
  - c) Participate in 20 hours of instruction per week for four consecutive weeks.
4. Failure on a student's part to meet CCNM and MTCU active participation policy requirements may result in suspension and/or dismissal from the College.

### **Student absences from practicals and small groups**

1. All practical sessions and labs are mandatory.
2. Students will be required to make up missed sessions. Faculty will determine what activity is required to ensure the missed learning outcomes are achieved (in some cases it will be appropriate for faculty to have student fill out a practical makeup request).
3. Student absences do not require documentation (medical note).
4. Students are allowed to be absent between 10 and 20 per cent of practical sessions.  
The exact number is determined by faculty (students need to consult the course outline).
5. Students absent more than the allowed number will fail the course.

### **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 student's 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 Promotion and Standing**

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.
4. In situations where academic probation applies, probation status is indicated on the student's transcript.

### **Academic Dismissal**

1. The College will normally dismiss a student if his/her academic progress is unsatisfactory based on any of the following criteria:
  - The CGPA is below 2.3 after the first term of enrolment.
  - After a probationary term both the TGPA and CGPA are below 2.7.
  - A student fails a course twice.
2. A student may submit a written appeal of his/her academic dismissal to Academic Affairs. A student who is successful in his/her appeal receives a written contract outlining the conditions for reinstatement.
3. A dismissal for academic standing is recorded on a student's transcript.

### **Grade point average**

1. Each course is assigned a unit value based on the nature of the instruction and the number of contact hours for the course. A weighted grade point average for each academic year will be calculated using the credit hours of each course as the weight. Transcripts of academic record will include a grade point average for each academic year and a cumulative grade point average.
2. Grades for courses that are measured on an "achieved competency" basis and with final grades of "W," "INC," or "EQV" will not be used in the calculation of grade point averages.
3. When a course is taken for a second time, both grades are recorded on the student's transcript. However, only the higher of the two grades is used in CGPA calculations.

- Final grades for a course will normally be derived from a series of examinations, quizzes, tests or assignments. Final grades will be reported to the Registrar as a percentage grade. This percentage grade will be converted to an alpha grade and a grade point based on the following scale:

Per cent grade	Alpha grade	Grade point
90 to 100	A+	4.0
85 to 89	A	3.9
80 to 84	A-	3.7
77 to 79	B+	3.3
73 to 76	B	3.0
70 to 72	B-	2.7
67 to 69	C+	2.3
65 to 66	C	2.0
<65	F	0

Achieved Competency	AC
Pass	P
Fail	F
Incomplete	INC
Withdrawal	W
Advanced Standing	EQV

## E. Examinations

- 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.
- 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.
- 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.
- 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.
- 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) sittings for a supplemental exam).\*
- Rescheduled examinations will occur within 3 weeks of the date of the missed examination.
- Rescheduled exams will test similar competencies to the original examination, but may utilize different testing methods (e.g., multiple choice and short answer).

8. Rescheduling of evaluations is subject to administrative fees as outlined in the Academic Calendar.

**\*Note:** Due to the nature of the OSCE II and III examinations they will each only be scheduled once per academic year. Each examination will include the originally scheduled day(s) and one additional make-up day scheduled within the next four weeks.

## **F. Examination Procedures**

9. Students should arrive at the College and ready to check in 30 minutes before the start of an examination.
10. Admittance to examination rooms occurs 15 minutes prior to examination start time. Prompt arrival ensures that students have time to check-in, be seated and hear instructions before the testing period begins.
11. All examinations will start on time unless advance notice is provided by the OAA. Students who arrive 10 minutes after the start time will not be permitted to write the exam.
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 time and a proctor of the same gender must accompany the student. Please note that students are not given extra time to make up for time lost due to restroom breaks taken during the exam period.
14. The examination booklet and the computer answer sheets must be kept in front of the examinee at all times. No examination answer booklet, or other material issued for the examination, may be removed from the examination room by any student.
15. If a student believes that an exam question is poorly written, has double right answers or is vague, the student may write his/her comments on the back of the Scantron sheet for multiple choice questions, and/or the first answer sheet for written questions.
16. The following items are permitted at testing stations: student card, pen, pencil, eraser and a non-alcoholic beverage in a closed non-breakable container. If you need to eat, take medications/tinctures, etc., or to have access to medical supplies during the testing period, you must leave these items with a proctor at the time you check in for an examination. The items must be clearly labeled with your first and last name before you leave them with a proctor.
17. The following items are prohibited from all testing stations and are to be placed neatly in the designated areas of the examination room prior to seating:
  - a). Electronic devices, including cell phones, pagers, PDAs, laptop computers, calculators, digital watches, recording or filming devices, digital or analog music players, etc.
  - b). Backpacks, handbags, briefcases, wallets
  - c). Books, notes, study materials, scratch paper
  - d). Coats, jackets, gloves, hats, caps, hoods, scarves (with the exception of religious head coverings)

- e). Sunglasses, visors, eyeglass cases
  - f). Items which in the opinion of the proctor may be used to provide an unfair advantage to a student
18. Irregular behaviour exhibited by a student will be reported by the exam proctor to the OAA and will result in an academic misconduct investigation. For more information please refer to the section on Student Conduct. Irregular behaviour is described as:
- a). Copying or allowing answers to be copied while taking the examination
  - b). Talking to other examinees once the testing period has begun
  - c). Accessing written or electronic information while taking the examination
  - d). Reproducing exam content (e.g., taking notes about or digital pictures of exam items)
  - e). Failing to adhere to a proctor's instructions or requests
  - f). Failing to close the exam booklet and cease marking the answer sheet when time is called
  - g). Taking any exam materials from the testing room at any time during or after the testing period
  - h). Behaviour which in the opinion of the proctor provides an unfair advantage to a student
19. On suspicion of irregular behaviour the proctor will take immediate action, which may include moving the student to an alternate test location, terminating the exam, confiscating suspicious devices/materials and removal of the student from the exam room. The proctor is required to file an incident report with the OAA.

**G. Examination Dates**

The dates of final exams are:

**Fall session**

Midterm	Oct. 15 – 18, 2013
Final	Dec. 9 – 20, 2013

**Winter session**

Midterm (January start)	Feb. 18 – 21, 2014
Midterm	Feb. 24 – 28, 2014
Final (January start)	Apr. 14 – 25, 2014
Final	Apr. 21 – May 2, 2014

**Summer session**

Midterm	June 16 – 20, 2014
Final	Aug. 11 – 22, 2014

**I. Incomplete Grades Policy**

The following policy applies to students who wish to apply for an incomplete (INC) grade in a course.

1. Students who have extenuating circumstance and are eligible to receive an incomplete grade need to submit an application form to the OAA within two weeks of the end of the exam period.

2. Under extenuating circumstances an INC can be placed on the official transcript. Students are expected to complete their course requirements as quickly as possible.
3. The INC will convert to an F after six weeks.

Note: this policy does not apply to CLE 404, 412 and 450.

#### **J. Final Grade Notification**

1. Following approval, all final grades will be posted electronically.
2. It is the responsibility of the student to stay informed of his/her final grades.
3. For transcript inquiries, refer to Student Transcripts, page 31.

#### **K. Supplemental Examinations**

1. Supplemental exam request are submitted to Student Services within three days of grade notification and will be scheduled by the OAA as required. Please note that they will be held no later than the last Friday in June (regular program) or the last Friday in September (January-start program). Supplemental exams will be scheduled to take place at least two weeks after final grade notices have been sent to students.
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.

#### **L. Examination Review**

**Step 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.

**Step 2:** By request CCNM students will have an opportunity to review their performance in an invigilated environment. For multiple choice examinations, students will have access to an itemized scantron report (contains exam key) and a master examination; for written examination students will have access to a copy of their examination to identify areas where they achieved competency and areas where they did not. Step 2 review is scheduled outside

of class time (early evening), and is available free of charge. Please note that there is an administrative charge of \$10 per exam that will be charged to the student in situations where the student signs up and does not show up for an examination review session.

**Step 3:** After completing step 2 students will have the opportunity to sign up for group examination review with individual course instructors. The intended goal of this process is to allow for students to ask individual questions and ensure understanding of key course concepts in a group environment. Please note that there is an administrative charge of \$10 that will be charged in situations where a student signs up and does not show up for a step 3 examination review session.

If you have questions, please send an email to [examreview@ccnm.edu](mailto:examreview@ccnm.edu), which will be responded by the Office of Academic Affairs.

### **M. Remediation**

1. The purpose of remediation is to permit a student who fails one course in an academic year to avoid program delay when circumstances merit. Remediation is a program of intensive focused review of the course material, accompanied by appraisal, to raise a student's comprehension of the subject to an acceptable standard. An instructor or tutor may lead the remediation or a course of self-study may be assigned. Students may seek their own tutoring for the self-study. 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.

## Naturopathic Medicine Diploma Program Objectives

Through excellence in health education, clinical services and research that integrate mind, body and spirit, CCNM's naturopathic medicine diploma 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 naturopathic medicine provides more than **3,000 hours of classroom training and 1,200 hours of clinical experience.**

Naturopathic medicine is founded on the principle of healing through the cooperative power of nature. Individuals who choose to practice as naturopathic doctors pledge to “encourage others to strengthen their health, reduce risks for disease and preserve the health of our planet for ourselves and future generations.” The focus is on promoting health, not on alleviating symptoms. To address the fundamental causes of disease, to heal the whole person through individualized treatment, to teach the principles of healthy living and preventative medicine—these are among the principles that drive the content and structure of the ND program.

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

The principles underlying the practice of naturopathic medicine include:

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

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

### **Biomedical Sciences**

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

### **Clinical Sciences**

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

Diagnostics courses include physical and clinical diagnosis, integrated clinical pathology and differential diagnosis, and diagnostic imaging. A range of primary care issues are covered in courses ranging from maternal and newborn care to pediatrics. Primary care management is covered in the study of botanical medicine, homeopathy, emergency medicine, nutrition, physical medicine (including naturopathic, osseous and soft tissue manipulative therapy, physiotherapy, sports medicine, therapeutic exercise and hydrotherapy), psychological counselling, nature cure, acupuncture and Asian medicine and minor surgery.

### **Art and Practice of Naturopathic Medicine**

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

## **Naturopathic Therapeutics – An Overview**

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

### **Asian medicine/acupuncture**

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. Examples of traditional herbal lore are studied from a current research perspective. 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**

This part of the program 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 discussed. 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 evaluated.

### **Homeopathic medicine**

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

### **Physical medicine**

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

of water are examined, including immersion baths, douching, thermal body wraps, fomentations, and constitutional hydrotherapy.

### **Health psychology and lifestyle counselling**

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

The ND program's extensive classroom training prepares students for their roles as primary interns co-managing patient care in the Robert Schad Naturopathic Clinic, the main teaching clinic of CCNM. It hosts approximately 26,000 patient visits per year and is equipped with 40 patient treatment rooms and six media-equipped preview/review rooms. The clinic offers a range of services, from IV therapy and lifestyle counselling to hydrotherapy and acupuncture. In addition, students complete a four-month placement in an external clinical site, where they gain in-depth knowledge of the practice of community-based medicine. The external sites are located in five community health centres (Sherbourne Health Centre, Anishnawbe Health Toronto, LAMP Community Health Centre, Parkdale Community Health Centre and Queen West Community Health Centre).

### **Preceptor program**

Commencing in the first year, it is mandatory that all students participate in the preceptor program. Students are required to complete 100 preceptor hours. Prior to enrolling in CLE350 (Clinic IV), students must have completed 50 of these hours. Preceptor hours can be achieved by working with a registered naturopathic doctor or an approved, licensed medical professional. CCNM must approve all preceptor hours.

## Course Listing

<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>First Year</b>		
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
<b>TOTAL YEAR ONE</b>		<b>49.5</b>

### 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	3.0
HOM205	Homeopathic Medicine II	3.0
NUT203	Clinical Nutrition II	4.5
PHM201	Naturopathic Manipulation I	2.0
PSY203	Health Psychology II	1.5
<b>TOTAL YEAR TWO</b>		<b>55.5</b>

### Third Year

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
<b>TOTAL YEAR THREE</b>		<b>59.5</b>

### Fourth Year

CLE412	Clinic V	17.5
CLE450	Clinic VI	17.5
NMS401	Ethics and Jurisprudence II	1.0
NMS410	Practice Management II	1.0
NPS402	In-Office Procedures II	1.0
<b>TOTAL YEAR FOUR</b>		<b>38.0</b>

### Fourth Year NEW (Starts May 2014)

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	2.0
NMS410	Practice Management II	2.0
NPS401	In-Office Procedures II	1.0
<b>TOTAL YEAR FOUR</b>		<b>60.0</b>

\* 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

### **How to read course codes**

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.

### **Subject Areas**

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

### **Year 1**

#### **ASM102 Asian Medicine 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 Asian Medicine Point Location 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 Biochemistry**

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 Embryology**

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 Immunology**

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 Clinical Physiology I**

Students explore and incorporate detailed knowledge of the functional organization and operational mechanisms used by cells, tissues, organs and organ systems to patient presentations. Using lectures, practicals, clinical demonstrations and case analyses, students integrate their understanding of the physiological functions of the major systems of the human body in health and disease, to assess patient presentations. Specific physical examination techniques are introduced to explain physiology in action and their utility in clinical assessment.

### **BAS119 Clinical Physiology 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 Anatomy 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 Anatomy 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 Botanical Medicine 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 Clinic I**

This course introduces students to naturopathic practice at the Robert Schad Naturopathic Clinic, the teaching clinic of CCNM. 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 Public Health**

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 Homeopathic Medicine 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 Ethics and Jurisprudence 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 Naturopathic History, Philosophy and Principles**

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 Art and Practice of Naturopathic Medicine**

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 Clinical Nutrition I**

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 Massage/Hydrotherapy**

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 Health Psychology 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 Principles in Research**

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.

## **Year 2**

### **ASM202 Asian Medicine 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 Asian Medicine Point Location 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 Asian Medicine Point Location 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 Pharmacology**

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 Microbiology 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 Microbiology II**

This course continues and builds on the curriculum of Microbiology I. The role of microorganisms in clinical diseases is discussed. 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: BAS215)

### **BOT202 Botanical Medicine II**

This course organizes the study of herbs based on their specific clinical effects and affinities for different body systems, providing training in pharmacognosy and the clinical use of whole plants and extracts. Along with a traditional lecture format, clinical application of the course material is approached through case-based learning sessions. Topics include: therapeutic actions and indications of specific herbs; dosage and prescribing strategies; contraindications, interactions, and safety issues; therapeutic categories of herbs and principles of botanical practice. Empirical data on traditional uses for plants as medicines is integrated with modern scientific research on their pharmacological actions and clinical use. (Prerequisites: BAS119, BOT101)

### **CLE201 Clinic II**

This course allows students to continue the development of their clinical skills through direct contact with patients. Under the mentorship of fourth-year interns and clinical faculty, students perform portions of the patient intake and physical exam on RSNC patients. Students spend time shadowing clinic faculty and their fourth-year mentor, and are assessed on clinical competencies such as patient rapport, intake skills, professionalism and medical record keeping. (Prerequisites: BAS119, BAS121, CLE100, NMS101; Co-requisites: CLS223)

### **CLS213 Clinical Medicine I**

The curriculum of Clinical Medicine I is integrated with CLS223 (Physical and Clinical Diagnosis Practicum I). Presented in modules, the Clinical Medicine series are designed to support the student in developing competence in each stage of the clinical encounter: history, physical examination, laboratory investigation, differential diagnosis, and concepts related to management.

Each module uses case studies to discuss incidence, etiology, pathology, and progression of common primary care concerns relevant to clinical practice. Students explore and incorporate the functional organization and operational mechanisms used by cells, tissues, organs and systems. Clinical cases provide context for selecting and applying specific physical examinations and laboratory tests. The student interprets and critically evaluates information derived from history, physical exam, and laboratory investigations, and uses their developing clinical reasoning skills to arrive at relevant and appropriate working diagnoses, based on real-life signs and symptoms presented in clinical practice.

Successful course completion of CLS213 enables students to understand basic patterns of human pathologies and their application to varying disease processes, recognize the presentation of life-threatening disorders, identify and interpret clinical manifestations of

common diseases, and provide 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, BAS119; Corequisite: CLS223)

### **CLS214 Clinical Medicine II**

Clinical Medicine II is a continuation of Clinical Medicine I, and is integrated with CLS224. It builds on the competencies acquired in CLS213, and is designed to continue student development in each stage of the clinical encounter: history, physical examination, laboratory investigation, differential diagnosis, and concepts related to management.

Case studies are used as the backdrop to discuss incidence, etiology, pathology, and progression of common primary care concerns relevant to clinical practice. They provide context for selecting and applying specific physical examinations and laboratory tests, and students interpret and critically evaluate information derived from history, physical exam, and laboratory investigations. Students use their clinical reasoning skills to arrive at relevant and appropriate working diagnoses, based on real-life signs and symptoms presented in clinical practice.

Successful course completion of CLS214 enables students to understand basic patterns of human pathologies and their application to varying disease processes, recognize the presentation of life-threatening disorders, identify and interpret clinical manifestations of common diseases, and provide a rationale for underlying treatment. The course serves as a foundation for the clinical reasoning skills used in the practice of primary care.  
(Prerequisites: CLS213, CLS223; Corequisite: CLS224)

### **CLS223 Physical and Clinical Diagnosis Practicum I**

The curriculum of CLS223 is integrated with Clinical Medicine I and the cases used in each of the modules are designed to support the student in developing the technical competence in taking a patient history and performing a physical examination efficiently and accurately. This course develops the skills necessary to conduct a thorough systems-based physical examination, interpret physical findings, elicit a complete medical history, and document the information appropriately. (Corequisite: CLS213)

### **CLS224 Physical and Clinical Diagnosis Practicum II**

This course follows CLS223 and CLS213; the curriculum for Physical and Clinical Diagnosis Practicum II is integrated with Clinical Medicine II. The cases used in each of the modules are designed to support the student in developing the technical competence in taking a patient history and performing a physical examination efficiently and accurately. This course develops the skills necessary to conduct a thorough systems-based physical examination, interpret physical findings, elicit a complete medical history, and document the information appropriately. (Prerequisite: CLS223; Corequisite: CLS214)

### **FNM201 Foundations of Naturopathic Medicine**

Students are engaged in examining, debating and assessing the principles, philosophical and practical underpinnings that define naturopathic medicine. Active learning is facilitated

through group writing and debate, as well as through panel discussions with practicing naturopathic doctors. (Prerequisites: NPH102)

### **HOM204 Homeopathic Medicine II**

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*. Textbooks and computer software are used in the delivery of the competencies, and students will have the choice to use hard copy book format or software format in case analysis. (Prerequisite: HOM100)

### **HOM205 Homeopathic Medicine 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)

### **NUT203 Clinical Nutrition 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 Naturopathic Manipulation 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 Health Psychology 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)

## **Year 3**

### **ASM302 Asian Medicine 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 Asian Medicine III Clinical Applications**

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 Botanical Medicine 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 Clinic 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: CLE200, CLS214, CLS224; Corequisite: CLE303)

### **CLE303 Primary Care**

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)

### **CLS301 Maternal and Newborn Care**

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 Pediatrics**

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 to treatment. (Prerequisites: CLS214, CLS224)

### **CLS304 Emergency Medicine**

Students learn the key principles of basic life support and develop thought processes required to effectively handle emergency situations. Clinically relevant case scenarios and supervised practical sessions are presented. The RSNC emergency procedures are incorporated to prepare students to implement protocols during their internship. Successful graduates will possess the knowledge, skill and experience to develop emergency protocols for their clinical practice. (Prerequisites: CLS214, CLS224)

### **CLS306 Men's Health and Women's Health**

This course provides students with a comprehensive overview of the most commonly seen health concerns related to men's and women's health in clinical practice. Students are able to identify and apply gender-specific and age-based screening tests based on current research and regional guidelines. They develop skills in performing gender-specific physical examinations and interpreting relevant lab results. Therapeutic management of gender-specific health concerns is emphasized. (Prerequisites: CLS214, CLS224)

### **HOM300 Homeopathic Medicine IV**

Clinical exposure to case taking, case analysis and case management are the focus of this course, which consolidates knowledge from HOM100, HOM202 and HOM203. Real cases are presented and managed by advanced practitioners who are experienced in the field of homeopathic medicine. This gives students the opportunity to witness various styles of homeopathic practice rooted in a classical homeopathic approach. Additionally, students prepare for their internship through independent study of acute and first aid *materia medica*. (Prerequisites: HOM205)

### **NMS310 Practice Management I**

The goals of this course are to provide students with a general knowledge of business concepts, practices and activities and to give them a framework for understanding the steps

in the development of their future business as a naturopathic doctor. The course will guide the student towards understanding the business purpose, targeting patient segments, attracting and retaining patients, marketing, and understanding a variety of business models. Double entry accounting will also be introduced. Students will also develop their presentation skills and interact with experienced practitioners.

### **NPH305 Integrated Therapeutics I**

This course is a companion to Standards in Primary Care (CLE303). Integrated Therapeutics I discusses and evaluates the best practices in therapeutic intervention for commonly seen conditions in primary care. Naturopathic principles and philosophy are aligned in patient management, and the naturopathic therapeutics including, but not limited to Asian medicine, botanical medicine, clinical nutrition, counseling, homeopathic medicine, lifestyle modification, nature cure, pharmaceuticals and physical medicine. These are discussed in the context of commonly seen conditions. (Corequisite: CLE303)

### **NPH315 Integrated Therapeutics II**

Integrated Therapeutics II is a continuation of NPH305, and is a companion course to Standards in Primary Care (CLE303). The objective is to discuss and evaluate the best practices in therapeutic intervention for commonly seen conditions in primary health care. Naturopathic principles and philosophy are aligned in patient management, and the naturopathic therapeutics including, but not limited to Asian medicine, botanical medicine, clinical nutrition, counselling, homeopathic medicine, lifestyle modification, nature cure, pharmaceuticals and physical medicine. These are discussed in the context of commonly seen conditions, and independent clinical learning projects enhance student knowledge for patient case preparation and treatment. Primary, secondary and tertiary prevention strategies will also be discussed. (Prerequisite: NPH305; Corequisite: CLE303)

### **NPS315 In-Office Procedures I**

Students learn the procedures needed to obtain a good quality specimen (i.e., blood, hair, skin, throat and urine) for testing, which include patient preparation, collection of the specimen, processing the specimen, and storing and/or transporting the specimen. Students develop an appreciation for the clinical utility of parenteral therapies by naturopathic doctors, and learn how to administer intramuscular injections. The course also covers the administration of naturopathic parenteral preparations of therapeutic benefit to patients. Topics include vitamins, minerals, and evidence supporting the use of outpatient intravenous therapy. (Prerequisite: CLS214; Corequisites: CLS304)

### **NUT302 Clinical Nutrition III**

The application of biomedical and clinical sciences to nutrition offers students valuable perspectives on the treatment and prevention of disease, and health optimization. This course is taught in modules, including biochemical individuality, clinical nutritional examination and the toxicology of commonly used vitamins. (Prerequisites: CLS214, NUT202)

### **PHM301 Naturopathic Manipulation II**

This course exposes students to the clinical assessment and treatment of subluxations/fixations in the cervical, thoracic, lumbar and sacro-iliac portions of the axial

skeleton, as well as costo-sternal, costo-vertebral and peripheral articulations. Clinical assessment of the subluxation/fixation complexes primarily involves the use of motion palpation of these areas, augmented with instruction in static palpation and basic visual assessment techniques. Treatment of subluxation/fixation complexes will be accomplished by high velocity, low amplitude spinal and peripheral manipulative techniques. Indications, contraindications, and appropriate referral for spinal and peripheral joint manipulative therapy will also be discussed. (Prerequisite: PHM201)

### **PHM332 Physical Medicine**

Students learn a system of evaluating musculoskeletal disease and injury, and the principles of rehabilitation for each condition. Rehabilitation is directed by the stage of healing and body part injured. Students will be able to appropriately manage these orthopaedic pathologies using naturopathic modalities. The focus is on the application of manual techniques, hydrotherapy principles, patient education, exercise and utilization of therapeutic machines including ultrasound, TENS and interferential current. Hands-on sessions in small tutorial groups are conducted under the guidance of experienced practitioners in the field of physical medicine. (Prerequisites: CLS214, CLS224, PHM201)

### **PSY303 Health Psychology III**

Health Psychology III focuses on selected clinical topics of significance including: stress management, health maintenance, adaptation to chronic illness, life span challenges, psychopathology, and crisis intervention. This course provides students with opportunities to integrate skills, model psychological adjustment, and gain the confidence necessary to maintain healthy relationships with patients when engaging in therapeutic conversation. (Prerequisite: PSY203)

### **RAD302 Radiology and Advanced Imaging**

Diagnostic imaging modalities, image acquisition techniques, and their indications and benefits are presented with contraindications and risks for a variety of cases. Congenital anomalies and normal variants will be explored, as well as other more serious pathological conditions. Cases presented stress the importance of integrating imaging and lab results to formulate a diagnosis. (Prerequisite: CLS214)

## **Year 3 (May 2012)**

Note: Courses designated with an asterisk (\*) in the course listing section must have been taken no more than six months prior to commencing CLE350. If more than six months have elapsed, the student is required to pass the Clinic Entrance Readiness Examination to demonstrate competency prior to starting CLE350. Additionally, 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.

## **Year 4**

### **CLE412 Clinic V**

Students further develop their skills as primary interns treating patients in the Robert Schad

Naturopathic Clinic and 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: CLE350)

### **NMS401 Ethics and Jurisprudence II**

The course concludes the study of the medico-legal aspects of naturopathic practice. Civil litigation is emphasized as it relates to medical malpractice. Students are taught how to provide written and oral testimony as expert witnesses. The business aspects of establishing a practice are also discussed, including topics such as commercial leases, employment arrangements and partnership law. (Prerequisite: NMS101; Co-requisite: NMS410)

### **NMS410 Practice Management 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 In-Office Procedures 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 Clinic 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.

## **Year 4 (Starting May 2013)**

### **CLE404 Clinic IV**

Students work as primary interns under the supervision of licensed naturopathic doctors and are responsible for managing the care of patients in the Robert Schad Naturopathic Clinic

and its satellite teaching clinics. Students are required to demonstrate the competencies outlined in the Primary Intern Manual and to complete all relevant requirements. (Prerequisite: Successful completion of all courses in Years 1, 2 and 3.) **Students who fail a third-year prerequisite course and are eligible to write a supplemental exam can register in CLE404, as per other academic courses, until they have completed their supplemental exams. Should they fail the supplemental exam they will subsequently be removed from their clinical shifts.**

### **CLE412 Clinic V**

Students further develop their skills as primary interns treating patients in the Robert Schad Naturopathic Clinic and 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: CLE350)

### **NMS401 Ethics and Jurisprudence II**

The course concludes the study of the medico-legal aspects of naturopathic practice. Civil litigation is emphasized as it relates to medical malpractice. Students are taught how to provide written and oral testimony as expert witnesses. The business aspects of establishing a practice are also discussed, including topics such as commercial leases, employment arrangements and partnership law. (Prerequisite: NMS101; Co-requisite: NMS410)

### **NMS410 Practice Management 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 In-Office Procedures 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: NPS415)

### **CLE450 Clinic 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.

## Prerequisite Sciences

### Introduction

CCNM requires applicants to have completed several courses in pre-medical sciences to be eligible for admission into the full-time naturopathic medicine (ND) program. To accommodate the growing number of interested applicants who lack these specific prerequisites, CCNM offers a selection of courses through part-time study in its Continuing Education Department. Applicants should note that taking the prerequisite courses at CCNM (as compared to taking them at another accredited university) does not provide any advantage regarding possible acceptance into the ND program. Also, as these courses are not part of a formal degree program, they are not normally transferable to other academic institutions, with the possible exception of some institutions accredited by the Council on Naturopathic Medical Education.

The prerequisite science courses are offered in a condensed time frame, and classes take place on weekday evenings to allow students to continue to work during their studies.

### Admission Requirements

Prerequisite Sciences registrants must have completed a minimum of two years (10 full courses, 60 credit hours) towards a bachelor's degree. This requirement must be completed prior to commencement of any prerequisite sciences courses and may not be taken concurrently. Transcripts must be submitted prior to course registration. Completion of prerequisite sciences courses does not guarantee admission into the ND program at CCNM.

General Chemistry is a prerequisite for taking Organic Chemistry (SOC 100). Therefore registrants for Organic Chemistry (SOC100) and Biochemistry (SBC100) who have not enrolled in the General Chemistry course offered by CCNM must previously have successfully completed a university level General Chemistry (with lab) course.

### Courses Offered

<b>Course Name</b>	<b>Credit Hours</b>	<b>Course Equivalent</b>	<b>Course Code</b>
General Chemistry (with lab)	6	General Chemistry	SGC100
Organic Chemistry (with lab)	3	Organic Chemistry	SOC100
General Biology	6	Biology	SBI100
Physiology	6	Physiology	SPH100

CCNM does not offer courses in psychology or humanities. Applicants lacking these prerequisites are encouraged to contact Student Services at 1-866-241-2266 ext. 245 or info@ccnm.edu for recommendations.

Note: A full credit (six credit hours) of Physiology will be required as a prerequisite for those applying to enter the ND program in September 2011.

## **Course Descriptions**

### **General Chemistry (SGC100)**

General Chemistry is an intensive course that provides an introduction to the fundamentals of chemistry. It is a demanding, fast-paced course, taught at the first-year university level. There are no prerequisites; however, high school chemistry and biology will prove helpful to the student. The course is designed to cover the fundamental aspects of chemistry, including chemical laws, reaction stoichiometry, thermochemistry, quantum mechanics, electrochemistry, chemical kinetics, and acids and bases. The application of these knowledge areas to naturopathic medicine is incorporated throughout the course. General Chemistry serves as a foundation both for subsequent prerequisite sciences courses and for the ND program. The lab component allows students to experience practical applications of chemistry, which enhance and reinforce the material covered in the lectures. There is no required textbook; however, students might find a standard general chemistry textbook useful for reference and/or additional exercises. Courseware and a lab kit will be provided. The course includes four mandatory lab sessions. Lectures are interactive and require student participation.

### **Organic Chemistry (SOC100)**

*Prerequisite: General Chemistry*

Organic Chemistry is an intensive, introductory course, taught at the first-year university level. The course is designed to provide students with a fundamental knowledge of organic chemistry, covering topics such as chemical reactivity, reaction pathways, stereochemistry, alcohols, ketones, aldehydes, carboxylic acids and amines. The application of these knowledge areas to naturopathic medicine is incorporated throughout the course. Organic Chemistry will provide a necessary foundation for the ND program. The lab component allows students to experience practical applications of organic chemistry, which enhance and reinforce the material covered in the lectures.

There is no required textbook; however, students may find a standard introductory organic chemistry textbook useful for reference and/or additional exercises. Lectures are interactive and require student participation. Courseware and lab kit will be provided.

### **Biology (SBI100)**

This course will provide students with a core foundation in cellular and molecular biology and establish a basis for applying biological concepts to the human body. Students will learn to use relevant terminology and concepts in a biological and clinical context. In addition, students will acquire an understanding of the known mechanisms by which cells and organisms function and achieve homeostasis. Courseware will be provided.

## **Physiology (SPH100)**

*Prerequisite: Biology*

This course in human physiology is designed to provide students with an understanding of the function and regulation of human body with a focus on the basic principles of physiology, homeostasis, and the integration of the organ systems. Topics that will be covered include tissues, body systems, homeostatic and neural control mechanisms, basic metabolism and immunology, as well as bone, joint and muscle physiology. Essential anatomy will also be covered in order to appreciate the link between structure and function with respect to respiratory, gastrointestinal, endocrine, cardiovascular, and renal physiology. Male and female reproductive physiology will also be covered.

### **Registration and Payment Information**

Course registration will remain open until the start of the course or until the course reaches maximum enrolment, whichever comes first. Upon registration registrants will receive a confirmation e-mail confirming their registration. On the first day of classes, students will be issued a student number, Student Handbook, and ID card.

Payments may be made by credit, cash, debit, cheque or money order. A detailed course syllabus, book list, courseware and lab kit (if required) will be provided by the course instructor on the first day of class. Students enrolled in prerequisite sciences at CCNM are bound by the academic policies and student code of conduct as outlined in the Academic Calendar.

### **Tuition and Other Related Fees**

<b>Prerequisite Sciences Course</b>	<b>Tuition Fee</b>	<b>Lab Fee</b>
General Chemistry	\$1,650	\$300
Organic Chemistry	\$825	\$300
Biology	\$1,650	
Physiology	\$1,650	

### **Refund Information**

Once an applicant confirms attendance in a course(s) by submitting the required tuition, the following refund policy will apply:

#### **Course Cancellation**

If a course is cancelled prior to the first day of class, the applicant will receive a 100 per cent refund of tuition and fees submitted for that course.

#### **Withdrawal notice received prior to the start of the course:**

The applicant will receive a 100 per cent refund minus a \$100 registration fee. (Non-refundable lab fee is \$300.)

### **Withdrawal notice received after the start of the course:**

When a student withdraws after a course has started but prior to its midway point, the refund will be the course cost minus a \$100 registration fee, non-refundable \$300 lab fee, and any earned tuition. Refunds will be calculated based on the date that written notification indicating the intent to withdraw is received by CCNM. Once the course reaches the midpoint, no refunds will be awarded.

Earned tuition will be calculated on a course-by-course basis using the following formula:

$$\frac{\text{(Course Tuition / Total Number of Classes)}}{\text{Total Earned Tuition}} \times \text{Number of Classes Taken Place}$$

### **Contact Information**

For further information about prerequisite sciences, please contact the Student Services Department at 1-866-241-2266 ext. 245.

### **Clinical Requirements**

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 limited to patient observation, but may include some clinical activity under the direction of the primary intern and/or supervising clinical faculty. Secondary contacts are 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 the numbers through activities linked to specific clinical courses. The clinical requirements are listed below for the four- and five- year programs respectively:

### **Four-year program**

<b>Academic Year</b>	<b>Clinical Education Course</b>	<b>Clinical Hours/Patient Contacts in Teaching Clinics</b>	<b>Preceptorship Hours/Patient Contacts</b>
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

### **Five-year program**

<b>Academic Year</b>	<b>Clinical Education Course</b>	<b>Clinical Hours/Patient Contacts in Teaching Clinics</b>	<b>Preceptorship Hours/Patient Contacts</b>
Year 1	CLE100	6 hrs./5 Secondary Contacts	Required at end of CLE201
Year 2		No requirements	Required at end of CLE201
Year 3	CLE201	30 hrs./10 Secondary Contacts	20 hrs/20 Secondary Contacts
Year 4	CLE310	66 hrs./20 Secondary Contacts	30 hrs/30 Secondary Contacts
Year 5	CLE404/412/450	1032 hrs./280 Primary Contacts; 45 Secondary Contacts	50 hrs/50 Secondary Contacts

Preceptorship and teaching clinic targets for hours and patient contacts are specific for the individual course with which they are associated. Any hours or contacts collected in excess of the course targets will be added to the total number of secondary numbers required during a student's primary internship (CLE404/412/450) and cannot be used to meet the clinical course requirements of CLE100,201, and 310.

Preceptorships occur throughout a student's enrolment in the naturopathic program, but must follow the prescribed targets and meet the academic requirements outlined in the associated clinical course. Details of the preceptorship program are found below.

# Preceptor Program

## **Preceptor Program**

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 CCONM 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 CCONM preceptorship program.

## **Preceptor Program Procedure**

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.
4. Students should contact potential preceptors by their own means and/or using the list of active preceptors CCONM provides.
5. If a health-care practitioner is not already listed on the CCONM preceptorship list, the student should forward the practitioner the following documents prior to the start of preceptoring (all documents may be found on Moodle>Student Forms and Resources>Preceptorship):
  - Preceptorship Information Package
  - Preceptor Registration Form
6. The completed registration form should then be submitted to the Office of Clinical Education for approval at least five (5) days prior to the planned preceptoring dates.
7. On the dates of preceptorship, the student must bring the Student Preceptorship Record to the preceptor location for completion.
8. Submission of preceptorship records: First-, second- and third-year students must submit their preceptorship records by the close of the courses where due: Clinic II (CLE201) and Clinic III (CLE310). Fourth-year students must attach all preceptorship records to their monthly clinic summary forms. Only the original, signed preceptorship record will be accepted. All documents are to be submitted to the Clinical Education drop box, located in the RSNC by the file room. Students are reminded to keep a copy of all paperwork for their personal records.
9. Further information about the program, as well as preceptorship documents and forms, are available online through Moodle > Student Forms and Resources, which can be accessed through the Current Students section of the CCONM website.

10. Preceptorship program policies and procedures may be subject to change. Students should note that they are also required to comply with any additional policies and procedures, as required by the preceptor.

### **Global Health Preceptorship**

In addition to the standard preceptor program, CCNM recognizes the importance of students being exposed to health-care delivery in other countries, particularly those lacking the infrastructure that exists in Canada and other developed nations. Such exposure should provide students with a greater appreciation of the need to develop sustainable medical services in developing nations as well as an understanding of the inter-relationship between barriers to care and health outcomes. To encourage the development of clinical skills and greater appreciation of global health issues, students at CCNM can apply to do a global health preceptorship during the program.

Students applying to do a global health preceptorship with a medical professional during an academic term need to demonstrate:

- that the opportunity will strengthen their clinical judgment and physical exam skills
- that the opportunity will develop enhanced skills in cultural competency and communication
- the preceptoring opportunity is only available during the academic term and not during non-academic time (i.e., summer)
- they are in good academic standing as described in the student handbook.

**Please note that global health preceptorships must be processed through the Office of Academic Affairs** and if approved, students will be allowed to miss up to one week of academic class time. This time does not include exam periods or the week preceding exam periods (midterms or finals). Any academic/course-based learning objectives missed due to preceptorship will be the students' responsibility to meet.

Students participating in a global preceptorship will be required to abide by the laws governing the delivery of medical services in the relevant jurisdiction. Students are also required to not engage in any medical services for which they have not been trained.

## Clinical Education and Clinic Operations

### **Introduction**

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 Manual 2013-2014, which is available on Moodle.

### **Clinical Curriculum**

At the core of the 2013-2014 clinical curriculum is the application of academic knowledge in 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. 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 2013-2014 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. Interns may do no more than one six-hour shift per day and shift times may not overlap with other shifts or courses. The associate dean of clinical education reserves the right to make changes to the student shift schedule at any time.

### **Accommodations for Clinic Shifts**

Students in the clinical portion of their education will be accommodated in terms of scheduling their clinical shifts in accordance with the requirements of human rights legislation. Students must 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.

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.

### **Externship Program**

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 dean and/or associate dean of clinical education.

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

### **RSNC Vacation/Absence Policies**

For all students enrolled in CLE404, 350, 412 or 450, an Absence form must be submitted to the drop box in the 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 to documented illness, emergency or statutory holidays.

Primary interns are allowed 20 shifts off for vacation and/or professional development (PD) throughout CLE404, 412 and 450. These days cannot conflict with any scheduled exams nor may these absences negatively impact clinic operations. Details of vacation/professional development days can be found in the Primary Intern Manual 2013-2014.

Please note that clinic hours in excess of the minimum requirement cannot be “banked,” i.e., applied towards additional vacation days.

#### **Vacation or PD may not be taken:**

- Immediately prior to, or following a month-long externship.
- In the two weeks prior to the clinical year-end.

#### **Maximum vacation length allowed:**

- 2 weeks: during CLE404
- 3 weeks: over the course of CLE412 and CLE450 combined.

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 Student Message Centre at least **three weeks prior** to the intended shift date. (Please note that this includes the last three weeks of the final clinical term.)

On-call shifts are not available to compensate for a withdrawal, suspension or having started the term late. Time taken off for an elective withdrawal will be made up after the end of the clinic year.

### **Infractions and Sanctions**

An infraction is defined as a breach of professionalism, policy or procedure on the part of the intern.

#### Examples of Infractions:

1. Unexcused absence – absence not scheduled through Clinic Operations and no illness/emergency; no doctor's note when required.
2. Provision of treatment to a non-patient, or to anyone while outside the confines of a clinical shift at RSNC, its satellite clinics or externship placements.
3. Selling any products to RSNC patients. Specifically, interns may not use their BMS student discount to acquire and resell products to patients regardless of whether any profit is earned on the transaction.
4. Entering the patient record room.
5. Keeping patient charts overnight or taking them off-site.
6. Attempting to sign out patient charts when you are not the treating intern.
7. Advising a patient to walk-in as an acute for a non-acute condition.
8. Transferring rooms without re-booking at reception.
9. Repeated clinic dress-code violations
10. Refusing to cover laboratory, dispensary, acute or new patients when requested to do so.
11. Late attendance to any scheduled duty intern shift. Repeated late clinic attendance.

Sanctions will be considered on a case by case basis and determined by the associate dean of clinical education, the associate director of clinic services, and/or the dean. A range of sanctions may be applied including warnings, loss of privileges, suspension, course failure and expulsion, depending on both severity of the infraction and number of prior sanctions.

### **Business Cards and Advertising**

Clinic interns are encouraged to use business cards, with the following guidelines:

1. The card is produced under the guidance of Marketing and Communications. A standard, consistent format is used. The design may not be altered in any way.
2. Personal telephone numbers and addresses are not permitted on student business cards.
3. The card shall clearly indicate that the person is a clinic intern.
4. The card may list only those degrees previously earned; however, the degree MD may not be used (see Annual Report 1988, p. 32 of the Board of Directors of Drugless Therapy - Naturopathy). The prefix Dr. may not be used even if one has earned a PhD. You may not list that you are a student or trainee in another health-related profession.
5. When acting as a representative of CCNM, the title ND (Cand.), or any other modification of the Naturopathic Doctor title, may not be used in any communication or marketing material (including business cards, email signatures, presentations, etc.).
6. The card shall in no way identify areas of naturopathic therapy (lifestyle, manipulation, homeopathy, etc.) or scopes of practice.

7. Clinic flyers and brochures are available from Marketing and Communications. Students are encouraged to take clinic flyers wherever they go and place them where they work, etc., to promote their practice at the RSNC at every opportunity. Flyers will be printed as needed for special events.
8. Public lectures are arranged for various organizations as an opportunity for third- and fourth-year students to promote their clinic services as RSNC interns, and to enhance their public speaking skills. Marketing and Communications organizes these lectures. Opportunities are advertised monthly in *RSNC Marketing News* (an e-newsletter circulated to all fourth-year interns) and are posted on the bulletin board in the corridor outside classroom 4.

### **Dress Code**

The dress code for RSNC is “business-casual”, as outlined below, and is required of all interns on shift (including those on duty intern shifts). An intern who does not conform to the clinic dress code will be asked to leave and return wearing the appropriate attire.

Appropriate clinic attire is as follows:

1. Clean, neat, pressed clothing that reflects a professional attitude.
2. White lab coat with name tag.
3. Men: collared shirt, dress pants, clean, comfortable footwear - no athletic shoes.
4. Women: dress/skirt (knee length or below) or dress slacks, dress shirt or blouse, clean, comfortable footwear - no high boots with short skirts, no visible cleavage.
5. No denim or jeans of any colour, no shorts, no athletic wear or athletic shoes, no open-toed shoes or sandals.
6. Minimal jewelry and/or visible piercings and tattoos.
7. Nails must be neat, clean and short. Coloured nail polish is discouraged.
8. Long hair must be tied back.
9. No scents/fragrances of any kind may be worn on the CCNM campus and at the RSNC. Please use unscented shampoos, deodorants, body lotions, etc., and refrain from wearing perfume or cologne).
10. No offensive body odour.

### **Etiquette**

All clinic faculty are to be referred to in a manner corresponding to their professional designation. Students are expected to always interact with reception staff, clinical faculty and other members of the clinic community in a respectful and professional manner.

### **Clinic completion requirements:**

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 requirements must be completed:

RSNC, satellite clinics and externship program	1032 hours
Preceptor program	100 hours, 100 patient contacts

For more information, see the Primary Intern Manual 2013-2014.

## **Residency Program**

CCNM is committed to providing high quality postgraduate residence experiences for a limited number of qualified graduates from Council on Naturopathic Medical Education (CNME) accredited naturopathic medicine programs. The residencies will consist of increasingly independent clinical experiences, research opportunities, structured mentoring and advanced clinically focused curriculum components. The number of residencies provided each year will be dependent on the number of college-approved residency sites as well as the availability of qualified candidates.

# Policy on Academic Freedom

## **General Principles**

CCNM acknowledges that the enrichment of the intellectual experience is dependent upon the existence of a free and open academic community. Conflict of ideas cannot occur unless there is the guaranteed opportunity for a variety of viewpoints to be expressed. Tolerance for the opinions of others is an inescapable condition of the meaningful pursuit of truth. CCNM recognizes its responsibility to provide opportunity for expression of diverse points of view as a means of guaranteeing academic freedom. As set out in the Policy Statement of the Canadian Association of University Teachers, “academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base research and teaching on an honest search for knowledge.”

## **Faculty**

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

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

## **Students**

Students are entitled to be taught within an environment in which the exploration of ideas is encouraged, and to have access to all information pertinent to their subjects of study. They have the right to intellectual disagreement with their instructors and associates and to question them without fear of recrimination or punishment. They are also entitled to seek publication of their views, to seek membership in voluntary groups, to seek or hold public office and to take lawful action in accordance with their views. Students also have the

obligation, when appropriate, to make it clear that their actions, their statements and their memberships do not necessarily represent the views of the institution.

### **Guest Speakers and Other Programs**

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

## **Policy on Intellectual Property**

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

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

### **Objectives**

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

- to safeguard intellectual property so that it may receive adequate legal protection against unauthorized use

### **Coverage and Definition**

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

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

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

### **General**

This policy applies to all CCNM employees and students.

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

### **Scholarly Activity**

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

### **Works for Hire**

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

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

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

### **All Other Work**

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

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

### **Consulting**

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

## Other College Policies with Potential Application to Students and Applicants

### **Drug-free Policy**

CCNM will not tolerate, and will take action against, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on College premises by any employee or student, or by any employee or student conducting College business.

As a condition of College employment or enrolment, all employees and students agree to abide by the prohibition against controlled substances and to notify the College of any

criminal drug statute conviction for a violation occurring in a location in which the College operates no later than five days after such a conviction. [View full policy.](#)

### **Fragrance-free Policy**

Due to health concerns arising from exposure to scented products, CCNM is committed to providing a fragrance-free environment to all employees, students, residents, patients and visitors. Fragrances are defined as any product that produces a scent strong enough to be perceptible by others, including but not limited to cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, scented oils and/or similar products. Any student who is found in violation of this 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.](#)

### **Smoke-free Policy**

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

### **Statement of Equal Opportunity**

The Canadian College of Naturopathic Medicine works to ensure that the principles of the Ontario Human Rights Code are reflected in our dealings with all of our constituents. The Ontario Human Rights Code states:

*Every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status, or handicap.*

This applies to all matters of the College.

### **Harassment and Discrimination**

All members of the CCNM community are expected to be sensitive to and respectful of other members of the community and those with whom they come into contact while representing CCNM. All forms of harassment and discrimination are prohibited.

Discrimination refers to action or behaviour that results in the unfavourable, adverse or preferential treatment related to the following prohibited grounds: race, colour, ancestry, place of birth, national origin, citizenship, creed, religious or political affiliation or belief, sex, sexual orientation, physical attributes, family relationship, age, physical or mental illness or disability or place of residence.

Harassment is a form of discrimination. It includes unwanted remarks, behaviour or communications in any form based on a prohibited ground of discrimination where the person responsible for the remarks, behaviour or communications knows, or ought reasonably to know these are unwelcome, unwanted, offensive, intimidating, hostile or inappropriate.

Sexual harassment means engaging in a course of vexatious comment or conduct of a sexual nature including, but not limited to: sexual assault, verbal abuse or threats of a sexual nature, unwelcome and repeated sexual invitations, dates, flirtations or requests, unwelcome innuendo or taunting about a person's body, physical appearance or sexual orientation.

Conduct also constitutes harassment, whether or not it is based on the prohibited grounds as listed above, when it creates an intimidating, demeaning or hostile working or learning environment.

If at any time you believe you are being subjected to harassment or discrimination, if you become aware of such conduct being directed at someone else, or if you believe another student or employee has received more favourable treatment because of discrimination, please promptly notify the director of human resources, the department dean, your supervisor or the president.

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.](#)

### **AODA Policy**

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.](#)

### **Bill 168**

Bill 168 is an Act to amend the *Ontario Occupational Health and Safety Act* (OHS Act) 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.

Each member of the CCNM community is responsible for creating an environment that is free from workplace violence. Employees are required to report any violence or any serious potential of a violent situation immediately to management, security, or the Human Resources department. The Human Resources department is responsible for providing training to all workers on the harassment and violence policies. [View full policy.](#)

### **Policy on Institutional Closure**

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.](#)

### **Formal Complaint Policy**

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 about the ND program should submit their concerns in writing to the President's Office, noting that the submission represents a formal complaint. The president will review all complaints, ensure that all necessary parties are consulted and attempt to resolve any matters in dispute.

## Privacy Policy

### **The CCNM Commitment to Privacy**

CCNM values your right to personal privacy and is committed to protecting your personal information.

The CCNM privacy policy states our commitment to the rights of patients, employees, donors, students, and the general public regarding personal information collection, use, retention and disclosure. Our privacy policy and Code of Personal Information Practices comply with the federal *Personal Information Protection and Electronic Documents Act* (the "Act") as well as Ontario's *Personal Health Information Protection Act*. [View full policy.](#)

### **What is personal information?**

Personal information is defined as information about an identifiable individual. For example, an individual's home address, personal e-mail address and home phone number are all considered to be personal information.

### **What is personal health information?**

Personal health information with respect to an individual, whether living or deceased, means:

- a) information concerning the physical or mental health of the individual;
- b) information concerning any health service provided to the individual;
- c) information concerning the donation by the individual of any body part or any bodily substance of the individual or information derived from the testing or examination of a body part or bodily substance of the individual;
- d) information that is collected in the course of providing health services to the individual; or
- e) information that is collected incidentally to the provision of health services to the individual.

### **What is not personal information?**

Business information such as suppliers' names and company addresses, company e-mail addresses, and company phone numbers are not considered personal information. In addition, the name, title or business address or telephone number of a CCNM employee is not personal information. This information is not protected under the law.

**CCNM collects and may disclose personal information for the following reasons:**

- to establish and maintain a responsible relationship with you and provide you with ongoing service and information;
- to understand your needs and develop and recommend suitable services;
- to manage and develop our activities and operations, including personnel, academic, employment and patient matters; and
- to meet legal, financial and regulatory requirements.

Your personal information will not be collected, used or disclosed in relation to any commercial activities undertaken by CCNM, without your prior consent.

**Code of personal information practices**

Safeguarding your personal information has always been a priority at CCNM. As such, we have developed and implemented a formal policy and code outlining our obligations with respect to the use, collection and disclosure of personal information.

**Students, faculty, clinic interns, employees and agents**

Students, faculty, clinic interns and other agents representing CCNM sign a confidentiality agreement with the College and clinic that requires the proper safeguarding, collection, use and disclosure of personal information. We also place strict controls on the protection and use of personal information within our systems and ensure that authorized faculty, employees and other agents working on our behalf are committed to respecting your privacy at all times.

**Disclosure**

We do not trade, lease, or sell your personal information or your personal health information. However, you should be made aware that personal information is not protected from access by law enforcement agencies, life-threatening emergencies, internal security protection, collection agencies or when requested by court authorities.

**Questions or concerns**

If you have questions or concerns about your privacy, please contact Keith Pownall, LLM, legal counsel, at ext. 258.

## Overview of Regulation and Licensure

**Canada**

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

For information on the practice of naturopathic medicine in Canada, contact the Canadian Association of Naturopathic Doctors/Association Canadienne des docteurs en naturopathie. 416-496-8633 or 1-800-551-4381

[info@cand.ca](mailto:info@cand.ca)

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

### **Ontario**

The profession of naturopathic medicine has been regulated since 1925 in Ontario. The Board of Directors of Drugless Therapy - Naturopathy maintains a list of all naturopathic doctors who have met the requirements outlined above and passed provincial board examinations. Each active registrant is required to obtain 30 continuing education credits in each 24-month period. Regulation in Ontario is currently under transition to the *Naturopathy Act*, embraced within the *Regulated Health Professions Act* (RHPA). It is anticipated this transition will be completed by March 31, 2014.

Board of Directors, Drugless Therapy - Naturopathy (BDDTN)

Tel: 416-866-8383

[office@bddtn.ca](mailto:office@bddtn.ca)

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

Ontario Association of Naturopathic Doctors (OAND)

Tel: 416-233-2001

[info@oand.org](mailto:info@oand.org)

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

### **British Columbia**

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

CNPBC

Tel: 604-688-8236

[office@cnpbc.bc.ca](mailto:office@cnpbc.bc.ca)

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

British Columbia Naturopathic Association

Tel: 800-277-1128

[bcna@bcna.ca](mailto:bcna@bcna.ca)

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

### **Alberta**

As of August of 2012, the naturopathic profession in Alberta is regulated under Schedule 14 of the *Health Professions Act* of Alberta. Naturopathic doctors must meet the requirements for the restricted activities they perform in their practice and must maintain competence for

them. Upon proclamation of the legislation, the Alberta Association of Naturopathic Practitioners became the College of Naturopathic Doctors of Alberta which oversees the regulation of the profession.

College of Naturopathic Doctors of Alberta  
Tel: 403-226-2246  
[www.cnda.net](http://www.cnda.net)

### **Saskatchewan**

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](mailto:registrar@sanp.ca)  
[www.sanp.ca](http://www.sanp.ca)

### **Manitoba**

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

Manitoba Naturopathic Association  
(regulatory body/provincial association)  
Tel: 204-947-0381  
[info@mbnd.ca](mailto:info@mbnd.ca)  
[www.mbnd.ca](http://www.mbnd.ca)

### **Quebec – unregulated**

Quebec Association of Naturopathic Doctors  
514-279-6629  
[www.qanm.org](http://www.qanm.org)

### **New Brunswick – unregulated**

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

### **Newfoundland and Labrador – unregulated**

Newfoundland and Labrador Association of Naturopathic Doctors  
Tel: 709-722-4232  
[natpatkat@yahoo.ca](mailto:natpatkat@yahoo.ca)

### **Nova Scotia**

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

### **North West Territories – unregulated**

Northwest Territories Association of Naturopathic Doctors  
[Dr.redvers@gaiand.com](mailto:Dr.redvers@gaiand.com)

### **Nunavut – unregulated**

No professional association.

### **Prince Edward Island - unregulated**

Prince Edward Island Association of Naturopathic Doctors  
902-894-3868  
[www.peiand.com](http://www.peiand.com)

### **Yukon – unregulated**

Yukon Naturopathic Association  
867-456-4151

### **United States of America**

At present, NDs are licensed in 17 U.S. states: Alaska, Arizona, California, Colorado, Connecticut, Hawaii, Idaho, Kansas, Maine, Minnesota, Montana, New Hampshire, North Dakota, Oregon, Utah, Vermont, Washington, the District of Columbia, and the territories of Puerto Rico and the U.S. Virgin Islands.

Active legislation campaigns to license NDs are underway in Rhode Island, Massachusetts, Missouri, North Carolina and New York.

The American Association of Naturopathic Physicians (AANP)  
Tel: 202-895-1392  
[www.naturopathic.org](http://www.naturopathic.org)

### **Licensing Examinations**

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

### **NPLEX (Naturopathic Physicians Licensing Examination)**

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

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

### **North American Board of Naturopathic Examiners (NABNE)**

NABNE is a non-profit organization established in 1999. Its purpose is:

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

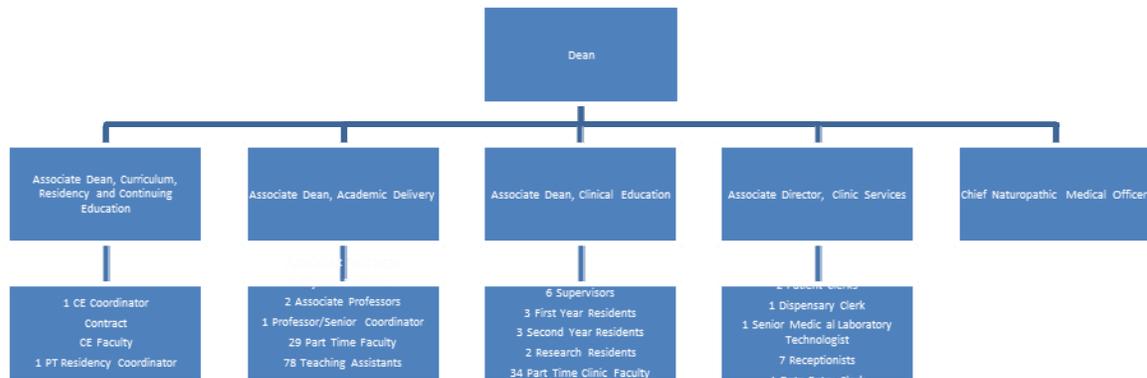
For more information visit [www.nabne.org](http://www.nabne.org).

## Executive Admin

<b>Name</b>	<b>Credentials</b>	<b>Title</b>
Battistuzzi, Paul	BA, CA, York University	Chief Financial Officer
Bernhardt, Bob	B.Sc., B.Ed., M.Ed., LL.M, PhD, University of Guelph, University of Toronto, Osgoode Hall Law School, University of Toronto	President and Chief Executive Officer
Carino, Jasmine	B.Sc., ND, Laurentian University, CCNM	Associate Dean, Curriculum and Residency Program, Associate Professor
Daniels, Leah	LLB, Osgoode Hall Law School	Senior Policy Advisor
De Groot, Nick	B.Sc., ND, University of Toronto, CCNM	Dean
EI-Hashemy, Shehab	MChB, B.Sc., HBS, ND, Cairo University (Egypt), Lakehead University, CCNM	Associate Dean, Academic Delivery Associate Professor

Lacroix, David	BA, M.Ed., York University, Central Michigan University	Executive Director, Student Services
Pownall, Keith	BA, LLB, LLM, University of Toronto, University of Windsor, York University	Associate Professor, Legal Counsel
Prouskey, Jonathan	B.Sc., BPHE, ND, M.Sc., University of Toronto, Bastyr University, University of London	Chief Naturopathic Medical Officer, Professor
Saranchuk, Ron of Manitoba	BA, B.Ed., M.Ed., Ph.D., Brandon University, University Research	Director of Institutional Planning and Research
Seely, Dugald	B.Sc., ND, M.Sc. FABNO, Acadia University, CCNM, University of Toronto	Executive Director, OICC Director, Research
Wiggett, Norman	BA, King's College, London	Director of Advancement
Young, Barbara	BA, York University	Executive Director, Human Resources
Zeifman, Mitchell	B.Sc., ND, University of Toronto, CCNM	Associate Dean, Clinical Education

## Academic Structure



# Faculty

<b>Name</b>	<b>Credentials</b>	<b>Title</b>
Adams, Lisa	BSch, ND, University of Guelph, CCNM	Teaching Assistant
Agbeko, Melvia	B.Sc., ND, University of Alberta, CCNM	Clinic Resident
Ahuja, Minda	BA, ND, University of Ottawa, CCNM	Teaching Assistant
Andrews, Douglas	B.Sc., ND, Queen's University, CCNM	Teaching Assistant
Bakir, Nadia	B.Sc., ND, FCAH, DHANP, University of Toronto, Ontario College of Naturopathic Medicine, Canadian Academy of Homeopathy, Diplomate, Homeopathic Academy of Naturopathic Physicians	Associate Professor, Clinic Supervisor
Barlow, Kerry	B.Sc., ND, University of Guelph, CCNM	Instructor
Basiri, Masi	B.Sc., MLT, Azad Medical University (Iran)	Teaching Assistant
Beernink, Cynthia	B.Sc., ND, Trent University, CCNM	Teaching Assistant, Coordinator Years 1 & 2
Berg, Deborah	BPE, ND, University of Alberta, CCNM	Teaching Assistant
Blyden-Taylor, Kimberlee	BA, ND, Columbia University, CCNM	Clinic Supervisor, Associate Professor
Browman, Jessica	BA, ND, University of Toronto, CCNM	Instructor
Brydges, Glenys	BA, ND, Trent University, Ontario College of Naturopathic Medicine	Instructor
Burns, Shelley	BA, ND, Wilfrid Laurier University, CCNM	Clinic Supervisor
Chew, Tracy	B.Sc., PhD, McGill University, McMaster University	Instructor
Chow, Gabriella	B.Sc., ND, McGill University, CCNM	Clinic Supervisor
Cooley, Kieran	B.Sc., ND, M.Sc. (Cand.), University of Saskatchewan, CCNM, University of Toronto	Associate Director, Research, Assistant Professor
Cowan, Barbara	B.Sc., ND, McMaster University, CCNM	Instructor, Teaching Assistant
Creech, Allison	BA, ND, Duke University, CCNM	Instructor
Cyr, Nadine	BA, ND, Concordia University, CCNM	Clinic Consultant
Davis, Paul	B.Sc., ND, University of Toronto, Ontario College of Naturopathic Medicine	Clinic Supervisor, Teaching Assistant
Denis, David	B.Sc., ND, University of Alberta, CCNM	Instructor
Doagoo, Bitia	B.Sc., ND, York University, CCNM	Teaching Assistant

Doran, Lisa	B.Sc., ND, University of Waterloo, CCNM	Instructor
Dunk, Ken	DC, ND, FCAH, Canadian Memorial Chiropractic College, Ontario College of Naturopathic Medicine, Canadian Academy of Homeopathy	Clinic Supervisor, Instructor
Facca, Melanie	B.Sc., ND, University of Waterloo, CCNM	Instructor
Feldman, David	B.Sc., DC, York University, Canadian Memorial Chiropractic College	Teaching Assistant
Fraser, Ian	BA, M.Sc., PhD, University of Western Ontario, Dalhousie University	Instructor
Freed, Mahalia	BA, ND, University of Guelph, CCNM	Teaching Assistant
Fritz, Axel	DC, Canadian Memorial Chiropractic College	Instructor
Fullerton, Kerri	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor
Gabison, Liz	B.Sc., DC, University of Toronto, Canadian Memorial Chiropractic College	Teaching Assistant
Gagnier, Joel	BA, ND, M.Sc, PhD, University of Windsor, CCNM University of Toronto	Instructor
Georgeousis, Alexia	BPE, Pre Med, ND, University of Calgary, University of Alberta, CCNM	Clinic Supervisor, Teaching Assistant
Gilbert, Cyndi	BA, ND, Trent University, CCNM	Clinic Supervisor, Instructor
Godfrey, Anthony	DVT, PhD, ND, University of California, Los Angeles, Ontario College of Naturopathic Medicine	Adjunct Professor
Gowan, Matt	B.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor, Instructor
Gratton, Adam	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Assistant Professor
Greib, Lowell	B.Sc., M.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor, Clinic Consultant
Grossman, Jay	M.Sc., D.C., University of Guelph, Canadian Memorial Chiropractic College	Instructor
Gu, Lei	B.Sc., ND, University of Toronto, CCNM	Teaching Assistant
Habash, Maya	BA, RMT, York University, Centennial College	Teaching Assistant
Habib, Chris	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor
Habiballa, Mohammed	B.MLS, University of Khartoum (Sudan)	Instructor
Hall, Alexander	B.Sc. (Eng.), P.Eng., ND, University of Guelph, CCNM	Clinic Supervisor, Assistant Professor
Han, Karm	B.Sc., M.Sc., ND, University of Calgary, CCNM	Teaching Assistant
Heins, Kristin	BA, ND, McGill University, CCNM	Teaching Assistant
Henry, Nicole	B.Sc., ND, McMaster University, CCNM	Clinic Supervisor, Teaching Assistant, Coordinator, IMG

Heritage, Phillipa	B.Sc., Ph.D., McMaster University	Instructor
Huff, Hal	BA, ND, M.Sc., Lakehead University, CCNM, McMaster University	Clinic Supervisor, Associate Professor
Hussein, Hind	B.Sc., M.Sc., Omdurman Ahlia University, University of Khartoum	Senior Medical Laboratory Technologist, Teaching Assistant
Jiwa, Mubina	B.Sc., ND, University of British Columbia, CCNM	Teaching Assistant
Jones, Julian	Doctor of Chinese Herbal Medicine & Acupuncture, Institute of Acupuncture and Traditional Chinese Medicine, Toronto	Teaching Assistant
Kassam, Neemez	M.Sc., ND, Bastyr University, CCNM	Clinic Consultant, Instructor
Kellerstein, Rebecca	B.Sc., ND, University of Toronto, CCNM	Teaching Assistant
Kennedy, Deborah	B.Sc., MBA, ND, Queen's University, University of Alberta, CCNM	Teaching Assistant
Khalili, Afsoun	B.Sc., ND, Concordia University, CCNM	Clinic Supervisor, Associate Professor
Khosrohashi, Yashar	B.Sc., ND, McMaster University, CCNM	Clinic Supervisor, Teaching Assistant
Kiani, Payam	B.Sc., ND, FABNO, McMaster University, CCNM	Clinic Supervisor
Konstantinou, Tina	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Koo, Ian	B.Sc., ND, University of Toronto, CCNM	Teaching Assistant
Kuker, Jacie	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Kwok, Maria	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Lad, Ajay	B.Sc., ND, Queen's University, CCNM	Clinic Supervisor
Ladha, Zain	B.Kin, ND, University of Western, CCNM	Clinic Resident
Laic, Carol	B.Sc., M. Ed., ND, University of Toronto, CCNM	Instructor
Lander, Daniel	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor, Associate Professor
Larry, Jodi	BA, ND, University of Western Ontario, CCNM	Teaching Assistant
Lerman, Dana	BA, ND, York University, CCNM	Teaching Assistant
Lewis, Elaine	B.Sc., ND, McMaster University, CCNM	Research Resident
Loken, Jason	BA, RMT, ND, University of Victoria, Canadian College of Massage & Hydrotherapy, CCNM	Teaching Assistant
Luby, Kenn	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Ma, Carole	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
MacDonald, Mary	B.Comm, B.Sc., ND, Dalhousie University, CCNM	Teaching Assistant
Macchia, Lisa	B.Sc., RMT, University of Toronto, Canadian College of Massage & Hydrotherapy	Teaching Assistant

Marquis, Jayne	BA, ND, University of Waterloo, CCNM	Teaching Assistant
Malone, Tracy	BA, ND, St. Francis Xavier University, CCNM	Clinic Supervisor
McConnell, Sean	BA, ND, Concordia University, CCNM	Clinic Supervisor, Teaching Assistant
McCrinkle, Louise	B.Sc., ND, University of Alberta, CCNM	Clinic Supervisor
Meffe, Christina	BPHE, ND, University of Toronto, CCNM	Clinic Supervisor
Meyer, Caroline	BA, ND, McMaster University, CCNM	Clinic Supervisor, Instructor
Milic, Helen	BA, RMT, University of Toronto, Canadian College of Massage Therapy	Teaching Assistant
Mitha, Rupi	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor
Montgomery, Kaleb	Doctor of Traditional Chinese Medicine, B.Sc. International College of TCM Vancouver, University of Toronto	Instructor
Moore, Robert	B.Sc., PhD, Leeds University (UK)	Instructor
Nasagar, Adrian	BA, ND, McMaster University, CCNM	Instructor, Teaching Assistant
Nesbitt, Drew	BA, Doctoral Diploma TCM, Brock University, Toronto School of Traditional Chinese Medicine	Teaching Assistant
Ng, Jeffrey	B.Sc., University of Toronto	Teaching Assistant
Nicholl, Daniel	B.Sc. ND, McGill University, CCNM	Teaching Assistant
Nuweiser, Said	B.Sc., CSMLS, University of Utah, Canadian Society of Medical Laboratory Sciences	Teaching Assistant
Pachkovskaja, Nellie	MD, CMS (PhD), University of Medicine (USSR)	Professor, Senior Coordinator
Parikh-Shah, Sejal	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Patel, Poonam	B.Sc., ND, University of Toronto, CCNM	Teaching Assistant
Patel, Rita	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Peacock, Jodie	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Perley, Kirsten	B.Sc., ND, McMaster University, CCNM	Instructor
Pickrell, Chris	B.Sc., ND, University of Calgary, CCNM	Clinic Supervisor, Teaching Assistant
Popov, Larissa	B.Sc., ND, University of Waterloo, CCNM	Teaching Assistant
Prince, Kristi	B.Kin, ND, McMaster University, CCNM	Clinic Resident
Psota, Erin	B.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor
Pugliese, Connie	B.Sc., ND, York University, CCNM	Teaching Assistant
Ragbir, Rajesh	B.Sc., ND, University of West Indies, CCNM	Teaching Assistant

Raina, Romi	B.Sc. & BA, ND, McMaster University, CCNM	Clinic Supervisor
Rennie, Pat	B.Sc., ND, University of Guelph, Ontario College of Naturopathic Medicine	Clinic Supervisor
Rouchotas, Philip	B.Sc., M.Sc., ND, University of Guelph, CCNM	Instructor
Rullo, Jacob	BH.Sc., McMaster University	Teaching Assistant
Salsberg, Annie	BA, ND, McGill University, CCNM	Clinic Supervisor, Teaching Assistant
Salsberg, Michael	FCFP, MD, College of Family Physicians, University of Toronto	Clinic Consultant
Santilli, Antonio	B.Sc., MBA, York University	Teaching Assistant
Saunders, Paul	PhD, ND, DHANP, Duke University (USA), Ontario College of Naturopathic Medicine, National College of Naturopathic Medicine, Diplomate Homeopathic Academy of Naturopathic Physicians	Clinic Supervisor, Adjunct Professor
Schwartzman, Rachel	BA, ND, McMaster University, CCNM	Teaching Assistant
Shainhouse, Jill	B.Sc., ND, FABNO, University of Western Ontario, CCNM	Clinic Supervisor, Instructor
Sharma, Kavita	B.Sc., ND, McMaster University, CCNM	Teaching Assistant
Singh, Onkar	B.Sc., ND, McMaster University, CCNM	Clinic Supervisor
Slipacoff, Susan	B.Sc., ND, University of Western Ontario, CCNM	Clinic Supervisor
Snippe, Yasmin	B.Sc., ND, RN, University of Toronto, CCNM, University of Toronto	Instructor
Solomonian, Leslie	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor, Assistant Professor
Sufi, Jasmine	B.Sc., B.HSc., University of Toronto, Charles Sturt University	Teaching Assistant
Tahliani, Sasha	B.Sc., ND, McMaster University, CCNM	Coordinator, Continuing Education, Teaching Assistant
Tebruegge, Peter	B.Sc., RMT, ND, University of Windsor, Ontario Business College, CCNM	Clinic Supervisor, Instructor
Terzic, Ljubisa	MD, University of Sarejevo	Associate Professor
Tokiwa, Jonathan	B.ScN, RN, ND, University of Toronto, Seneca College, CCNM	Clinic Supervisor, Assistant Professor
Truscott – Brock, Erin	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Clinic Consultant
Tsui, Teresa	B.Sc., ND, M.Sc, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Uraz, Zeynep	B.Sc., ND, Acadia University, CCNM	Clinic Supervisor, Assistant Professor
Villegas, Pilar	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor

Vu, Alan	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Instructor
Welton, Stacey	BA, ND, McMaster University, CCNM	Teaching Assistant
Whimster, Kate	BComm, ND, Queen's University, CCNM	Teaching Assistant
Wilde, Jonathan	B. Comm., MBA, Dalhousie University, Harvard University	Director, Institutional Advancement Assistant Professor
Willms, Heidi	BA, ND, Brock University, CCNM	Clinic Supervisor, Teaching Assistant
Wong, Ellen	B.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor, Assistant Professor
Xin, Rong	B.Sc., ND, China Medical University, CCNM	Teaching Assistant
Yang, Ellice	BHSc., B.Sc., Charles Sturt University, University of Toronto	Teaching Assistant
Zambri, Rena	B.Sc., ND, FCAH, University of Toronto, CCNM,	Clinic Supervisor Teaching Assistant

Note: This list is as complete and accurate as possible at time of publication.