

STUDENT HANDBOOK 2023–2024



NATIONAL UNIVERSITY OF HEALTH SCIENCES

Student Handbook - 2023

We welcome you as you begin a new and important phase in your life. This handbook has been prepared to acquaint you with the benefits and services and some of the rules and regulations related to student life at NUHS. Please familiarize yourself with the contents of this handbook, as well as those of the University Bulletin, so you may be fully informed of your rights and responsibilities as a NUHS student and the support, services, and resources that have been assembled to assist you in the undertaking of the noble goal you came here seeking to achieve.

This handbook supersedes and replaces any previous versions of the student handbook. It is not intended as a contract between you and the University. It is accurate as it goes to press but is subject to change at any time. As a NUHS student, you are responsible for knowing the University policies and procedures referred to in this handbook, the University Bulletin, and any other official University publication that refers to other policies, procedures, rules, regulations, guidelines, or protocols that explain a process used by everyone within the NUHS community to meet an obligation, protect a right, provide a service or resolve a dispute. We rely upon these processes because they foster considerate behavior, kindness, and the habits and mannerisms of civility. Sharing and promoting these values conveys honor to the University and, ultimately, fosters greater levels of pride and dignity within each individual in the University community.

ANTI-DISCRIMINATION CLAUSE

National University of Health Sciences does not discriminate on the basis of race, religion, sex, sexual orientation, age, disability, or national origin in its admission policies, educational programs and activities, or employment policies. NUHS recognizes the requirements of Title VI the Civil Rights Act of 1964 and Title IX of the Educational Amendments Act of 1972. Inquiries concerning the application of Title IX to this University should be directed to the Office of the President, National University of Health Sciences, 200 E. Roosevelt Road, Lombard, IL 60148. The Dean of Students is designated by the University to coordinate all efforts to comply with Section 504 and its implementing regulation 34 C.F.R. Part 104 of the Rehabilitation Act of 1973. All questions regarding any of the issues or policies indicated above should be directed to Student Services.

The programs, policies and regulations contained in this handbook are subject to change without prior notice, and the University specifically reserves the right to make whatever changes may be necessary at any time. NUHS will, however, attempt to provide notice of planned changes whenever possible, to minimize inconveniencing members of the University community. Toward this end, substantial changes are usually made effective at the beginning of a term. Inquiries in regard to policy changes which are not published or which are pending should be addressed to Student Services.

Disclaimer: Although this handbook intends to reflect current policies or rules of the Board of Trustees and administration of National University of Health Sciences, students are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. Rules in this handbook apply to all students attending the University. This handbook supersedes all previous versions of the NUHS Student Handbook; therefore, all previous handbooks are hereby rescinded.

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Section 1

Information For All University Students

For a more complete and detailed description of National University of Health Sciences policies regarding academics, please see the University bulletin and specific policies and provisions promulgated by the individual schools, departments, and programs. Additional information can be found at www.nuhs.edu.

University Policies, Regulations, and Procedures

The NUHS Student Code of Conduct

(Full text online at: [Student-Code-of-Conduct-2021-2023.pdf \(nuhs.edu\)](http://www.nuhs.edu/Student-Code-of-Conduct-2021-2023.pdf))

A University is an academic community. A University is an academic community. Like any other community, it relies upon “core” values that reflect the collective beliefs, governing principles and boundaries of deportment that guide its individual members. These are the virtues and obligations usually referred to as “standards of conduct” that any society must rely upon if it is to function and remain viable. The most basic expression of these community values includes “the abstract virtue of justice, a community consensus to mutually aid and protect each other from deliberate injury, and an earnest effort to honor the virtue of honesty in all community relationships. At NUHS, we also believe that civilized conduct and an atmosphere conducive to intellectual and personal development are vital if learning is to flourish. To achieve these ends, students are expected to uphold and abide by certain standards of conduct that form the basis of the NUHS Code of Student Conduct. The NUHS Code of Student Conduct has been formulated to promote and fortify optimal learning conditions that advance the University Mission Statement, while balancing the interests of individual student liberties with the collective interests and cherished freedoms of all other members of the NUHS academic community.

A fundamental obligation that each community member must accept and support, holds that students, staff, faculty and administrators share the collective responsibility to maintain the “standards of conduct” within our community and to discipline those who violate its standards, policies and/or procedures. This responsibility, however, is premised upon an assumption that community cohesion and stability cannot be maintained by threat of punishment alone. Instead, we believe that learning and personal development flourishes within academic communities where new students are automatically enjoined to share responsibility and collective ownership for the welfare of our University, abiding by its standards, rules and policies and by assuming reasonable responsibility for the behavior of other individual community members and their student organizations.

For over a century, NUHS has asserted a leading role in healthcare education by maintaining a learning community firmly grounded in a tradition of progressive, science-based thought, high academic standards, and a steadfast belief in the inherent strength and viability that accrues to an organization when it draws from a diverse talent pool of student applicants. Our University is deeply committed to the principle of equality in access to its facilities and programs and in the fair and unbiased treatment of individual differences in race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity, gender expression, age, religion, status as a citizen, parent, veteran, or marital status, genetic profile, physical or mental disability, political affiliation, or any other diverse human quality. Thus, NUHS does not discriminate in the admission, housing and education of students or in policies governing discipline, extracurricular life or student activities.

Responsibility for Classroom Conduct

As members of an academic learning community, university students enjoy the privileges and share the obligations of the larger community of which the University is a part. Students are entitled to the privileges that accrue to them by virtue of this membership. These privileges carry with them the obligation of contributing deliberately to strengthening their educational community, improving learning for themselves and their classmates and promoting honesty and excellence in all their academic pursuits. Exploration of learning through discussion, inquiry and expression is encouraged and should be nurtured in the classroom as a safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner that balances their rights against their responsibilities to faculty, staff and fellow students. ***Primary responsibility for managing the classroom environment, however, rests with the faculty.***

Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by a faculty member to leave the class for the remainder of the class session.

Academic Integrity

Students and Faculty Share Responsibility for Academic Integrity

(Full text online at https://www.nuhs.edu/extras/policies/Academic_Integrity_Dishonesty.pdf)

Academic integrity is founded upon the following five values: honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity. If a student is to acquire knowledge and have it properly evaluated, it must be pursued under conditions free from cynicism, dishonesty, and moral ambiguity. For this to be fully realized, faculty and students must understand their roles as shareholders with collective responsibility and authority to maintain the integrity of NUHS academic standards. Apathy or acquiescence in the presence of academic misconduct is not a neutral act. It jeopardizes the value and quality of hard-earned credentials, and where credit for the skills of clinical competence have been gained by deceit, the safety and well-being of a vulnerable and trusting patient is unnecessarily put at risk.

Therefore, all members of the NUHS learning community are expected to foster the spirit of academic honesty and not to tolerate its abuse by others. Promoting and protecting academic integrity is the responsibility of every member of the NUHS academic community. By tradition, students and faculty members have certain rights and responsibilities within the academic community. The following statements are conventions that are central to the learning and teaching process at NUHS.

Student Rights & Responsibilities for Academic Integrity

1. Students share with faculty members and administrators the responsibility for academic integrity.
2. Students have the right of free and honest inquiry and expression in their courses. In addition, students have the right to know the requirements of their courses. In addition, students have the right to know the requirements of their course and to know the manner in which they will be evaluated and graded.
3. Students have the obligation to complete the requirements of their courses in the time and

manner prescribed and to submit their work for evaluation.

4. Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.
5. Students shall not submit as their own work any work that has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
6. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic misconduct.
7. When instances of academic misconduct is suspected, students shall have the right and responsibility to bring this to the attention of the faculty member or other appropriate authority.

Faculty Rights & Responsibilities for Academic Integrity

1. Faculty members shall share responsibility for academic integrity.
2. Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of students.
3. Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the bulletin of the institution. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.
4. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.
5. Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations, careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.
6. When instances of academic dishonesty is suspected, faculty members shall have the responsibility to see that appropriate action is taken in accordance with institutional regulations.

Attendance

Attendance (in Person)

[https://www.nuhs.edu/academics/bulletin/ page 22](https://www.nuhs.edu/academics/bulletin/page 22)

Students are permitted 10% absenteeism in each class, after which they will be issued a grade of F for that course. Students are encouraged to maintain a record of attendance for themselves, although the

faculty member's record will be the official record. These absences are to be used for emergencies, not just to be used and then plead for mercy when an emergency takes absences over the 10% limit. Faculty members will notify each student if the attendance record indicates that the student is in jeopardy. In consultation with the appropriate dean, the instructor of record for said class may make excused absences on a case-by-case basis. Exceptions to the 10% rule cannot exceed the equivalent of 20% of course work in a given class during a trimester. Excused absences must be submitted before the day of the class; however, the request must be made without delay when extenuating circumstances prohibit prior notice. The instructor of record may require that excused absence requests be made in writing, with documentation supporting the request.

Attendance (Online)

Students are expected to attend all online course sessions through class participation. The method of participation (such as discussion board posts or submission of assignments) is defined by each faculty member, and these requirements can be found in each course syllabus. Online class posts are date- and time-stamped upon receipt on the university servers, which operate on Central Time. Each course syllabus will define due dates. Typically, the online course week starts on Sunday at midnight. For absence due to illness or personal emergency, the student is expected to contact the faculty as soon as possible.

Excused Absence

An excused absence is official permission given by the instructor of record to the student to make up class work missed as a result of extenuating circumstances beyond the student's control. The student is to inform the faculty member of these circumstances in a timely manner. Students who have a planned extenuating circumstance beyond their control, such as major organized religious holidays of the student's belief, are to inform the faculty member at the beginning of the trimester and just prior to the absence. If the student does not complete the required make-up work assigned by the instructor, the excused absence will not give exception to the 10% rule of attendance.

Disputes regarding the student attendance record will be referred to the appropriate dean

Grooming and Attire Standards

https://www.nuhs.edu/media/1142439/grooming_and_attire_standards_09-2019.pdf

The NUHS grooming standard policy outlines the expectations for the classroom and the clinic.

General Restrictions:

1. Students may not wear clothing with either words or images that can reasonably be construed as derogatory, violent, profane, racist, vulgar, obscene, or display lewd messages
2. Students must wear clothing that completely covers private areas
3. Students may not wear strongly scented perfumes/colognes, deodorant, body wash, or lotions

Student Records Policy (FERPA)

<https://www.nuhs.edu/academics/bulletin/page 42>

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that National University of Health Sciences, with certain exceptions, obtain written consent from students prior to the disclosure of personally identifiable information from their education records. However, the University may disclose appropriately designated “directory information” without written consent, unless students have advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow the University to include this type of information from students’ education records in certain University publications. Examples include: student contact directory, student recognition lists (e.g., dean’s list, club membership, service/volunteer achievements), graduation programs, alumni directory, and Homecoming reunion programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or process graduation regalia orders.

Students who do not want the University to disclose directory information from their education records without prior written consent must notify the Office of the Registrar in writing at the start of each trimester. NUHS has designated the following information as directory information: student’s name, address, telephone listing, e-mail address, ID photo, as well as any degrees, certificates, honors, and awards received, date and place of birth, dates of attendance at NUHS, highest trimester completed, and the most recent educational agency or institution attended.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the University to amend a record that students believe is inaccurate. Students should clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

NOTE: Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Transcripts

To request an official transcript, current and former students must initiate the request via our online ordering system. Go to Transcripts and verification on the Registrar's page on the NUHS website (<http://www.nuhs.edu>). Click on request Official Transcripts. New users will be required to create a profile then simply follow the on-screen instructions. Rush service is available for an additional charge.

Clinical Counseling Resources

The curriculum at NUHS is rigorous regardless of the program or credit hour load. Depression, helplessness, anxiety, homesickness, marital or relationship conflicts, and many other personal issues are common student dilemmas. The Office of Student Services is available to offer basic help with some of these problems but, very often, more intensive professional counseling succeeds at regaining daily functionality and longer lasting developmental change through insights guided by a trained professional.

NUHS has partnered with a wellness and support company exclusively for students and their immediate families. [WellConnect offers](#) complimentary resources to assist with home life, school programs, emotional support, mental health and more. This FREE benefit can help with almost anything to make life easier:

- Counseling (in-person, phone & video)
- Personal assistance for daily tasks
- Referrals to well, almost anything
- Life coaching
- Financial & legal consultation

Counseling and Mental Health Services (IL & FL)

National Resources: **National Alliance on Mental Health:** 800-950-6264; www.nami.org

Illinois	Florida
DuPage County Crisis Intervention Unit (630) 627-1700 www.dupagehealth.org	Suncoast Center (727) 388-1220 www.suncoastcenter.org
NAMI of Dupage County (630) 752-0066 www.namidupage.org	University of South Florida Psychological Services (813) 974-2496 www.usf.edu/psychological-services-center
IL Health and Human Services Helpline (800) 843-6154 www.dhs.state.il.us	

Suicide Prevention Resources

Suicide is now the 10th leading cause of death for all Americans, but suicide is the 2nd cause of death for young people aged 15-24 (National Center for Health Statistics). Suicide is a serious public mental health challenge. Research has shown, however, that suicide prevention and early intervention efforts are successful.

Suicide Warning Signs (U.S. Department of Health and Human Services)

- Threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself.
- Looking for ways to kill oneself by seeking access to firearms, available pills, or other means.
- Talking or writing about death, dying, or suicide when these actions are out of the ordinary.
- Feeling Hopeless.
- Acting reckless or engaging in risky activities- seemingly without thinking.
- Feeling trapped- like there's no way out.
- Increasing alcohol or drug use.
- Withdrawing from friends, family, and society.
- Seeing no reason for living or having no sense of purpose.

What You Can Do

A suicidal person should never be left alone. If someone you know tells you they are thinking about suicide you should take this seriously. Limit their access to firearms, medications, or other threats to their safety. Listen to what they have to say and help get them to a healthcare professional. People consider suicide when they feel hopeless and are unable to see solutions to the distress in their life.

If you or someone you know is thinking of suicide, CALL FOR IMMEDIATE HELP:

IN FLORIDA Call – 727-791-3131 (24-Hour Suicide Hotline)

IN ILLINOIS Call – 630-627-1700 (24-Hour Crisis Unit Hotline)

- university's overall institutional resources, or poses a threat to the health or safety to others.

Campus Safety and Security NUHS Campus Security

NUHS Campus Security on both campuses supports the educational mission of the university by

maintaining a safe environment that enhances the quality of life for all members of the university community. Officers strive to provide a safe “physical” environment in which our students, staff and faculty can teach, learn and grow but officers also strive to enhance the learning environment by providing helpful and supportive services to the university community.

NUHS Security provides a full range of services including crime prevention, traffic/parking enforcement, safety and security inspections as well as safety escorts to and from one’s vehicle and crowd control for special events. Both departments work closely with local, state and federal law enforcement agencies in implementing and coordinating campus security operations.

Trained security officers patrol the Illinois and Florida NUHS campus grounds and parking lots during the hours that the campuses are open to students and staff. Our security officers are not certified police officers, but they work closely with local authorities. The officers provide an important service to our campuses through active patrol, observation and intervention. Senior Security Supervisors and Senior Officers perform security assessments and inspections, conduct interviews, complete incident reports and notify the local police authority when necessary.

The NUHS Security Department maintains a close working relationship with the Police Departments with local jurisdiction over National’s two campuses. The NUHS staff occasionally works with other law enforcement agencies at the county and state level. The officers of NUHS communicate regularly on the scene of incidents that occur in and around the Lombard & Pinellas Park campus areas. The Police Investigators work closely with the NUHS investigative staff when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between NUHS and the Lombard, Pinellas Park or St. Petersburg police Departments.

NUHS-Illinois site employs security officers to patrol the campus grounds and parking lots on a 24-hour basis. These officers can assist with special needs such as gaining entry to a locked room, apartment or building, and help starting a car with a dead battery. Campus security will also honor requests for an escort to or from a building or vehicle at any time of the day or night. NUHS-Illinois Security: 630-927-9957; NUHS-Illinois Security Office: 630-889-6683. The main security office, located in Turek Hall, is the central reporting agency for all crimes occurring on the Lombard campus. Security personnel are not sworn law enforcement officers; therefore, they do not have arrest powers beyond the citizen’s arrest. They work closely with all of the local law enforcement agencies to assist with incidents that may occur on or off-campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Department and the Lombard Police Department. Prompt reporting will ensure timely warning notices on campus and timely disclosure of crime statistics.

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key, if issued, or by admittance via the Campus Security Department or On-Campus Housing staff. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library and Fitness Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

NUHS-Florida site is housed within the Caruth Health Education campus. This site is on only one of nine campuses that St. Petersburg College-wide Security Department is organized to protect with almost 40 officers. Each officer is licensed in the State of Florida and possesses a class “D” security license. Each shift at a campus or site is usually maintained with one of 14 Senior Officers. Sites are routinely patrolled and served by some 20 Security Officers assigned to the college campuses. Contract security officers are utilized to supplement security services at some sites. The officers are supervised and directed by one of the Senior Officers or Senior Supervisors assigned to that site. All officers are trained and licensed under the *State of Florida Statutes Chapter 493*.

The campuses of St. Petersburg College (SPC) are generally open 7a.m.-10p.m. weekdays; 7a.m.-5p.m. Saturdays. The Tarpon Springs and Seminole Libraries are open on Sunday when classes are in session. Members of the general public are permitted to use some campus facilities (when not in use by students). Classrooms and labs are restricted to students, faculty and staff who have a legitimate need to be there. For safety and security reasons, most buildings, classrooms and labs are kept locked when not in use.

Reporting a Crime or Other Emergency On-Campus (IL or FL)

If you're a victim or witness of a crime, fire, or other emergency, in IL or FL: **DIAL 911**

Criminal activity that represents a threat to students, employees, or campus visitors should be reported to NUHS Security immediately so that the University may issue a warning to the campus community. In a non-emergency situation, you should report suspicious people or activities, traffic accidents, or potential violations of law to the police agency serving the location where the activity occurs:

Campus Security Phones

Illinois On-Campus Phone- Ext. 311

Illinois-Cell : 630-927-9957

Campus Security Phones

Florida-on-campus phone: Ext.2560

Florida-outside phone: 727-791-2560

Campus Security is the central reporting authority for all crimes occurring on the Illinois or Florida site. The Office of Campus Security and/or the Office of Student Services will conduct investigations on-campus and work closely with local authorities. Any crime reported to the Campus Security Department that is in violation of Criminal Law and Procedures in the State of Illinois may be reported to the Lombard Police Department for further investigation. In Florida, crime should be reported to the Pinellas Park or St. Petersburg Police Department.

The Dean of Students or his/her designee will provide timely notification to the NUHS community (students, faculty and staff) regarding possibly dangerous conditions or crimes that are reported to the Campus Security Department. Methods of notification include NUHS community mailboxes, University digital boards, text messaging, voice or email, telephone trees, and/or memo delivery to the residence hall rooms.

Because speed and accuracy predominate the decision-making process related to any timely warning

system, the Dean of Students and the Director of Facilities and Security have generally deferred to the Director of College-wide Security Services regarding issuance of a “Timely Warning” for the NUHS campus in Florida.

When violent crimes (especially sexual violence) are reported to the Campus Security Department, the following campus support personnel will be contacted in order to assist the alleged victim(s):

- Title IX Coordinator – Tracy McHugh – (630) 889-6607
- Dean of Students – (630) 889-6546
- Director of Facilities and Security – (630) 889-6638
- Dean of Clinics – (630) 889-6513
- Coordinator of Housing – (630) 889-6661

After 5:00 p.m. this notification is made through the Campus Security Dispatch Center. As stated above, if a report involves violation of the law then local, county or state authorities will be notified of the crime.

In Illinois:

- Lombard Police Department – (630) 620-5955
- Lombard Fire Department – (630) 620-5738
- Illinois State Police (District 5) – (815) 726-6291

In Florida:

- Pinellas Park Police Department – (727) 541-0758
- Pinellas County Sheriff – (727) 582-6200

Accident & Incident Reporting

If you are a victim of a crime or a witness to one, or if you need to report a fire, medical, or other emergency, on or off the IL or FL campus: DIAL 911.

In non-emergency situations, you should report all accidents, incidents, building hazards suspicious people or activities to the Campus Security Office or to personnel in the Office of Student Services. Traffic accidents, or potential violations of law should be reported to the police agency serving the location where the activity occurs.

NUHS is committed to assisting all members of the University community in elevating their awareness and responsibility for their own safety and security. **The NUHS Combined Report: Annual Campus Security and Fire Safety Reports** (also known as the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (20§ 1092(f)) is available on the University website, at <https://www.nuhs.edu/about-us/consumer-information/campus-security,-crime,-fire/> A hard copy of the Combined Annual Report is also available upon request from the Office of Student Services on both the Illinois and Florida sites.

The Combined Annual Report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, University security officers' enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus such as the next steps to take after receiving emergency notification (campus voicemail, emails, text messaging, digital signage, etc.) of a potential threat or emergency on campus. The report also contains information about crime statistics for the three previous calendar years concerning reported crimes (including hate crimes) that occurred on campus, in certain off-campus buildings or property owned or controlled by NUHS, and on public property within, or immediately adjacent to and accessible from the campus.

The Campus Sex Crimes Prevention Act is a federal law requiring notice as to where lists of registered sex offenders may be accessed.

The Illinois Sex Offender Registry can be accessed at <http://www.isp.state.il.us/sor/>

The Florida Registry can be accessed at <https://offender.fdle.state.fl.us/offender/sops/home.jsf>.

Fire Safety and Campus Crime Statistics

Per federal law, NUHS is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires of which you are unsure whether the NUHS Housing Office may already be aware. NOTE: NUHS campus housing is only available at the Illinois site. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

NUHS Security Office 630-927-9957 NUHS Housing Office 630-889-6661 NUHS Director of Facilities 630-889-6638

Fire and Crime Statistics are also available in the University bulletin, at [https://www.nuhs.edu/academics/bulletin/ page 49](https://www.nuhs.edu/academics/bulletin/page%2049)

Title IX Resources and Support Services at NUHS

<https://www.nuhs.edu/academics/bulletin/ page 46>

Sexual Harassment, Rape, and Discrimination Against Pregnant Students

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal civil rights law that prohibits discrimination on the basis of a person's sex, at any educational institution that receives federal financial assistance.

This policy covers complaints of alleged sexual misconduct by NUHS students, employees and third-party vendors. If you or someone you know has been the victim of sexual misconduct by a member of the University community, you are encouraged to report such misconduct to the Title IX Coordinator, Vice President Tracy McHugh, via the Title IX and Sex Misconduct Complaint Form at <http://www.nuhs.edu/forms/title-ix-and-sex-discrimination-complaint-form/>, by phone at 630-889-6607, by email at tmchugh@nuhs.edu, or in person at her office within the Executive Offices located in Janse Hall (Illinois site), during normal business hours (8:30 a.m. to 5:00 p.m., Monday through Friday, CST).

Title IX and pregnancy

National University of Health Sciences does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Students seeking accommodations should contact the Office of Student Services.

Title IX Contact Officials at NUHS

The University has also assigned three Deputy Title IX Coordinators to receive sexual misconduct complaints and conduct investigations under the supervision of the Title IX Coordinator. They are:

- Andrew Wozniak – Director of Human Resources

Phone: 630-889-6878; email: awozniak@nuhs.edu; Office: 1st floor, Janse Hall, Room 117D

- Pamela Jones – Florida Site Coordinator Phone: 727-394-6217; email: pjones@nuhs.edu; Office: 2nd floor, UPC, Room UP203

- Yesenia Maldonado – Dean of Students Phone: 630-889-6546; email: ymaldonado@nuhs.edu; Office: 2nd floor, Janse Hall, Room 218

NUHS strictly prohibits retaliation against any individual who brings a good faith complaint under this policy or participates in any portion of a Title IX investigation. Retaliatory conduct violates not only the University's Non-Retaliation Policy and Title IX, but may also violate state and federal law. Any student who may be a victim of sexual harassment, assault or any other form of sexual misconduct is strongly urged to seek immediate assistance.

Assistance can be obtained 24 hrs., 7 days/week from:

- Police (NUHS Illinois or Florida campus): 911
- NUHS-Illinois Security from the on-campus phone: Ext. 311
- NUHS-Illinois Security: 630-927-9957
- Illinois Coalition Against Sexual Assault: 217-753-4117
- NUHS-Florida Security from the on-campus phone: Ext. 2560
- NUHS-Florida Security Office from the on-campus phone: 727-791-2560
- Florida Council Against Sexual Violence: 800-297-2000

National Sexual Assault Hotline:

1-800-656-4673; <http://www.rainn.org>

The Rape, Abuse, and Incest National Network (RAINN) is the nation's largest anti- sexual assault organization. RAINN operates the National Sexual Assault Hotline and carries out programs to prevent sexual assault, help victims and ensure that rapists are brought to justice.

For more information about complaint management for victims see, ***NUHS Title IX and Sex Discrimination***, http://www.nuhs.edu/extras/policies/Title_IX_and_Sex_Discrimination_Policy.pdf
Further information about Title IX and sex discrimination in education is available from the Office of Civil Rights, 400 Maryland Ave. SW, Washington, DC 20202-1100; Customer Service Hotline, 800-421-3481; fax, 202- 453-6012; TD, 877-521-2172; email, OCR@ed.gov; or web, <http://www.ed.gov/ocr>

Resources for Victims of Sexual Violence and Discrimination

The University urges anyone who has been sexually assaulted to seek support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for pressing charges. Even for someone who does not wish to report the event to the police or pursue disciplinary action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, the University is prepared to help.

Campus Security

- NUHS-Illinois Security: 630-927-9957
- NUHS-Illinois Security from on-campus phone: Ext. 311
- NUHS-Florida, Security from on-campus phone: Ext. 2560
- NUHS-Florida, Security from an outside phone: 727-791-2560

Police (Non-Emergency)

- Lombard, Illinois: (630) 620-5955
- Pinellas Park, Florida: (727) 541-0758 RAPE CRISIS/SEXUAL ASSAULT
- National Sexual Assault Hotline: 1-800-656-HOPE; www.rainn.org

- Sexually Transmitted Disease National Hotline: (800) 227-8922
- AIDS National Hotline: (800) 223-4636
- **Illinois:** Coalition Against Sexual Assault: (217) 753-4117 Rape Victim Advocates: (312) 443-9603
- **Florida:** Council Against Sexual Violence: (850) 297-2000 Suncoast Center: (727) 530-7273

Sexual Abuse Outreach & Advocacy

Illinois: Family Shelter Services: (630) 221-8290

Child Abuse Hotline: 1-800-25A-BUSE Victim Service Unit: (630) 407-8008

Florida: Abuse Outreach & Advocacy Shelters

Suncoast Center Abuse Hotline: (800) 962-2873 • www.suncoastcenter.org Florida Council Against Sexual Violence: (850) 297-2000 • www.fcasv.org Florida Domestic Violence Hotline: (800) 500-1119 • www.fcadv.org

Stalking Resources

- National Stalking Resource Center: (202) 467-8700; www.ncvc.org
- Illinois Stalking Laws: www.ncvc.org/src/main.aspx?dbID=DB_Illinois121
- Florida Stalking Laws: http://www.ncvc.org/src/main.aspx?dbID=DB_Florida108

Counseling & Mental Health Services

- National Alliance on Mental Health: 800-950-6264; www.nami.org
- Illinois:
 - DuPage County Crisis Intervention Unit: 630-627-1700; www.dupagehealth.org NAMI of DuPage County: 630-752-0066; www.namidupage.org
 - IL Health and Human Services Helpline: 800-843-6451; www.dhs.state.il.us YWCA metropolitan Chicago 630-971-3927; www.ywchicago.org
- Florida:
 - Suncoast Center: 727-388-1220; www.suncoastcenter.org
 - University of South Florida Psychological Services Center: 813-974-2496; www.psc.usf.edu

Victim Rights & Resources

- The National Center for Victims of Crime: 202 467-8700; www.victimsofcrime.org
- Not Alone: www.notalone.gov

Drug and Alcohol Abuse Prevention

<https://www.nuhs.edu/academics/bulletin/> page 39

The Higher Education Act of 1965 (as amended by the Safe and Drug-Free Schools and Communities Act of 1994 and the Drug-Free Workplace Act of 1988) requires any institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The Department of Education's regulations at 34 C.F.R. Part 86 requires that NUHS, as part of its drug & alcohol abuse prevention program for students and employees, annually distributes (in a manner consistent with federal guidelines) the following information:

1. **Standards of conduct** that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A **description of the health risks** associated with the use of illicit drugs and the abuse of alcohol;
4. A description of available drug and alcohol counseling, treatment, rehabilitation, or re-entry programs; and
5. A clear statement of the **disciplinary sanctions that the University will impose** on students or employees who violate these standards of conduct.

The University will conduct a **biennial review** of its drug prevention program to determine its effectiveness, implement changes as needed, and ensure that the disciplinary sanctions are consistently enforced. The National University of Health Sciences fully supports the objectives of these laws and their related regulations. The University recognizes both alcohol and drug abuse as potential health, safety, and security problems. The University expects its students and employees to cooperate in maintaining a University environment free from the effects of alcohol and other drugs and to comply with this policy. Standards of Conduct: Students and Employees

The National University of Health Sciences is an institution committed to promoting the physical, intellectual, social, ethical, and spiritual development of all its members. The abuse of alcohol and the illicit use of other drugs can seriously threaten the health and safety of students, employees, their families, fellow students, and the general public. In addition to promoting health, safety and a positive learning and working environment, the National University of Health Sciences is committed to reducing and preventing alcohol and other drug-related problems among all members of the campus community.

The unlawful possession, use, or distribution of alcohol or other drugs by anyone, either on our institution's property or as any part of University sponsored activities, is prohibited. Any person who is determined to violate this policy will be subject to intervention by The National University of Health Sciences. That intervention may include disciplinary action up to and including expulsion, or termination of employment and/or referral for prosecution, for violations of the standards of conduct.

As a condition of employment, an employee of The National University of Health Sciences must notify his/her supervisor if he or she has been convicted of an alcohol and/or other drug-related offense involving the workplace within five (5) days of the conviction. In the event that any such conviction involves an employee working on a federal contract or grant, the University is required to notify the granting or contracting Federal agency within ten (10) days of receiving notice of the conviction.

This policy and its requirements are consistent with The National University of Health Sciences' desire to promote campus community health and safety and are in accordance with the requirements of the *Drug-Free Workplace Act of 1988* and the *Safe and Drug-Free Schools and Communities Act of 1994*. The National University of Health Sciences will continue its efforts to maintain an environment free from the unlawful possession, use, and distribution of alcohol and other drugs by adhering to this policy and by providing ongoing health promotion, risk reduction, intervention, and referral services for treatment and aftercare programs. A copy of this policy shall be distributed annually to all students and employees of the National University of Health Sciences.

Counseling, Treatment, and Referral

Students and employees who believe they may have an alcohol or drug problem are strongly encouraged to seek assistance through resources available at the University. Employees may contact the Vice President for Administrative Services. The Vice President will connect employees with a local agency experienced at helping individuals on an outpatient basis.

Students should seek help through the Dean of Students or the Office of Student Services. Such contacts will be kept confidential, except as required by law or by concern for the immediate health, safety, or security of the individual or others.

Referrals by the Vice President (employees) or Student Services personnel (students) can be made to publicly funded mental health professionals (e.g., psychologists, social workers, psychiatrists) who are available to discuss an employee or student's concerns regarding drug or alcohol use in their life or in the life of someone close to them.

Seeking professional assessment can frequently bring new perspective.

Individuals requiring inpatient detoxification and/or rehabilitative services can be referred to institutions and hospitals in the local community that specialize in these types of services. The costs of such treatment and referrals may be covered in whole or in part by the individual's health insurance.

The University has the right to take any necessary action to protect the health, safety, and security of the affected individual and other members of the University community, including deciding whether, when, and under what conditions a student may be reinstated or any employee may be returned to employment

after an instance of alcohol abuse or improper drug use.

Students with questions about University alcohol and other drug policy, or any other University policy or rule, should contact the Dean or his/her designee (630-889-6546). Employees should contact the Director of Human Resources (630-889-6878).

Alcohol and Substance Abuse Recovery Support Groups

Listed below are links to a variety of self-help support groups for people trying to recover from alcoholism and drug addiction. These groups are not formally affiliated with nor specifically endorsed by NUHS. Each, however, has been shown to be helpful for certain types of people seeking recovery help. As noted, some of these groups have online meetings available.

ILLINOIS RESOURCES

Alcoholics Anonymous

- www.chicagoaa.org
- <http://www.chicagoaa.org/meetings/>
- <http://aa-intergroup.org/index.html>

SMART Recovery

- <http://www.smartrecovery.org/>
- http://www.smartrecovery.org/meetings_db/view/w/

Marijuana Anonymous

- <http://www.ma-online.org/chat.html>

Alanon

- <http://www.niafg.org/>
- <http://www.niafg.org/AdvFind.asp>
- <http://www.ola-is.org/>

Cocaine Anonymous

- <http://www.illinoisca.org/>
- <http://www.illinoisca.org/meetings.htm>
- <http://www.ca-online.org/>

Adult Children of Alcoholics

- <http://www.adultchildren.org/>
- <http://allone.com/12/aca/>

Narcotics Anonymous

- <http://www.na.org/basic.htm>
- <http://portaltools.na.org/portaltools/MeetingLoc/>

FLORIDA RESOURCES

Alcoholics Anonymous

- www.aapinellas.org
- www.aapinellas.org/asp/meeting_area.asp?a=nwstpete

SMART Recovery

- <http://www.smartrecovery.org/>
- http://www.smartrecovery.org/meetings_db/view/

Marijuana Anonymous

- <http://www.ma-online.org/chat.html>

Alanon

- www.al-anon.alateen.org
- www.al-anon-pinellas.org/
- www.al-anon-pinellas.org/meetings.htm

Cocaine Anonymous

- www.ca.org/phone.html
- www.fla-ca.org
- www.usrecovery.info/ca/florida.htm

Adult Children of Alcoholics

- www.allone.com/12/aca
- www.adultchildren.org/meetings

Narcotics Anonymous

- www.bascna.org
- www.bascna.org/meetings

Student Life / Student Support

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The University encourages students to join or form organizations and to assume responsibility for their effective operation. Student organizations at National provide a great way to meet other students and explore your interests. In addition to group activities, many of our student organizations promote special events, lectures, and activities for the entire NUHS community. To contact a club or for more information, call the Office of Student Services at 727-803-6121 in FL and 630-889-6542 in IL or email: studentservices@nuhs.edu.

Forming Student Organizations/Clubs

Student groups seeking official recognition and approval must be guided by a purpose compatible, supportive, and related to the mission and goals of National University of Health Sciences. The intent to form a new club must be submitted to the Dean of Students, or their designee, for approval. Also, each club must have an approved faculty or staff advisor.

The forming of a new club is submitted to and approved by the Office of Student Services. Once approved, the organization must meet guidelines set forth by the Student Council if the privileges of total recognition and matching funds for the club are being considered. All club activities must be pre-approved by the Office of Student.

The following organizations represent a sampling of the NUHS student groups that have been registered) with the Office of Student Services. Depending on the social, athletic, and professional interests of particular groups of students, other organizations and clubs may be formed with the approval of the Dean of Students. In addition to group activities, many of our student organizations promote special events, lectures, and activities for the entire NUHS community.

- | | |
|---|------------------------|
| Student American Chiropractic Association | Lambda Chi Sorority |
| Naturopathic Medical Student Association | Mixed Martial Arts |
| Acupuncture & Oriental Medicine Club | Homeopathy Club |
| Student American Black Chiropractic Association | Sports Rehab Club |
| Black Naturopathic Medicine Student Association | Ohio Club |
| Fellowship of Christian University Students (FOCUS) | Pride Medical Alliance |
| Motion Palpation Club | Wisconsin Club |
| Chiro Games Club | Running/Walking Club |
| Applied Kinesiology Club Soccer Club | Yoga |

Bulletin Board / Digital Monitor Posting Rules

1. Get it pre-approved by Student Services.
2. Please use the bulletin boards, not the windows, doors, etc.
3. If you put it up, then please take it down when your deadline or event has passed.
4. Promoting alcohol as an inducement (e.g., Free Beer) to attend a NUHS event is prohibited. Posters should state that students have proper ID to be served (e.g., Beverages with photo ID).
5. Words and graphics shall tastefully describe the event, not embarrass, nor offend the public.

6. Anything not approved will be removed by the Office of Student Services.

Fundraising or Solicitation by Students

All solicitation activities on campus must be pre-approved by the Dean of Students or their designee. Such activities include, but are not limited to:

- fund raising activities of student organizations
- student representatives of companies or equipment distributors
- any individual selling services or merchandise or taking orders

Solicitation of NUHS alumni or businesses within the community by student clubs or organizations without the express permission of the administration of NUHS is prohibited. The sale of a product or service that duplicates or competes with any University business is also prohibited (e.g., bookstore, postgraduate seminars, etc.).

Student Council

The Student Council meets regularly to discuss matters concerning upcoming University events and other topics of interest to the entire student body. Attending Student Council meetings enables students to keep informed and to have a representative voice within several important University forums. The Student Council is led by students elected into office by the student body to serve a one-year term. The University President appoints Student Council officers to serve as voting members on various standing committees within the university. These committees are empowered to provide important recommendations to the executive administrators of the University regularly.

The Student Council budget is formulated by assessing a student activity fee against the account of every student who enrolls at NUHS. These funds support some of the activities of the Student Council, numerous campus-based clubs, and several other social, professional and athletic events. As an agent of the University, authorized to use institutional funding, resources, and facilities, the Office of Student Services oversees the activities of the Student Council.

All University students are welcome to attend Student Council meetings and events. For more information relative to the time and location of meetings and Student Council activities, contact the Student Council or the Office of Student Services.

Student Council club guidelines include, but are not limited to:

- Attendance by a club representative at Student Council meetings
- Submission of budget/expense reports, fund raising goals
- Completion of a Service Project

Scheduling Campus Events

All student events and activities must be submitted to the Office Student Services at minimum two weeks prior to the event for approval. Some events will require additional time and details before they can be approved.

Student Services will assist in scheduling approved campus activities.

Recreational and Athletic Activities

The student organizations of the University support and organize wide-ranging recreational and intramural athletic programs on a year-round basis at both campuses. Facilities exist to provide convenient participation in these activities and complement the University's intent to mold and challenge the minds and bodies of future physicians. In addition to the on-campus gymnasium, outdoor basketball and volleyball courts, and fitness center, students residing in Lombard may participate in Lombard Park District programs and utilize Park District facilities, including the outdoor pool in Lombard Common Park.

NUHS students have access to the recreational facilities on two sites at St. Petersburg College: the Seminole campus recreation center with outdoor pool, weight room, and intramural athletic fields; and the Gibbs campus workout facility.

NOTE: *Since 1992, NUHS has had a Sports Injury Policy, which stipulates that the University cannot assume liability for bodily injury to any student or employee who participates in any sport or athletic contest, on or off campus.*

Therefore, each participant must understand that they assume the responsibility of filing a health insurance claim under their policy in the event of an injury.

Co-Curricular Learning (CCL)

<https://www.nuhs.edu/academics/bulletin/ page 65>

National University of Health Sciences graduates are called to take their place as leaders and health professionals in their communities. While at National, all degree-seeking students must participate in community service activities that support the University and the public, providing excellent training for future leadership roles.

Co-curricular Learning, or CCL, is a mission-driven service requirement. CCL encompasses community service activities that support the University and the public while focusing on leadership and management, cultural diversity and ethics, and the advancement of education. CCL incorporates learning experiences that complement, in some way, what students are learning in their programs.

Students are asked to submit short written assignments reflecting their learning experiences therein. The Office of Student Services will maintain a master list of volunteer opportunities.

Peer Tutoring Program

<https://www.nuhs.edu/academics/bulletin/ page 38>

At National University, we support your academic success with free peer tutoring at our Illinois and Florida locations. Peer tutoring is a free service offered to any student currently enrolled in the University. Based on requests, tutoring is available for various courses on a first-come, first-served basis. Given tutor availability, this type of academic assistance is provided by students who have already demonstrated proficiency in specific subjects. These students are assigned to tutor other students who have requested assistance with a subject, topic, or concept within a course.

Peer tutoring is intended to supplement, not replace, class attendance and personal study time. Tutors act as facilitators for student learning; they will not write papers, do homework, or complete other student assignments. Tutors may help clarify points from lectures, labs, group discussions, or

assigned readings. Based on the availability of tutors, one-on-one or small-group tutoring will be offered in an environment conducive to learning. Restrictions regarding tutoring locations, dates, and times may apply based on the number of tutors available with the proficiency to help within a particular subject.

To request tutoring assistance, contact the Office of Student Services. In Florida, email Patricia Gagne at Pgagne@nuhs.edu or phone 727-803-6121. In Illinois, email Student Services at studentservices@nuhs.edu, or phone 630-889-6542.

Keep in mind that the faculty member responsible for instruction in the course is the first place to turn for academic assistance. Full-time faculty members have regular office hours, usually posted outside their office locations. Students should arrange appointments to see their faculty members during these office hours. Part-time faculty members are usually available before or after class.

Peer Mentoring Program

Student Services connects early-trimester students with a Student Mentor. The mentors are upper tri students who are able to offer insight and advice on how to succeed at NUHS. They provide students with valuable support and guidance as they get acclimated to NUHS. Students are paired with a Student Mentor whom they will meet regularly. The interactions will focus on navigating NUHS, tips and tricks, and what to expect in their first few terms at NUHS.

Disability Support Services

[https://www.nuhs.edu/academics/bulletin/ page 45](https://www.nuhs.edu/academics/bulletin/page 45)

The Americans with Disabilities Act (ADA) expanded the definition of a disability in 2008. The law allows for more people and more types of disabilities to be included under the law. However, the law also formalized the proof required (documentation) to be eligible to receive accommodations, support services or academic adjustments. At the university level, a student cannot be accommodated for a disability until they have obtained and submitted the current documentation to the Dean of Students in the Office of Student Services, and obtained a letter from the Dean of Students that describes the accommodations the student will be granted due to a documented disability. It is a student's responsibility to provide a copy of the Dean's letter to the instructor of any course that will require the accommodation(s) authorized by the Dean.

Students who need to be accommodated for any national certification exam or state licensing board requirement will be required to submit the same detailed documentation that NUHS requires to the appropriate board. Also, disability law generally requires no longer than three years of documentation.

Procedure for Obtaining Disability Accommodations

Students seeking services or accommodations for a disability should contact personnel in the Office of Student Services. They will explain the process used to obtain accommodations. Generally, the Dean of Students, or his designee, evaluates documentation completed by a licensed or credentialed specialist who establishes the existence of a life-limiting disability and the need for reasonable accommodation(s) in the post-secondary setting. All disabilities require documentation. (See Documentation Guidelines below) Information regarding a disability is confidential and may only be shared with the permission of the student. Students are responsible for informing their instructors of their accommodations every semester by providing the instructor with a copy of their letter from the Dean of Students, or his designee, outlining the accommodations to be provided.

When use of the testing center is an accommodation, the student is responsible for arranging to have instructors deliver their test to Student Services and for reserving testing space in advance of the test with Student Services personnel.

Requesting an Accommodation

- Students with disabilities who wish to receive accommodations or services must submit current disability documentation, and formally request services, including accommodations from the Dean of Students.
- Requests for services or accommodation should be made early (prior to the start of the trimester or very early in the semester) to allow time to review requests and documentation and make proper arrangements. Accommodation arrangements may be compromised or denied if a request is not made in a timely manner.

Documentation Guidelines

(Online at <http://www.nuhs.edu/student-services/support-services/students-with-disabilities/>)

- All disabilities require current documentation. It is important to understand, however, that different disabilities may require entirely different types of documentation to legally establish eligibility for services or accommodations. Therefore, students are strongly urged to pay particular attention to the specific requirements of their individual disability.
- The proper disability documentation form may be downloaded from the NUHS Student Services Webpage or is available as a hardcopy from the Student Services Office. The categories of documentation are: ADHD, Asperger's Syndrome, Low Vision/Blindness, Deaf/Hard of Hearing, Learning Disabilities, Physical/Chronic Health/Mobility, Psychological, Traumatic/Acquired Brain Injury, and Temporary Conditions or Injuries.

Determining Accommodations

- Accommodations are determined on a case-by-case basis taking into account the learning needs of the student, the requirements of the learning task, the course standards and essential requirements, and the educational environment.
- At NUHS, the determination of an appropriate and reasonable accommodation is based on an interaction between the individual and the Dean of Students. The Dean or his designee will issue a letter outlining accommodations the university will provide.

Accommodations

The following is a list of accommodations that may be considered, given the student has provided the appropriate documentation:

- Extra time on timed examinations and/or quizzes
- Extra time on in-class assignments
- Provisions to take examinations and/or quizzes in a distraction reduced environment
- Audiotaping of lectures, when available
- Priority or front row seating
- Other accommodations will be considered as presented

Implementing Accommodations

- The accommodation letter also informs faculty members of the accommodation(s) that are to be provided to the student.

- Students are not required to divulge the nature of their disability or show copies of their disability documentation to faculty.
- Students are responsible for providing a copy of the letter to their instructor and for scheduling any accommodated exams in the Testing Center with Student Services.
- Students need to provide feedback to the Student Services department on the effectiveness of their accommodations. The Dean of Students or her designee should be notified if an accommodation is not provided.

Denial of Accommodations

- The university reserves the right to deny services or accommodations in the event that documentation does not comply with its published guidelines for service eligibility, e.g., the student does not meet the criteria of ADA or Section 504, or documentation is out-of-date or incomplete.
- If the documentation provided by a student does not support the existence of a disability or the need for accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from an appropriately licensed or credentialed authority.

The university is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue financial burden based upon the

Temporary Conditions or Injuries

Temporary conditions, such as a sprained ankle or broken bone, can be very painful and debilitating. However, federal disability law does not recognize these and other short-term medical conditions as eligible to be considered for ADA protection or disability related accommodations. Despite this, Disability Support Services may, in good faith, and as space and resources allow, try to assist with temporary, non-ADA arrangements. These measures will be undertaken primarily to help facilitate a student's continued attendance on a temporary basis.

With appropriate documentation and evidence of need, students with temporary needs may be able to request adjustments and assistance. Students with temporary needs are asked to make an appointment with Disability Support Services directly to discuss their concerns or needs. Please call or visit the Office of Student Services or e-mail at studentservices@nuhs.edu, to set up an appointment or explain your situation.

For complete information about the Americans with Disabilities Act of 1990 including changes made by the ADA Amendments Act of 2008 please go to <http://www.ada.gov/new.htm>

Student ID Cards

<https://www.nuhs.edu/academics/bulletin/ page 37>

Each student must possess a current, validated student ID card for the utilization of the University facilities. Everyone who has been issued an ID card must wear it so it is visible whenever they are on campus in order to be granted authorized entry to a campus classroom, event, or to utilize any campus facility. ID card distribution is managed by the Office of Student Services.

NUHS students attending the Florida site will also be issued an additional ID that must be shown on demand, by the St. Petersburg College University Partnership Center.

Campus Housing

[https://www.nuhs.edu/academics/bulletin/ page 37](https://www.nuhs.edu/academics/bulletin/page 37)

The University offers convenient student housing on the suburban Lombard, IL site. Tieszen Hall is composed of efficiency, studio and one-bedroom apartments. Buchholz Hall offers studio and one-bedroom apartments, and Turek and Lincoln halls offer a limited selection of studios and one- and two bedroom facilities. The coordinator of housing also maintains contact with a number of private residences and apartment houses within close proximity of the campus for the convenience of other students.

First-time matriculants will be notified of the availability of housing four or five weeks prior to the opening of the new trimester. No housing applications will be acted upon prior to this time.

Student Appeal

If a student feels his/her disability has not been reasonably accommodated, the student should seek redress through the following grievance procedure:

- Discuss the issue with the Dean or her designee, who shall seek to resolve it informally.
- If this fails, the Dean or her designee shall report the dispute to the V.P. for Administrative Services.
- The V.P. shall make a final decision and notify the student of the outcome.

Health Insurance

The University encourages but does not mandate that students secure health insurance coverage. The Affordable Care Act requires nearly everyone to purchase health insurance or be subject to penalties. NUHS students may purchase health insurance through the Affordable Care Act marketplace exchanges. The law allows young adults under the age of 26 to stay on their parent's insurance. For coverage options, please visit: <https://www.healthcare.gov/choose-a-plan/>

At the NUHS Whole Health Center, healthcare is available at both the Florida and Illinois sites for all students, as well as their immediate families, at little or no cost. Upper trimester interns render care under the supervision and license of attending physicians.

Immunization

Pursuant to Illinois law, students enrolled in all Illinois post-secondary institutions, who were born on or after January 1, 1957, must provide proof of immunity to "vaccine- preventable diseases." All applicants, whether enrolled in Illinois or Florida, are required to submit all required forms and appropriate documentation to the Office of the Registrar at or before orientation. Students with any questions or concerns should contact the Office of the Registrar. Students who fail to submit the required documentation will not be allowed to continue their enrollment at the University.

Food Service

[https://www.nuhs.edu/academics/bulletin/ page 37](https://www.nuhs.edu/academics/bulletin/page 37)

The Illinois site has beverages and snacks available from vending machines in the "Eagle's Nest" and fresh food in the Campus Store. The Florida site offers vending machines and a cafeteria for

student convenience.

Textbooks and Supplies

There are numerous resources available online where you can purchase or rent textbooks needed for your classes. When purchasing textbooks online, please be observant and do your research before committing to a purchase. A list of several top websites for buying or renting textbooks online is provided at orientation

Recycling

NUHS promotes an atmosphere where students, faculty, and staff are encouraged to recycle. Both sites provide recycling receptacles available in each of the University buildings. Recycling bins for paper product and commingled items are available. Improper use of these receptacles results in contamination of these bins.

Student Health Service

All new students are given required physical examinations at the National University Whole Health Center, with the cost of such examination included as part of the first trimester student fees. Health care provided to the student, student's spouse and children is coordinated through the University of Health Services. All new students are encouraged to schedule their new student physical at their earliest convenience during their first trimester of attendance. NUHS Florida students will be seen at the Caruth Health Center at St. Petersburg College and the Whole Health Center – Pinellas Park in Florida.

Living Expenses and Employment

The cost of living in the Chicago and Tampa Bay areas is comparable to any large metropolis. Part-time employment opportunities are plentiful. Students interested in obtaining part-time employment should arrive at the University before the opening of any trimester. Student employment schedules should not interfere with class attendance nor encroach upon study time.

Resources for Military Veterans and their Families

<https://www.nuhs.edu/academics/bulletin/> page 33

For veterans, their friends and families, the return home is often just the first step in a longer re-adjustment process. This site (https://www.mentalhealth.va.gov/studentveteran/docs/ed_commonadjustment.html) provides resources on a wide range of issues to help vets following deployment and discharge — topics such as transitioning to life at home, uncovering signs of emotional problems and dealing with war trauma. For more information, contact Student Services at 630-889-6542 or email studentservices@nuhs.edu

Campus Parking

All vehicles on the Illinois campus whether Faculty, Staff, or Student vehicles, must be registered for security purposes and properly display a current vehicle tag. Registration forms are available in the Office of Financial Services, Janse Hall, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. Applicants should be prepared to provide their name and telephone number as well as the make, model, color, year, and license plate number of the vehicle(s). Inaccurate or incomplete applications cannot be processed. Vehicle tags expire August 31 each year. All vehicles

must be completely reregistered for the following 12-month period.

Campus Parking Regulations –Florida

NUHS Florida students should refer to the St. Petersburg College Student Handbook for current parking regulations.

Campus Parking Regulations –Illinois

NUHS Illinois students should refer to the current issue of the “Bulletin”.

Inclement Weather Closing

Illinois When weather conditions warrant it, the University and its public clinics will either close or implement a modified schedule instead of closing. When that happens, the University will send a notification using Omnilert, our emergency alert system. This system allows notification by text, email, and voicemail, and posts a message to the NUHS website homepage. Students’ names are added at orientation and they receive an email that must be responded to in order to enable the system. If for some reason a student does not receive an email or needs to be added to the system, they should contact the Registrar.

Inclement Weather Closing

Florida Students enrolled in the NUHS Florida program on the St. Petersburg College (SPC) campus will be required to observe the governance required by SPC in the event of inclement weather for this location in addition to observing weather alerts produced by NUHS Illinois administrators using Omnilert. During severe weather conditions in Lombard, Illinois, website administrators shall post updates for e-programming to aid with re-establishing class times and make-up sessions. Students enrolled in this program will be required to enroll in the mass notification program developed by SPC administrators to receive weather/school closing alerts in the Florida region. Any e-programming adjustments made due to weather conditions in Florida or Illinois shall be posted on the NUHS website by website administrators to keep the campus community informed.

Academic Contingency Plan for Catastrophic Events

The National University of Health Sciences retains specific procedures regarding catastrophic events and other crisis or emergency situations in order to minimize the disruption of students’ education. In the event of a crisis, affected students and personnel will be notified by university administration as needed and alternate educational plans will be described. For example, certain courses may be moved to distance education and will be leveraged through the CygNet learning management system. University administration will provide further updates to affected students and personal primarily through NUHS email..

NUHS Lombard may shift to a “Snow Schedule” (see table following) instead of closing. A Snow Schedule is actually the daily schedule but with shortened classes (45 min/period) delayed by an hour or more. Please read the Emergency Closing information above; it is the most reliable and effective way for students and employees to find out if the University or any of its public clinics remain open, have shifted to a “9 to 5” Snow Schedule, or have closed for the day. * Evening Classes (5:00 pm to 10:00 pm) will meet on time or be canceled.

Snow Schedule

	Normal Schedule		Snow Schedule Period	
1	8:00 am	8:50 am	9:00 am	9:45 am
2	9: 00 am	9:50 am	9:55 am	10:40 am
3	10:00 am	10:50 am	10:50 am	11:40 am
4	11:00 am	11:50 am	11:45 am	12:30 am
Common Hr.	12:00 pm	12:50 pm	12:40 pm	1:10 pm
5	1:00 pm	1:50 pm	1:20 pm	2:05 pm
6	2:00 pm	2:50 pm	2:15 pm	3:00 pm
7	3:00 pm	3:50 pm	3:10 pm	3:55 pm
8	4:00 pm	4:00 pm	4:05 pm	4:50 pm

Student Complaint Procedures

<https://www.nuhs.edu/academics/bulletin/> page 43

Complaint Processes

The U.S. Department of Education Regulation 34 CFR § 668.43(b) requires institutions of higher education authorized under Title IV of the Higher Education Act to make available to enrolled or prospective students upon request, documents describing the institution's accreditation and its state, federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its state approval or licensing entity.

Internal Complaint Processes

Most external grievance processes require that the student must first exhaust all internal processes. NUHS expects that any student complaint will be filed in accordance with the procedures currently in place at the institution before seeking a resolution from a state or federal agency or any of the University's accreditation bodies. In the absence of or unfamiliarity with a procedure, the complaint should be filed with the Office of Student Services in Janse Hall on the Illinois site or in the Caruth Health Education Center Annex in Florida.

Note: No student will be subjected to any form of retaliation as a result of an earnest, good faith filing of a complaint. See ***NUHS Non-Retaliation Policy:***

http://www.nuhs.edu/extras/policies/Non-Retaliation_Policy.pdf

Filing an Internal (Academic or Non-Academic) Complaint

In order to ensure an effective response, initial complaints should be prepared in a typed or written format. Complainants should describe the issue in their own words, and include their full name and contact information. Complainants should also include dates and any college officials that were involved or have been contacted. Any supporting documentation, such as emails or other

correspondence should be included in order to help others understand the nature, context, actions, or events that lead to the complaint. Finally, the complainant should state what, if any, remedy is sought.

NUHS is committed to resolving complaints at the earliest and most informal level, conducting internal investigations in a timely and effective manner, adhering to the procedures as outlined, and providing prompt corrective action if discrimination is believed to have occurred. The date upon which a written complaint is received shall be referred to as the date of complaint. NUHS will make every reasonable attempt to resolve all complaints within 60 days of receipt.

In order to file an internal academic or non-academic grievance, contact the following officials:

Complaints regarding the Financial Aid Program: Director of Financial Aid, 2nd floor, Janse Hall, Illinois campus, 630-889-6517, myambao@nuhs.edu Complaints regarding College of Professional Studies Programs/Illinois: Dean of the College of Professional Studies-Illinois, Janse Hall, Illinois campus, 630-889-6599, srogers@nuhs.edu

- Complaints regarding College of Professional Studies Programs/Florida: Dean of the College of Professional Students-Florida, (727) 394-6058, dstrauss@nuhs.edu
- Complaints regarding College of Allied Health Sciences and Distance Education: Dean of the College of Allied Health Sciences and Distance Education, (630) 889-6853, cpassi@nuhs.edu
- Complaints regarding Lincoln College of Postprofessional, Graduate and Continuing Education Programs: Dean of Lincoln College, (630) 889-6620, jglenn@nuhs.edu
- Complaints regarding Non-Academic University Issues (discipline, discrimination, sexual misconduct, harassment, disabilities, privacy, misuse of computing resources, mental health concerns, student safety and security, etc.) Dean of Students, (630) 889-6542, ymaldonado@nuhs.edu or via the online complaint form: <https://www.nuhs.edu/student-services/support-services/complaints/student-complaint-form/>

Filing a Complaint with a Program's Accrediting Agency

In order to file a complaint with a program's accrediting agency, contact the following:

- Doctor of Chiropractic Program (Illinois and Florida): The Council on Chiropractic Education (CCE) complaint process is located on the CCE website at www.cce-usa.org under the key words "CCE Policy 64"
- Doctor of Chiropractic Program (Florida only): The Commission for Independent Education, Florida Department of Education, has also licensed NUHS' DC program in Florida. To file a complaint with this body, contact the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399, (888) 2243-6684
- Naturopathic Medicine Program: In addition to Higher Learning Commission (HLC), the ND program has been accredited by the Council of Naturopathic Medical Education (CNME). To file a complaint with this body, contact CNME, 342 Main Street, P.O. Box 178, Great Barrington, MA 01230, (413) 528-8877
- Acupuncture and Oriental Medicine Program: The complaint process for Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) is located on the ACAOM

website at www.acaom.org/students/

- Bachelor of Biomedical Science and Associate in Applied Science in Massage Therapy programs: The complaint process instructions for the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) can be found at <http://www.ncahlc.org/Information-for-the-Public/complaints.html>

Filing a State Licensing Complaint

In order to file a state licensing complaint for programs on both the Illinois and Florida campuses, contact the following:

- Illinois State Board of Education, 1 N. Old State Capitol Plaza, Suite 333 Springfield, Illinois 62701-1377, (217) 782-2551, or (217) 557-7359, (217) 782-2551, <http://complaints.ibhe.org>

Authorized Use of the University Name

Use of the University name, logo or seal shall be granted only through the Dean of Students, the Vice President for Academic Services, or the President of the University.

Section 2

College of Professional Studies

All first professional programs are offered at the National University Illinois site. Only the Doctor of Chiropractic Program is offered at the Florida site. These programs are offered through the College of Professional Studies. For detailed information on each program, including admissions, student costs, financial aid, graduation rates and placement rates please see the [NUHS Bulletin](#).

Dean – Sandra Rogers, PhD – Illinois

Dean – Daniel Strauss, DC – Florida

Doctor of Chiropractic

Assistant Dean – Jeffrey S. Ware, MS, DC, DABCI - Illinois

As a school of healing, chiropractic may be defined as the diagnosis and treatment of human ailments. Chiropractic emphasizes the ability of the body to self-regulate and self- heal. Any interference with the basic physiological components of optimal health may result in disease.

While manipulation is the centerpiece of chiropractic, a number of therapies may be utilized including physical and manual therapy, nutritional and lifestyle counseling, and acupuncture. Chiropractic does not profess to be the only method of healing. Conditions that are beyond the scope of chiropractic are referred to the appropriate health care professional for treatment.

Doctor of Naturopathic Medicine

Assistant Dean – Fraser Smith, ND

Naturopathic medicine is a distinct method of primary health care — an art, science, philosophy, and practice of diagnosis, treatment, and prevention of illness. Naturopathic physicians seek to restore and maintain optimum health in their patients by emphasizing nature’s inherent self-healing process, (what Hippocrates referred to as the *vis medicatrix naturae*). This is accomplished through education about lifestyle — determining factors of health — and the rational use of natural therapeutics such as clinical nutrition, botanical medicine, physical medicine, manipulation, acupuncture, homeopathy, and hydrotherapy.

Master of Science in Acupuncture

Assistant Dean – George G. Stretch D.N. D.A.O.M., L. Ac

The master of science in acupuncture is a 121-credit, seven-trimester program. Students will be immersed in the same comprehensive training as in the oriental medicine program, with the exception of the study of Chinese herbal medicine. This program is ideal for health care professionals — chiropractors, nurses, physician, physical therapists, and others — who wish to study oriental medicine comprehensively but who are not necessarily interested in becoming herbalists at this point. Master of science in acupuncture graduates may have the option of returning to NUHS to complete the Chinese herbal medicine training at a later date should they choose to do so.

Master of Science in Oriental Medicine

Assistant Dean – George G. Stretch D.N. D.A.O.M., L. Ac

This nine-trimester program culminating in the master of science in oriental medicine provides comprehensive training in the five branches of oriental medicine. It provides a solid foundation in classical Chinese medical theory and practice, incorporating Eight Principle and Five Element theory as well as modern oriental medical theories and techniques from China, Japan, Korea, France, etc.

The 167.5 credit program covers the history, theory and philosophy of oriental medicine as well as rigorous training in diagnosis, treatment planning, and the highest standards in the practice of acupuncture and Chinese herbal medicine.

Students will also graduate with a solid foundation in the basic sciences of western medicine, having developed the skills necessary for integrative and collaborative practice within hospitals and health care settings of their choosing. This comprehensive curriculum combined with extensive and sustained clinical training throughout the nine trimesters ensures program success.

Special Requirements

Fingerprinting

Pursuant to Illinois law enacted in December 2005, students enrolling in all Illinois medical schools, “must submit to a fingerprint-based criminal history records check for violent felony convictions and any adjudication of the matriculant as a sex offender conducted by the Department of State Police.” The fingerprinting process will be conducted as part of the University’s orientation of new professional program students on both the Florida and Illinois sites.

Dual Enrollment

Students may dual enroll in two first professional programs or a first professional and certificate program. Students are not eligible to begin dual enrollment until the third trimester of study in their initial or primary program of entry. Students must have a 2.50 GPA in their primary program, complete the dual enrollment form, and obtain all required signatures in order to be granted dual enrollment status.

Technical Standards

All applicants accepted to National University of Health Sciences’ College of Professional Studies must be able to meet the University’s technical standards of the College and/or the program in which they enroll.

Technical standards are those physical, behavioral, emotional, and cognitive criteria that an applicant must already possess as personality traits, life skills or acquired abilities before enrolling in the program. These qualities are regarded as essential requirements needed to participate and complete the entire spectrum of study, training and experiences within the educational program they are seeking to be admitted by the University. These standards are applied in addition to, and separate from, academic standards of qualification.

Applicants must review the technical standards that apply to the educational program they intend to enroll in and sign a form certifying they have read, understand and are able to meet the standards

(with or without reasonable accommodations) of that program. This information is provided to help every student be more aware of the types of performance and expectations associated with different educational programs that the University offers. The use of technical standards is derived from Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws provide a framework for individuals with documented disabilities to request reasonable accommodations to fulfill their educational objectives. Reasonable accommodations are defined as any change or modification in the way things are usually done that enables an individual with a disability to participate as fully as possible in an educational program. An effective accommodation for a disability can ensure that an otherwise qualified student with a disability is able to perform and be assessed on their ability rather than by their disability.

Candidates with documented disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the University's procedure for requesting an accommodation. This procedure, in summary, requires submitting a written request for accommodations and supporting documentation of a life-limiting disability to the Dean of Students. The Dean will review the request and determine whether a reasonable accommodation can be made.

National University of Health Sciences does not discriminate against qualified individuals with disabilities in recruitment or admission to its programs, services or activities. Any information disclosed by an applicant regarding disabilities will not adversely affect admissions decisions nor eligibility to remain enrolled.

The University reserves the right to reject requests for accommodations that would fundamentally alter the nature of a University educational program, lower the academic standards, cause an undue hardship on the University, or endanger the health or safety of a student with a disability, other students, clinic patients, or any other member of the University community

Students must have abilities and skills of five varieties:

Sensory/Observation

A student must be able to observe demonstrations and experiments in the basic sciences including, but not limited to, demonstrations on human cadavers, animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the senses of vision and somatic sensation. It is enhanced by the functional use of the sense of smell. Therefore, a student must have sufficient sense of vision, hearing and touch to perform the customary techniques in a physical examination such as auscultation (listening with a stethoscope), percussion (tapping of the chest or abdomen to elicit a sound indicating the relative density of the body part), palpation (feeling various body parts such as the breast or abdomen with the ability to discern the size, shape, and consistency of masses), and visual observation sufficient to note changes in skin and eye color as well as to use such instruments as an otoscope (magnifying device for examining the ear) and ophthalmoscope (magnifying device for examining the eye).

Communication

A student must be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A student must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. The student must be able to communicate effectively and

efficiently in oral and written form. In summary, a student must have verbal and written communication skills sufficient to conduct patient interviews and record clinical histories, read all forms of diagnostic imaging, and make assessments and plans known to patients and other members of the health care team.

Motor/Strength/Coordination

A student must have sufficient motor function to elicit information from patients by palpation, auscultation and percussion, perform basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (digital rectal, otoscopic, etc.), and read EKGs and X-rays. A student must also be able to coordinate both gross and fine muscular movements, equilibrium, and provide general manual therapy care and emergency treatment to patients. Examples of minimal emergency treatment required of primary health care providers include the ability to perform quickly and effectively such emergency procedures as CPR, the application of pressure to stop bleeding, the opening of obstructed airways, and venipuncture (inserting a needle into a vein). Examples of manipulative therapy care involve the requisite strength and dexterity to be able to perform basic procedures such as static and dynamic palpation of joints, movement of diagnostic and therapeutic equipment, and sufficient motor function to coordinate and balance the hands and body while manually delivering the high velocity, low amplitude thrusting action associated with the controlled manipulative therapy that complementary and alternative medicine (CAM) practitioners frequently apply to the spine or extremities of a patient.

Conceptual, Integrative and Quantitative Abilities

These abilities include measurement, calculations, reasoning, analysis, and synthesis. Additionally, a student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving in group and individual settings requires all of these intellectual abilities. Testing and evaluation of these abilities in the College of Professional Studies employs periodic examinations as an essential component of the curriculum. Successful completion of these examinations is required of all candidates as a condition for continued progress through the curriculum. Examples of these tests include essay, oral and/or multiple choice tests, typewritten papers, oral presentations, and lab practicals designed to assess a variety of cognitive and non-cognitive skills in a simulated or supervised clinical setting.

Behavioral and Social Attributes

A student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. A student must be able to function effectively under stress. A student must also be able to adapt to change, display poise and flexibility in the face of uncertainties and stressful situations, and to independently demonstrate empathy, integrity, compassion, motivation, and commitment commensurate with the habits and mannerisms of professional training to become a professional health care provider.

Transfer Students and Advanced Standing

National University of Health Sciences will award advanced standing credits from institutions fully accredited by specialty professional health care accrediting commissions such as the Commission on Accreditation of the Council on Chiropractic Education, the Council on Naturopathic Medical Education, or credits from another accredited professional college(s), in those instances where the credits are germane and equivalent to the credits of the curriculum of NUHS. Because there is not total universality between various chiropractic, naturopathic and professional colleges with regard to curricula, transfer students should expect to lose some credit given at institutions attended previously. The following regulations apply to transfer students:

1. Transfer students must follow the application procedure for new students, must meet the current entrance requirements for admission to the University, and must be approved by the Committee on Admissions.
2. The applicant must remit official transcripts to National University from another professional college(s) prior to submission of their file to the Committee on Admissions.
3. Students may be granted advanced standing for coursework taken at another professional college. Students must initiate this process through the Office of Admissions. Advanced standing will be determined by the appropriate dean.
4. Courses considered for advanced standing must be equivalent in content and quality to those of National University and must be satisfactorily completed with C grades or higher 2.0 (on a 4.0 scale).
5. Students must be competent in the courses for which advanced standing is sought. This may require passing course competency examinations.
6. Students wishing to be granted additional advanced standing after matriculation to National University must submit this request within one calendar year of matriculation.
7. Not more than the equivalent of two years of credit may be granted to applicants who have taken professional work in a medical or osteopathic college, and then only when the colleges from which credit is offered are accredited by the accrediting agencies of the respective professions.
8. Students who have interrupted their professional studies for a period in excess of five calendar years shall be allowed no credit on re-enrollment and no credit in transfer for chiropractic and other professional studies courses taken previously. Such students must reapply for admission and must meet all current admission requirements.

For the acupuncture and oriental medicine programs, transfer students granted advanced standing must complete a minimum of 30 credits within no less than one calendar year (1.3 academic years) of resident study in order to graduate from National University of Health Sciences.

Re-enrollment and Re-instatement

A student interested in re-enrolling in a program from which they previously withdrew, or wishing to be reinstated after suspension must submit a completed re-enrollment/ re-instatement form to the Registrar. The appropriate dean, in consultation with the proper committee, will determine a student's eligibility to rejoin the institution and will consider the following guidelines.

Expulsion

The expulsion of a student represents permanent separation from the program. There is no opportunity for re-enrollment or reinstatement.

Returning after Suspension

If a student has been suspended from the University, a student may petition the appropriate dean

for reinstatement. This process will be dependent upon the student meeting the dean's written terms for reinstatement.

Returning after Withdrawal

Students who left the University in good academic standing and now wish to re-enroll within a year of their withdrawal date will normally be allowed to resume academic studies where they finished at the discretion of the appropriate dean. However, if a student leaves in poor academic standing, the resumption of academic studies will be at the discretion of the appropriate dean. The dean may consult with other relevant personnel regarding this request. In either case, the student may be required to follow a remedial academic plan determined by the dean.

A student who left the University in good academic standing and now wishes to re-enroll more than a year after their withdrawal date will normally have to start the program over. However, the student may apply for advanced standing to receive credit for prior coursework. The awarding of advanced standing is made at the discretion of the Vice President for Academic Services. If the student left in poor academic standing, they will, in the majority of cases, receive no credit for prior coursework and have to start over.

In all circumstances, a student must complete the first professional doctoral program within eight (8) calendar years from the date of their first matriculation in coursework applicable to the doctoral degree they are pursuing.

Non-degree Students

National University makes a limited number of courses available to individuals who wish to take classes as non-degree seeking students at the Lombard campus. Students taking coursework in this capacity do not go through the normal admission process and are not admitted to a degree program. Interested individuals should contact the Office of Admissions for guidance and course availability. Course enrollment is handled through the Office of the Registrar. The Registrar, in consultation with the appropriate dean, will determine if a student can enroll in any specific course as a non-degree seeking student. To obtain credit for courses, non-degree students must complete the entire trimester and successfully pass all required examinations. Tuition is paid by the non-degree student by the per credit hour fee.

Student Costs and Financial Aid Tuition and Fees

Please refer to the current University Bulletin at:

https://www.nuhs.edu/media/1282964/nuhs_bulletin_2020-21.pdf

Refund Policy

1. Refunds for tuition paid to the University may be made only in the case of formal voluntary approved withdrawal of the student for a course(s). Fees are not refundable. To be eligible for a refund, the student must fill out an official withdrawal form from the Registrar, obtain appropriate departmental signatures, and submit the completed withdrawal form to the Registrar. Refund eligibility is contingent on the official approved withdrawal being submitted in accordance within the time frames as stated in the bulletin.
2. Refunds resulting from dropping a course(s) will be returned to the borrower's Direct Loan or GradPLUS lender (unless tuition was paid from private, non-federal sources) to reduce educational debt, and not to the student. Adjustments to federal or state grant programs may be necessary depending on when the course is dropped. Refunds due to non-Title IV borrowers will be made within 30 days of the date that the institution determines that the student has withdrawn.

4. A 100% refund is granted for course(s) in which advanced standing is received prior to the end of the first eight weeks of the first trimester of attendance. Since all advanced standing credit is to be determined within the first trimester of attendance, no special refund consideration is available in subsequent trimesters of attendance.
5. Elective refund policy: Elective course payments are non-refundable unless the course is cancelled due to insufficient enrollment.
6. Complete withdrawal from the University may result in a pro-rated housing refund. See the Housing License Agreement for more information.
7. For students called to active military duty, tuition and fee charges will be fully refunded for courses not yet completed at the time the student is called to active duty. Any financial aid funds that a student is determined not eligible to retain after the Return of Title IV Fund calculation shall be the debt of the student.
8. All first time, first trimester College of Professional Studies students registered full time in first trimester courses (as listed in the current Bulletin) may receive a 100% tuition refund in weeks one through five for up to half of the enrolled credits as long as they remain on full time status (minimum of 10 credits). Student financial aid will be recalculated and refunds resulting from the drop(s) will be returned to the lender. The student MUST meet with the Chair of the Basic Sciences and acquire approval from both the Chair and the Dean of the College of Professional Studies. It is preferred, but not mandatory that students stay on a defined flex track within their program. If the student chooses to withdraw from the University or drop more than the 50% allowed while maintaining the required full-time enrollment status, they will adhere to the policy stated as number 1 above.

Return of Title IV Funds Policy/Withdrawal from NUHS

The Higher Education Amendments of 1998 (HEA98) changed the method of returning Title IV federal financial aid when a student totally withdraws from the University. The policy governs all federal grant and loan programs (Pell Grant, SEOG, Direct Loans, Perkins loans and PLUS), but does not include the Federal Work Study program.

This regulation assumes that a student “earns” federal financial aid in proportion to the number of days in the term completed. The University must calculate, according to a specific formula, the portion of financial assistance that the student earned and is therefore entitled to retain, until the time that the student totally withdrew. If a student receives (or the University receives on the student’s behalf) more assistance than the student earns, the unearned funds must be returned. Students who have not completed the verification process are ineligible to receive any financial aid. The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis. For example, if a student completes 30% of the trimester, the student earns 30% of the approved federal aid that was originally scheduled for the term. This means that 70% of the student’s scheduled or disbursed aid remains unearned and must be returned. However, a student who withdraws after the 60% point in a trimester is considered to have earned 100% of the aid awarded for that trimester, and funds will not be returned to any federal Title IV financial aid programs. This federal policy does not affect the student’s charges. The University’s withdrawal policy will be used to determine the reduction, if any, in the student’s tuition and fee or room and board charges. The student is responsible for paying any outstanding charges to the University. The student’s official withdrawal date will be determined by the University as:

1. the date the student began the University’s withdrawal process (the date the student gave official notification of intent to withdraw);
2. the midpoint of the trimester if the student withdraws without notifying the University; or

3. the student's last date of attendance at an academically-related activity as documented by the University.

If it is determined that a portion of the financial aid received on the student's behalf is unearned, the University shares with the student the responsibility of returning those funds. Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay or make payment arrangements to repay an overpayment, the student will lose eligibility to receive future federal financial aid at any institution.

Satisfactory Academic Progress (SAP)

The Higher Education Act (HEA) requires that a student maintain satisfactory progress in their program of study to be eligible to receive Title IV funds. Under the HEA and current federal regulations, a school is required to periodically evaluate if the student is successfully meeting both qualitative and quantitative academic standards specified by the school.

A student's academic performance must be monitored if the student is receiving financial aid. If the student does not meet certain standards the student will lose eligibility for federal financial aid. One of these standards is the grade point average (qualitative measure), which measures for a minimal academic performance, usually by looking at the student's grades or cumulative grade point average (CGPA). The second standard is the pace of progression (quantitative measure), the measurement a school uses to make certain a student is on track to complete their degree in a reasonable amount of time.

Federal regulations mandate that a student's satisfactory academic progress is measured a minimum of once per academic year. It is Nuhs' choice to evaluate progress at the conclusion of each trimester.

Pace – Coursework Completion

The student must successfully complete all required coursework, Student Clinic and the clinic internship program in no longer than twice the standard program length.

Program	Minimum Completion Time (Without Advanced Standings)	Maximum Completion Time
DC and ND	10 trimesters (3 years, 1 tri)	24 trimesters (8 years)
Acupuncture	7 trimesters (2 years, 1 tri)	14 trimesters (4 years, 2 tris)
Oriental Medicine	9 trimesters (3 years)	18 trimesters (6 years)

The student must successfully complete 50% of all hours attempted each trimester. Successful

completion is indicated by grades of A, B, C, D, and S.

1. Hours attempted include grades of A, B, C, D, F, S, U, I, W, or WX.
2. Hours attempted include repeated courses.
3. Withdrawals will be included as attempted, except those dropped within allowable add/drop period.
4. Any transferred hours for credit will be included in attempted hours.

Students will be measured for course work completion at the end of the each trimester.

GPA – Academic Standing

A student must maintain a minimum CGPA (cumulative grade point average) of 2.0 out of a 4.0 scale for each trimester of enrollment.

1. Incompletes are not to be calculated in the GPA.
2. Repetitions will be included in the GPA.

Financial Aid Warning – SAP

A student who fails to meet either the 50% coursework completion or 2.0 CGPA at the end of a trimester will be placed on Financial Aid Warning.

1. A Financial Aid Warning letter will be sent indicating that the student is eligible to receive one more trimester of aid only.
2. Included will be a statement that if SAP is not met in the subsequent trimester, no further federal aid will be allowed until SAP is again achieved – except through appeal.

Financial Aid Probation – SAP

A student who does not meet either the 50% completion requirement or reach a minimum 2.0 CGPA for the second consecutive trimester will be placed on Financial Aid Probation.

1. A Financial Aid Probation letter will be sent indicating that the student is no longer eligible for federal aid in the subsequent trimester.
2. The student may submit an appeal for continuation of federal aid.
3. The letter will include the instructions to appeal and the SAP Appeal Form.

Appeals

Students, who feel there are extenuating circumstances to their situation, may appeal for reconsideration to have federal financial aid re-established through submission of the SAP Appeal Form and supporting documentation.

An appeal may be submitted for any of the following reasons:

1. the death of a relative,
2. an injury or illness of the student, or

3. other special circumstance.

In addition, the appeal must include:

1. an explanation of the reason(s) the student failed to maintain SAP,
2. a statement of the student's personal plan of action, and
3. what has changed in the student's situation to enable the student to demonstrate SAP at either:
 - a. the end of the next trimester, or
 - b. at the end of a specified academic plan designed by the academic department.

Students whose appeal is approved are placed on Financial Aid Probation. Students whose federal aid has been reinstated under the terms of an academic plan will be considered to be making satisfactory progress as long as they continue to fulfill the requirements of the academic plan.

Students who do not make SAP or fulfill the academic plan requirements by the end of the academic remediation plan will lose federal Title IV aid eligibility until SAP is again achieved.

Appeals are reviewed by the Financial Aid Satisfactory Academic Progress Committee whose decision is final.

Financial Aid Program

<https://www.nuhs.edu/academics/bulletin/page 29>

National University of Health Sciences maintains an Office of Financial Aid to assist students in the financing of their education. Students must plan their financing very carefully. The federal role in paying for higher education exists only when there is a gap between educational costs and the ability of students to pay. Students should be aware that the principal responsibility is theirs. The primary sources of financial aid available at National University of Health Sciences are federal loans, institutional grants and scholarships. Work study positions and fellowships also are available to qualified students.

Endowments and Grants

National University of Health Sciences receives endowments and grants from various sources. Tuition represents only a portion of the funds necessary to meet the financial needs of the University.

Veterans Affairs Educational Benefits

National University is approved to offer assistance to students using Veterans Administration benefits for educational purposes. Any students interested in determining for which benefits they may be eligible must speak with the Office of the Registrar. All veterans must provide a copy of their DD214 and complete VA form 22-1995, or 22-1990 if they have attended college previously.

Yellow Ribbon Program

National University participates in the Yellow Ribbon Program. The Yellow Ribbon Program ensures that students receiving benefits at the 100% rate under the Post 9/11 GI Bill (Chapter 33)

will receive full tuition and fees paid while pursuing their education at NUHS.

Institutional Scholarships and Grants

<https://www.nuhs.edu/academics/bulletin/ page 30>

Students interested can see the NUHS Bulletin for a complete list of scholarships and eligibility criteria Requirements.

Alumni Legacy Benefit

Spouses or children of NUHS graduates, who have been active members of National University of Health Sciences Alumni Association for a minimum period of the five consecutive years immediately preceding the date of matriculation of spouse/child, shall receive a 50% discount on remaining tuition due, after other NUHS gift aid has been credited to the student's account, for the first term of study in any program within the College of Professional Studies or the College of Allied Health Sciences & Distance Education. Contact the Office of Admissions for further information and for verification of eligibility.

Multi-Family Benefit

Students attending NUHS who are from the same family household and concurrently enrolled are each entitled to a discount. Each student will receive a discount of his/her tuition based on 15% of the lower tuition charge as long as all family members are in good academic standing and are attending classes as full-time students in a degree-seeking program. Each family member must complete an application when both meet the stated criteria in the same trimester; it is not retroactive to prior trimesters. Applications are available from the Office of Financial Aid.

Loans

Federal Direct Loan (DL) Program

Direct Loans are processed directly through the U.S. Department of Education. National University of Health Sciences will apply a student's Direct Loan toward the student's tuition and other University charges and provide any remaining excess funds to the student to assist with living expenses.

Federal Direct Subsidized Loan

The Budget Control Act of 2011, signed into law on August 2, 2011, eliminated the Federal Direct Loan interest subsidy for graduate and professional students effective July 1, 2012. As a result all Direct Loans for graduate and professional students are unsubsidized (interest accruing) beginning Fall 2012. Subsidized loans borrowed prior to July 1, 2012, are not affected.

Federal Direct Unsubsidized Loan

The Direct Unsubsidized Loan is not based on financial need. The interest rate is 6.8% and will accrue while the student is in school. The interest can be paid or deferred while the student is enrolled in school, with capitalization of interest upon graduation, withdrawal, or enrollment status of less than half-time.

Federal GradPlus Loan

The GradPlus Loan is a credit-based non-need loan where the student is responsible for all interest that accrues from the date of disbursement. The interest rate is currently fixed at 7.9%. The maximum amount cannot exceed the approved cost of education (including all other aid) for the loan period. Repayment begins immediately following degree completion or less than half-time enrollment. Completion of the GradPLUS Master Promissory Note and Entrance Counseling is required prior to loan disbursement.

Federal Perkins Loan Program

The Federal Perkins Loan is a low interest loan available to students with higher financial need. The

interest rate for the Perkins Loan is fixed at 5%. Interest does not accrue and repayment is not required while the borrower is enrolled in school on at least a half-time basis. Interest will begin to accrue after the borrower graduates or ceases to be enrolled at least half-time.

Federal Work Study

A limited number of on-campus federally subsidized jobs are available to eligible students. University work study positions are awarded to students who have financial need and whose skills can be matched with job requirements. Priority is given to those students who have worked in a University work study position and wish to be reinstated in the same department. Preference is also given to students who apply early. Jobs for students not eligible to receive federal financial aid are limited.

Federal Work Study Fellowships

Teaching, research and service fellowships are available to qualified students who are eligible for federal work study. Fellowships are awarded through individual departments and require a specified amount of time from the student for assisting in instruction, research or University service. Requests for information regarding fellowships should be made directly to the appropriate academic dean.

Academic Policies, Regulations & Procedures

The following academic policies, regulations and procedures apply to all College of Professional Studies students of National University of Health Sciences. Failure to conform with policies, regulations and procedures may jeopardize or negate a student's opportunity to pursue and/or complete the course of study leading to the degree(s) in the declared major(s).

General

Each person whose registration has been completed is considered a student of National University of Health Sciences during the trimester for which the registration was completed, unless that connection becomes officially severed by approved withdrawal, suspension or expulsion. No student registered at National University of Health Sciences will at the same time be registered in any other school, college or other educational institution without the written consent of the appropriate dean.

The continuance of each student upon the rolls of the University and the conferring of any degrees are strictly subject to the authority of the University, which is free to cancel registration at any time

on grounds that are deemed advisable.

Academic and Clinical Competencies

In the College of Professional Studies, students will be expected to meet a minimum performance standard in the following competencies:

1. Medical Knowledge - Before graduation, the competent student must be able to demonstrate knowledge about established and evolving biomedical, clinical, and cognitive sciences and the application of this knowledge to patient care.
2. Interpersonal and Communication Skills - Before graduation, the competent student must be able to demonstrate interpersonal and communication skills that result in effective information exchange and teaming with patients, patients' families, and professional associates.
3. Patient Care - Before graduation, the competent student must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
4. Professionalism - Before graduation, the competent student must be able to demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population
5. Practice-based Learning and Improvement - Before graduation, the competent student must be able to investigate and evaluate their patient care practices, appraise and assimilate scientific evidence, and improve their patient care practices.
6. Systems-based Practice – Before graduation, the competent student must be able to demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value.

Changes

The University reserves the right to revise the requirements regarding admission and/or re-admission, to change the arrangement of courses, the requirements for graduation, degrees, tuition and fees, and other regulations affecting the student body. Such changes may affect both new and continuing students and will be effective at a time or times determined by the needs of the University or the students or both. Such changes will be considered effective and become an integral part of this bulletin as published by National University of Health Sciences after notice of the change has been posted. This places on each student the responsibility to become informed of the content of all notices so promulgated.

The University Year

The University's academic year begins on September 1 and ends on August 31. Within these time parameters, the University operates on a trimester basis. The fall trimester begins approximately September 1; the spring trimester begins approximately January 1; the summer trimester begins approximately May

1. New classes are admitted at the beginning of each trimester.

Student Course Load

A full-time student at National University of Health Sciences is one who: (1) enrolls in no less than two of the three trimesters that the University offers during its academic year (September 1 through the succeeding August 31); and (2) during each trimester of attendance, enrolls in no less than 10 credit hours of coursework.

Full-time DC and ND students also have the option of taking a reduced course load through the Flexible Track Option. This allows students to take fewer credits per trimester, lengthening Phase I and II of the program to five or six trimesters depending on the track selected. Illinois and Florida DC students have separate Flexible Track curriculums.

AOM students have the option of a part-time course load.

Proactive Advising

With student success being a driving force for National University of Health Sciences, and to ensure that the students are progressing in a positive manner toward their careers in primary care, the advisors have the authority to initiate schedule changes with the student's best academic interest at heart. The advisor may, after consultation with the Dean, require that a student be "academically withdrawn" from one or more courses, who is not meeting the expectations for the trimester. Any appeals should be made to the Dean of the College of Professional Studies.

Academic Advising

In an effort to foster academic success, all students are assigned a faculty advisor to assist them in course load selection and decisions related to their program of study. The faculty advisor also acts as a liaison to the other academic and general student support through the office of the Dean of the College and through the Student Services Office.

Faculty advisors are provided access to their advisee's academic records for courses in progress. Based upon a comprehensive early assessment review of a student's performance, the faculty advisor may, after consultation with the Dean, initiate an academic remediation action that would include withdrawal from one or more courses, coupled with a support plan for assisting the student's successful completion of remaining courses that trimester. Such action would be triggered by poor performance in one or more courses, and may take into account both the course instructor's prognosis for either failing or passing the course, and the student's academic history to date, including any previous academic sanctions. The rationale for such actions is the long-term success of the student, while maintaining appropriate progress through the curriculum based upon established priorities for course completion in each trimester, which arise from the structured sequence of courses in each phase of the curriculum. A student may appeal an academic remediation action to the Dean of the College of Professional Studies.

Students admitted under the Alternative Admissions Track Plan (AATP) will require closer performance tracking, which may generate increased contact with academic advising and an individual plan to modify course schedules.

Trimester Credit

The University operates on a trimester schedule. A trimester has a duration of not less than 15 weeks. The trimester hour is the unit of credit. A trimester hour of credit is defined as one didactic period or two laboratory periods of learning each week during the trimester. The class period is 50 minutes in duration.

The program is made up of lecture, scheduled group facilitation, and self-directed didactic learning hours that are given credit on a one- to-one basis (one didactic learning hour equals one credit). Laboratory hours are given credit on a two- to-one basis (two laboratory learning hours equals one credit). Clinic hours are given credit on a two-to-one basis (two clinic hours equal one credit). A student may receive 0.5 credits during a trimester in which there are an odd number of laboratory hours per week. The formal hours of the program are generally scheduled Monday through Friday from 8 a.m. to 5 p.m. except for clinic duty. The didactic course hours of the AOM program are generally scheduled Monday through Friday from 5 p.m. to 10:30 p.m. However, some of the courses will be offered during the weekend as well. The clinical training of the AOM program will be scheduled Monday through Friday from 8 a.m. to 5 p.m. and Saturday from 8 a.m. to 12 noon.

Grading System

The grading system at National University of Health Sciences is designed to (1) provide academic incentive, (2) reward achievement of cognitive levels of learning and clinical skills competence, (3) encourage professionalism, and (4) assist in identifying students with academic problems.

Since different courses lend themselves to different evaluation procedures, individual course managers or their designee have the responsibility for explaining their method of evaluating academic achievement in each course or laboratory. At the end of each trimester, course managers provide the Registrar with a grade report indicating the level of the student's achievement in the course or laboratory. This final trimester grade is determined from the student's performance in a combination of the comprehensive final examination, midterms, laboratory examinations, quizzes, peer and self-evaluations, assignments, classroom and laboratory work, participation in and contribution to class and group discussions, attendance, decorum, and professionalism.

Regular Grades

A - The grade of A indicates achievement of distinction. It is earned by those students who demonstrate exceptional interest in and mastery of the subject matter, who display initiative and creativity as well as superior insight in analyzing and synthesizing subject matter, and who manifest exceptional ability in integrating and applying this knowledge.

B - The grade of B connotes evidence of intelligent fulfillment of course requirements. It is earned by those students who demonstrate marked ability to communicate and apply more than merely the basic elements of the course, whose initiative reveals unusual ability to generalize about course material, and who display a marked degree of independence.

C - The grade of C indicates satisfactory grasp of course content. It is earned by those students who can apply and express basic concepts intelligibly, and who have shown no measurable deficiency in meeting requirements of the coursework.

D - The grade of D indicates only passable achievement in coursework and indicates areas in basic course content where the student is deficient. It is earned by those students who have fulfilled no more than the minimum requirements of the course, thus making a failing grade unwarranted.

F - The grade of F indicates deficiency in elements of the course to an extent that completely

impairs the student's understanding of the course content.

In addition to the regular grades of A, B, C, D and F, the following irregular grades may be used.

Irregular Grades

AU The irregular grade of AU indicates that the auditing of a course or laboratory has been completed. No credits or clock hours are granted. **I** - The grade of I indicates satisfactory work, some part of which, however, is incomplete as of the date of the final examination. The student who does not complete the work may not take the final examination. The student may also be granted the grade of I if the make-up or a repeat final exam is missed. The student who does not complete the work or misses the make-up or repeat final exam due to verified death of an immediate family member, grave personal illness or injury, personal catastrophe, or non-reschedulable military service may be granted the grade of I by the course manager or laboratory faculty after consulting with the appropriate dean. The grade of I is not commonly issued for a single course or lab. This temporary grade of I must be removed from the student's record by completion of the incomplete portion(s) of the work prior to the make-up or repeat final exam of the following trimester to be allowed to sit for the make-up administration of the final exam. The student who misses the make-up or repeat exam fails the course (subject to the grade of I being continued by the course manager after consulting with the appropriate dean). Enrollment in a new course will not be continued if the student has not converted this irregular grade to a regular passing grade by the first calendar day of the second calendar week of the next trimester of attendance. The removal of the I must be accomplished within the maximum of one trimester. Otherwise, the I becomes an F automatically.

K - The irregular grade of K signifies that the student has received National University credit for a course or laboratory by having presented evidence to the satisfaction of the appropriate dean of having satisfactorily completed at another institution a course equivalent in content and quality.

S/U - Some courses at National University of Health Sciences have as their objective the development of a student's competency that does not lend itself to the refinements of quantification identified with the regular grades of A, B, C, D, and F. Thus, a student is judged by the instructor to be competent or incompetent. Competency is indicated by the award of the grade S. Incompetency is indicated by the grade U.

W - The irregular grade of W signifies an authorized withdrawal from a course and will be counted in the attempted hours but is not calculated in the GPA.

WX - The irregular grade of WX signifies an unauthorized withdrawal from a course by a student whose work is unsatisfactory and will be calculated into both the attempted hours and GPA.

Grade Point Average

A student's level of achievement is evaluated through a grade point average (GPA). This is an average of the student's grades that gives proportionate weight to individual courses on the basis of the credit hours (trimester credits) assigned to them. Course and laboratory credit values at National University range from .25 to 18 credit hours. The GPA is computed in the following manner.

1. A grade of A is valued at 4 grade points; B = 3; C = 2; D = 1; I = 0; and F = 0.
2. The number of grade points for the grade of each course is multiplied by the respective trimester

course or laboratory credit hours to arrive at a number of quality points.

3. The quality points are calculated for each course. The quality points for each course are summed.
4. This sum is divided by the sum total of the trimester credit hours attempted. The resulting quotient is the GPA of the student for that trimester.

The cumulative grade point average (CGPA) indicates the level of achievement in all courses attempted as of the last trimester in which the student received grades.

The GPA is the basis for identifying those students to be placed on the Dean's List and the Honor Roll. The CGPA is a basis for identifying those students to be awarded degrees with distinction.

Courses that are graded on a satisfactory/unsatisfactory basis, although they have trimester credit value are not included in the calculation of either the GPA or the CGPA. The GPA and CGPA calculation involving repeated courses uses the grade received last. The initial and repeat grades for a repeated course are not averaged.

Academic Standing

Academic standing is based upon the cumulative GPA (CGPA). A student is in good academic standing as long as the CGPA, which is calculated at the completion of each trimester, is 2.00 or greater. In addition, good academic standing requires a passing grade in Clinical Internship for students in Phase 3 of the curriculum.

Continued progression through the Professional Studies curriculum requires good academic standing. If the CGPA falls below 2.00, and/or a student fails Clinical Internship, then that student shall be issued a notice of Academic Probation, and that student is no longer in good academic standing. Continued progression through the curriculum stops when a student is placed on Academic Probation. The student is instead required to complete a prescribed plan for academic remediation, which offers the student an opportunity to restore good standing through grades earned at the completion of the remediation term. An individualized remediation plan is established through academic advising, and supervised by the Dean.

As long as a student remains in good academic standing, a final grade of D will be considered as a passing grade, satisfying successful completion of that course. However, this may not apply for a student who is on academic probation. The plan for academic remediation may typically include the requirement to repeat certain courses with a grade of D for the purpose of eliminating that grade from the CGPA calculation, as the means to restore academic standing by raising the CGPA back above the 2.00 minimum.

Course Withdrawal Policy

The first week of the trimester is considered the add/drop week. Students may add or drop courses during this period with an advisor's signature. Courses that are dropped during this period will not appear on the transcript as an attempted course.

Starting in the second week, and continuing through the twelfth week of the trimester, a student may still withdraw from courses. These courses will be listed on the transcript as attempted with a grade of W, and these course hours will add to the attempted hours for that trimester, as well as to

the cumulative attempted hours. The GPA will not be affected by withdrawals during this period, as GPA is calculated by dividing grade hours by quality points. This will, however, negatively impact academic progress, which is measured as earned hours divided by attempted hours. Advisors may therefore assess both academic progress, as well as academic performance. Students are allowed to withdraw from any course with approval of their advisor.

The first week of the trimester is considered the add/drop week. Students may add or drop courses during this period with an advisor's signature. Courses that are dropped during this period will not appear on the transcript as an attempted course. However, first time, first trimester students in the College of Professional Studies can drop classes through week 5 with approval from the Basic Science Chair and Dean of the College of Professional Studies. Courses that are dropped during this period, with the appropriate approvals and signature from the Chair and Dean, will not appear on the transcript as an attempted course. For first time, first trimester students in the College of Professional Studies, starting in the sixth week, and continuing through the twelfth week of the trimester, a student may still withdraw from courses. Students may not withdraw from courses in weeks thirteen through seventeen. These courses will be listed on the transcript as attempted with a grade of W, and these course hours will add to the attempted hours for that trimester, as well as to the cumulative attempted hours. The GPA will not be affected by withdrawals during this period, as GPA is calculated by dividing grade hours by quality points. This will, however, negatively impact academic progress, which is measured as earned hours divided by attempted hours. Advisors may therefore assess both academic progress, as well as academic performance. Students are allowed to withdraw from any course with approval of their advisor.

All students may withdraw or repeat a course two additional times from the first attempt for a total of three attempts. Students may appeal to the appropriate academic dean to have the course withdrawal deadline extended in cases of documented medical/family emergency.

Repeated Course

Students must repeat any required courses in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the most recent grade received will replace the grade received for the previous attempt and be calculated into the Cumulative GPA. The initial grade is flagged with an RPT indicating that the course has been repeated. All original and repeated courses will be counted as attempted credits in satisfactory academic progress calculations. Students may repeat a course two additional times from the first attempt for a total of three attempts. Failure to pass a course after three attempts shall result in expulsion.

Make-up Final Examination Policy

Missed final examinations may be made up if an excused absence has been granted by the appropriate dean. The make-up examination will be scheduled by the faculty member within two weeks of the missed final examination but never later than the first day of class of the following trimester. If examinees are not present at the scheduled make-up exam time, they will receive the grade of F for the course or lab unless the grade of I is reissued. Enrollment in any new courses will not be continued if students have not converted the grade of I to a regular passing grade by the first calendar day of the second calendar week of the next trimester of attendance. The removal of the I must be accomplished within the maximum of one calendar year. Otherwise, the I becomes an F automatically.

Final Comprehensive Examinations

Final examinations are an integral part of the course evaluation and are scheduled at the end of the course. Each examination is scheduled at a specific time. Students who present themselves to the exam site late (greater than 15 minutes or after the first student leaves the exam site, whichever comes first) may be required to follow the make-up exam policy. Final examinations may not be given at times other than the regularly scheduled periods or the make-up periods.

Passing the final comprehensive examination is required to pass a course. Laboratory final examinations are given during their last regularly scheduled time. The nature of each course and laboratory requires various means of evaluation. Course managers and laboratory instructors have the responsibility for developing appropriate evaluation criteria. Course managers must explain them to their students at the beginning of the trimester and must stipulate them in the course syllabi filed with the appropriate dean.

No student will be permitted to sit for a final examination who has not completed all the work, including tests, practical examinations, class assignments, attendance, etc., required by the course manager and laboratory instructor prior to the final examination.

To receive the grade of I, a student who has not completed all the required work prior to the time of the final examination must seek the permission of the course manager who must consult with the appropriate dean.

Unexcused (no grade of I granted) absence from or failure of the second administration of the final examination will be noted as a grade of F for the course or laboratory. The format of the final comprehensive examinations will be determined by the course manager and specified in the syllabus.

Clinical Competency Assessment

Both SAc and MSOM students are required to take the Internship Foundational Examination by the end of Trimester 3 in order to start their internship. Each program requires the Senior Intern Advanced Examination at the end of Trimester 5 for MSAc and Trimester 7 for MSOM. Students of both programs must successfully complete the Comprehensive Graduation Examination by the end of the final trimester of their program.

Co-Curricular Learning (CCL)

National University of Health Sciences graduates are called to take their place as health professionals and leaders in their communities. While at National, all students are required to participate in community service activities that support both the University and the public, providing excellent training for future leadership roles. Co-curricular Learning (CCL) is a program that all degree-seeking students are required to complete for graduation.

By participating in CCL, students are ascribing to the National University of Health Sciences mission by demonstrating their abilities in leadership and management, cultural diversity and ethics, and advancement of education.

CCL incorporates learning experiences that complement, in some way, what students are learning in their programs. Students will engage in service programs, projects and volunteer opportunities that serve NUHS and its surrounding communities. Students are asked to submit short written

assignments reflecting on their own learning experiences therein. A master list of opportunities will be maintained by the Office of Student Services. All first professional students (College of Professional Studies) must complete the last 3 assignments while in clinic.

Auditing

Audit is a registration status allowing students to attend a course without receiving credit or clock hours. Audited courses do not count toward full-time status or satisfactory progress and do not qualify as a prerequisite. Students currently registered in courses for credit in a program at National University of Health Sciences may enroll to audit a course in any of the University's colleges, if space is available.

Students may select this option to gain more knowledge and understanding of content as well as greater insight into the practical aspects of the field. Auditors must adhere to the Student Code of Conduct and attend classes as specified by the attendance policy. Assignments and exams are not required. Auditors have the right to participate in class discussions.

Students must seek approval and register through the office of the appropriate dean after having met all requirements such as prerequisites. Thus, an audit will be documented on the student transcripts with a grade of AU (audit completed) or WA (attendance requirement not met). No credits or clock hours are granted. The registration status of the course (repeat or audit) cannot be changed after the add-drop date. The tuition and fees for auditing a course are the same as when taking it for credit. The tuition and fees do not apply if the student has successfully completed the exam or received advanced standing transfer credit for the course. A student may audit a course up to three times.

Academic Difficulty

There are three categories of academic difficulty: Academic Deficiency, Academic Warning and Academic Probation.

Academic Deficiency

Academic Deficiency occurs whenever a grade of F or U is received in one or more courses, regardless of the trimester or cumulative grade point average. Courses with a grade of F or U must normally be repeated in the following trimester.

Academic Warning

Academic Warning occurs whenever the trimester grade point average is less than 2.00. A single Academic Warning does not typically trigger remedial actions. Repeated academic warnings may cause remedial actions in the form of load reduction and/or repeating courses with a grade of D.

Academic Probation

Academic Probation occurs whenever the cumulative grade point average is less than 2.00. Students on Academic Probation are no longer in good academic standing and are subject to remedial actions intended to improve academic performance. The probationary period is one trimester in length. During the probationary period, students shall not be allowed to participate in off-campus extracurricular activities or receive excused absences to attend activities supported by the University.

Students within the College of Professional Studies may receive only two academic probations, cumulatively. A third probation causes academic separation from the program.

Remedial actions are typically prescribed for students as a result of being placed into one of these categories. Such actions are administered through the office of the Dean, in consultation with designated academic advisors. Academic sanctions in the form of suspension or expulsion from the program may also result from an accumulation of academic warnings and probations. Such decisions are made by the Dean, and may be appealed to the Committee on Academic Standards, Grades, and Records through the office of the Dean.

Probation with Extenuating Circumstances

Probation with extenuating circumstances is a status that informs students that their academic record is sufficiently poor to warrant permanent separation from the program. However, due to extenuating circumstances brought forward via written appeal by the student to the Committee on Academic Standards, Grades and Records through the office of the appropriate dean, they will be allowed to continue at the discretion of the appropriate dean or the committee.

Academic Separation

There are two designations for academic separation from the program: academic suspension and academic expulsion. Academic separation requires the Committee on Academic Standards, Grades and Records to submit a recommendation to the Dean, who will make the final decision. The recommendation may be to continue in the program following a prescribed plan for remediation, or expulsion. Expulsion is permanent separation from the program.

A student who receives a third academic probation (cumulative) is placed on academic separation. Should the recommendation be to continue in the program following a prescribed plan for remediation, this shall occur after a mandatory suspension from the program for one to three trimesters.

When the decision is to allow a student who has been separated from the program to continue, that student becomes eligible for reinstatement by agreeing to a remediation plan within the current program.

Alternatively, or in addition, students may be required to complete further academic development in the form of higher education courses of learning while they are on suspension from the program. The Dean, in consultation with the Committee on Academic Standards, Grades and Records shall approve the remediation plan, and shall also define and approve any further academic development in the form of higher education courses of learning. Once reinstated, these students shall normally be allowed one trimester in which to restore good academic standing. Failure to restore good academic standing by raising the cumulative grade point average to 2.00 or greater at the completion of the remediation trimester will normally result in expulsion from the program.

In addition to the above, the accumulation of multiple academic warnings in combination with academic probations can provide cause for an academic review through the Committee on Academic Standards, Grades, and Records that may lead to a recommendation for academic separation from the program. The Dean would initiate such a review.

Expulsion

Expulsion of a student represents permanent separation from the program. There is no opportunity for re-enrollment or re-instatement in that program. Those wishing to consider enrollment in another program at NUHS may do so by contacting the appropriate academic dean in writing. Expulsion may represent permanent separation from the institution where deemed appropriate by the dean. Appeals to any expulsion reside with the Vice President for Academic Services.

A student who has been expelled from a professional program of another institution or the institution itself, if it is a single purpose institution, may be considered for admission to an equivalent program or a different program offered by NUHS. In both instances, the student must meet all admission requirements for entry plus be approved for entry by the appropriate academic dean in writing. Appeals to any decision made by the dean reside with the Vice President for Academic Services.

Remedial Actions

To provide students in academic difficulty with an opportunity to restore good academic standing, the following remedial actions may be prescribed: limit the course load to a restricted number of credits; and/or repeat courses with a grade of D, in addition to those with a grade of F or U. Remedial actions may also include registration in repeat courses only with no new subjects, mandatory counseling with individuals on or off campus, and mandatory tutorial in specified subjects.

Re-enrollment and Re-instatement

A student interested in re-enrolling in a program from which they previously withdrew, or wishing to be reinstated after suspension must submit a completed re-enrollment/re-instatement form to the Registrar. The appropriate dean, in consultation with the proper committee, will determine a student's eligibility to rejoin the institution and will consider the following guidelines.

Returning after Suspension

If a student has been suspended from the University, a student may petition the appropriate dean for reinstatement. This process will be dependent upon the student meeting the dean's written terms for reinstatement.

Returning after Withdrawal

Students who left the University in good academic standing and now wish to re-enroll within a year of their withdrawal date will normally be allowed to resume academic studies where they finished at the discretion of the appropriate dean. However, if a student leaves in poor academic standing, the resumption of academic studies will be at the discretion of the appropriate dean. The dean may consult with other relevant personnel regarding this request. In either case, the student may be required to follow a remedial academic plan determined by the dean.

A student who left the University in good academic standing and now wishes to re-enroll more

than a year after their withdrawal date will normally have to start the program over. However, the student may apply for advanced standing to receive credit for prior coursework. The awarding of advanced standing is made at the discretion of the Vice President for Academic Services. If the student left in poor academic standing, they will, in the majority of cases, receive no credit for prior coursework and have to start over.

In all circumstances, a student must complete the first professional doctoral program within eight (8) calendar years from the date of their first matriculation in coursework applicable to the doctoral degree they are pursuing.

Dean's List and Honor Roll

At the end of each trimester, recognition of the Dean's List of Students for Distinguished Academic Achievement is awarded to those full-time students who have achieved a GPA of at least 3.5 on a 4.0 scale for the trimester with no grade lower than a S/C. Recognition on the Honor Roll of Students for Exemplary Academic Achievement is awarded to those full-time students who have achieved a GPA of at least 3.0 (on a 4.0 scale) for the trimester with no grade lower than a C.

Graduation Honors

At National University of Health Sciences, degrees granted with distinction, Latin honors (cum laude, magna cum laude and summa cum laude), are based primarily on the student's cumulative grade point average. To be eligible to receive a degree with distinction, a student must have earned 90% of the credits required for graduation in courses taken at National University. Degrees with distinction are conferred upon students in all degree programs other than the AAS. Certificate programs do not qualify.

A degree summa cum laude is conferred upon the student who has attained a cumulative grade point average of 3.7- 4.0.

A degree magna cum laude is conferred upon the student who has attained a cumulative grade point average of 3.6- 3.69.

A degree cum laude is conferred upon the student who has attained a cumulative grade point average of 3.5-3.59.

Valedictorian/Salutatorian

The valedictorian and salutatorian are respectively the first and second highest ranking scholars in the graduating class of each program. The students must have earned at least 90% of their core curriculum credits at National University of Health Sciences. The rankings are determined by the cumulative grade point average of the core courses.

In the event there is a tie for the valedictorian position, there will be no salutatorian. In the event there is a tie for the salutatorian position, there may be more than one. Only those students who participate in commencement three trimesters after completing Student Clinic may be named as valedictorian or salutatorian.

Graduation Requirements

The doctor of chiropractic, the doctor of naturopathic medicine, the master of science in acupuncture, and the master of science in oriental medicine degrees are conferred on individuals who:

1. Meet all stipulated academic requirements for the degree and have been a resident student at National University of Health Sciences for at least the last two academic years of study;
2. Have successfully completed all the required courses, laboratories and clinic internships in the degree curriculum within the eight-calendar-year limit for the chiropractic, naturopathic and oriental medicine programs and within six calendar years for the acupuncture program;
3. Are in good academic standing and are clinically competent;
4. Are recommended for graduation by the faculty of the University;
5. Are free of all indebtedness and other obligations to the University;
6. Have attained the age of 21;
7. Have completed all required Co-Curricular Learning assignments;
8. Have submitted a completed and signed Petition for Degree Completion Form;
9. Have participated in the commencement ceremony. (Graduates of the NUHS Florida program are required to attend commencement on the main campus in Illinois.)
10. DC Program Only: Has completed a minimum of the last 25% of the NUHS required program credit hours.

Graduation Rate for the Chiropractic Degree

National University of Health Sciences is pleased to provide the following information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. National University maintains an overall graduation average of 80.87% since the Fall 2006 cohort enrolled. The Academic Year 2012-13 cohort, the most recent to complete the 150% of normal time, recorded an 80.61% graduation rate.

While reviewing this information, please bear in mind:

- The graduation/completion rate is based on attendance that equates to 150% of our longest program. This period is used to account for our Flexible Track Option that allow students to complete their degree requirements at a slower pace.
- We have elected not to report our transfer-out rate because our University's mission does not include providing substantial preparation for students to enroll in other institutions.
- The graduation/completion rate does not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.

Questions related to this report should be directed to the Office of the Registrar at 630-889-6549.

Placement Rate for Chiropractic Graduates

Ninety percent (89.40%) of National University graduates, from 2017 through 2020, were licensed, or license eligible, within six months of graduation.

Section 3

College of Allied Health Sciences & Distance Education Bachelor of Science Programs, MSACP, and MSDI

Professor Jerrilyn Cambron, LMT, DC, MPH, PhD — Dean, College of Allied Health Sciences & Distance Education

General Guidelines

National University of Health Sciences admits new certificate program classes each fall (September) and spring (January). Class sizes are limited and prospective students are urged to call the Office of Admissions for official application deadlines. These programs are offered through the [College of Allied Health Sciences & Distance Education](#). For detailed information on each program, including admissions, student costs, financial aid, course description, graduation rates and placement rates please see the [NUHS Bulletin](#).

Bachelor of Science in Biomedical Sciences

[https://www.nuhs.edu/academics/bulletin/ page 192](https://www.nuhs.edu/academics/bulletin/page 192)

This Bachelor of Science degree completion program is a stand-alone program that can be used to meet the entrance requirements of the first professional degree programs or may be a terminal degree for students. It was initiated in September 2005. This degree completion program includes the science requirements for entry to the first professional degree programs. These science courses are offered in an accelerated format as part of National's Prerequisite Program. Students may also take these courses for transfer to other institutions.

Bachelor of Science in Biomedical Sciences, Emphasis in Nutrition

A student may receive a Bachelor of Science Degree designated with "Emphasis in Nutrition" by completing 19 credits in nutrition (with a grade of C or higher)

Dean's List and Honor Roll

At the end of each trimester, recognition of the Dean's List of Students for Distinguished Academic Achievement is awarded to those students who have completed at least 12 credit hours and have achieved a GPA of at least 3.5 on a 4.0 scale for the trimester with no grade lower than a C. Recognition on the Honor Roll of Students for Exemplary academic Achievement is awarded to those students who have completed at least 12 credit hours and have achieved a GPA of at least 3.0 (on a 4.0 scale) for the trimester with no grade lower than a C.

Valedictorian/Salutatorian

The valedictorian and salutatorian are respectively the first and second highest ranking scholars in the graduating class. The students must have earned at least 50 credit hours

of their core curriculum credits at National University of Health Sciences. The rankings are determined by the cumulative grade point average.

In the event there is a tie for the valedictorian position (there may be more than one), there will be no salutatorian. In the event there is a tie for the salutatorian position, there may be more than one. The selection of the student commencement speaker is determined at the discretion of the University administration.

Graduation Requirements

The degree of bachelor of biomedical science is conferred on the individual who:

1. has successfully completed 124 trimester hours of coursework with 64 of these hours earned at National University of Health Sciences;
2. has successfully completed all of the required courses and laboratories;
3. has successfully completed all required Co-Curricular Learning assignments
4. is in good academic standing;
5. is recommended for graduation by the faculty of the university;
6. is free of all indebtedness and other obligations to the university;
7. has passed the final comprehensive examination;
8. has submitted a completed and signed Petition for Degree Completion Form; and
9. has participated in the commencement ceremony.

Note: To receive the “Emphasis in Nutrition” designation, students must successfully complete 19 credits of nutrition courses.

Prerequisite Program

Students who desire a first professional health care education but have undergraduate degrees with a non-science major or those who fall short of the required credit hours in science to meet National University admission requirements, may enroll in the Prerequisite Program. The Prerequisite Program is offered on the Illinois campus only.

Under the NUHS Prerequisite Program, students can take one or several required bachelor’s level science courses. General Chemistry is offered in an accelerated format during two 8-week sessions prior to starting their graduate program. The two sessions are offered during each 15-week trimester to allow students to complete their science requirements in just one trimester. The other courses are available in non-accelerated 15-week sessions, which include Organic Chemistry 1, Biochemistry, Physiology 1, Physiology 2, Physics 1, Kinesiology, and the required laboratories.

Prerequisite Session 1, Weeks 1-8, includes General Chemistry 1. Prerequisite Session

2, Weeks 8-15, includes General Chemistry 2 with a required laboratory.

The Prerequisite Program courses are generally scheduled Monday through Friday from 4 to 10 p.m. with an independent laboratory scheduled in Weeks 8-15 of the trimester at the student's convenience. A student typically completes all four course disciplines in two 15-week trimesters.

Students must apply for one of the NUHS Professional Studies programs to receive a 50% tuition discount on their prerequisite coursework.

Master of Science (MS) Degree Advanced Clinical Practice

The Master of Science Degree in Advanced Clinical Practice is granted upon satisfactory completion of 36 credit hours over a two-year period. The student must successfully complete all required coursework with a grade of "C" or better in all attempted courses and must enroll in a minimum of five credit hours per trimester.

The Master of Science degree programs follow the basic policies found in the Student Life section and the Financial Aid and Academic Policy sections of the College of Professional Studies programs of this Bulletin.

Graduation Requirements

The degree of Master of Science in Advanced Clinical Practice is conferred on the individual who: meets all the stipulated academic requirements for the degree and has been a resident or part-time student at NUHS for at least two years (six trimesters) of study;

1. has successfully completed all required courses, laboratories, and research requirements;
2. has successfully completed all required Co-Curricular Learning assignments; 3. is in good academic standing;
3. is recommended for the degree by the Dean of the College of Allied Health Sciences and Distance Education;
4. has met all financial obligations to the university;
5. has submitted a completed and signed Petition for Degree Completion Form.

Educational Objectives

- Graduates of the Master of Science Degree in Advanced Clinical Practice program will have superior skills in diagnosis, clinical care, and scientific writing.
- Graduates of the Master of Science Degree in Advanced Clinical Practice

program will be prepared for professional leadership positions.

Student Costs and Financial Aid

Tuition and Fees

Please refer to the current University Bulletin at:

https://www.nuhs.edu/media/1282964/nuhs_bulletin_2020-21.pdf

Refund Policy

1. Refunds for tuition paid to the University may be made only in the case of formal voluntary approved withdrawal of the student for a course(s). Fees are not refundable. To be eligible for a refund, the student must fill out an official withdrawal form in the Office of the Registrar and obtain appropriate departmental signatures and submit the completed withdrawal form to the Registrar. Refund eligibility is contingent on the official approved withdrawal being submitted in accordance within the time frames as stated below.

Prior to Week 1	100% tuition refund
Week 1	100% tuition refund
Week 2	75% tuition refund
Week 3	50% tuition refund
Week 4	25% tuition refund
Week 5-15	0% tuition refund

2. Refund

eligibility for Prerequisite Program students is contingent on the official approved withdrawal being submitted in accordance within the time frames as stated below for each mini-semester

Prior to Week 1/9	100% tuition refund
Week 1/9	100% tuition refund
Week 2/10	50% tuition refund
Week 3/11	0% tuition refund

3. Refunds resulting from dropping a course(s) will be returned to the borrower's

Direct Loan or GradPLUS lender (unless tuition was paid from private, non-federal sources) to reduce educational debt, and not to the student. Adjustments to federal or state grant programs may be necessary depending on when the course is dropped. Refunds due to non-Title IV borrowers will be made within 30 days of the date that the institution determines that the student has withdrawn.

A 100% refund is granted for course(s) in which advanced standing is received prior to the end of the first eight weeks of the first trimester of attendance. Since all advanced standing credit is to be determined within the first trimester of attendance, no special refund consideration is available in subsequent trimesters of attendance.

4. Elective refund policy: Elective course payments are non-refundable unless the course is canceled due to insufficient enrollment.
5. Complete withdrawal from the University may result in a pro-rated housing refund. See the Housing License Agreement for more information.
6. For students called to active military duty, tuition and fee charges will be fully refunded for courses or modules not yet completed at the time the student is called to active duty. Any financial aid funds that a student is determined not eligible to retain after the Return of Title IV Fund calculation shall be the student's debt.

Return of Title IV Funds Policy/Withdrawal from NUHS

The Higher Education Amendments of 1998 (HEA98) totally changed the method of returning of Title IV federal financial aid when a student withdraws from the University. This change in policy went into effect with Fall Trimester 2000. The policy governs all federal grant and loan programs (Pell Grant, SEOG, Direct Loans, Perkins loans, and PLUS), but does not include the Federal Work Study program.

This law assumes that a student “earns” federal financial aid in proportion to the number of days in the term completed. The University must calculate, according to a specific formula, the portion of financial assistance that the student earned and is therefore entitled to retain, until the time that the student totally withdrew. If a student receives (or the University receives on the student’s behalf) more assistance than

the student earns, the unearned funds must be returned. Students who have not completed the verification process are ineligible to receive any financial aid.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis. For example, if a student completes 30% of the trimester, the student earns 30% of the approved federal aid that was originally scheduled for the term. This means that 70% of the student’s schedule or disbursed aid remains unearned and must be returned. This federal policy does not affect the student’s charges. The University’s withdrawal policy will be used to determine the reduction, if any, in the student’s tuition and fee or room and board charges. The student is

responsible for paying any outstanding charges to the University. However, a student who withdraws after the

60% points in a trimester is considered to have earned 100% of the aid awarded for that trimester, and funds will not be returned to any federal Title IV financial aid programs.

The student's official withdrawal date will be determined by the University as:

- 1.the date the student began the University's withdrawal process (the date the student gave official notification of intent to withdraw);
- 2.the midpoint of the trimester if the student withdraws without notifying the University; or
- 3.the student's last date of attendance at an academically-related activity as documented by the University.

If it is determined that a portion of the financial aid received on the student's behalf is unearned, the University shares with the student the responsibility of returning those funds.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay or make payment arrangements to repay an overpayment, the student will lose eligibility to receive future federal financial aid at any institution.

Satisfactory Academic Progress (SAP)

The Higher Education Act (HEA) requires that a student maintain satisfactory progress in their program of study to be eligible to receive Title IV funds. Under the HEA and current federal regulations, a school is required to periodically evaluate if the student is successfully meeting both qualitative and quantitative academic standards specified by the school.

A student's academic performance must be monitored if the student is receiving financial aid. If the student does not meet certain standards the student will lose eligibility for federal financial aid. One of these standards is the grade point average (qualitative measure), which measures for a minimal academic performance, usually by looking at the student's grades or cumulative grade point average (CGPA). The

second standard is the pace of progression (quantitative measure), the measurement a school uses to make certain a student is on track to complete their degree in a reasonable amount of time.

Federal regulations mandate that a student's satisfactory academic progress is measured a minimum of once per academic year. It is NUHS' choice to evaluate progress at the

conclusion of each trimester.

Pace – Coursework Completion

The student must successfully complete all required coursework and required clinic in no longer than 150% of the standard program length.

Program	Minimum Completion Time	Maximum Completion Time
Massage Therapy **	705 clock hours	1057.5 clock hours (1 year, 2 tris)
Bachelor of Science**	4 trimesters	6 trimesters
Post-professional Masters*	6 trimesters	9 trimesters

*The student must successfully complete 50% of all hours attempted each trimester

**The student must successfully complete 67% of all hours attempted each trimester.

Successful completion is indicated by grades of A, B, C, D, and S.

1. Hours attempted include grades of A, B, C, D, F, S, U, I, W, or WX.
2. Hours attempted to include repeated courses.
3. Withdrawals will be included as attempted, except those dropped within the allowable add/drop period.
4. Any transferred hours for credit will be included in attempted hours.

Students will be measured for course work completion at the end of the each trimester.

Financial Aid Program

<https://www.nuhs.edu/academics/bulletin/ page 29>

National University of Health Sciences maintains an Office of Financial Aid to assist students in the financing of their education. Students must plan their financing very carefully. The federal role in paying for higher education exists only when there is a gap between educational costs and the ability of students to pay. Students should be aware that the principal responsibility is theirs.

The primary sources of financial aid available at National University of Health Sciences are federal loans, institutional grants and scholarships. Work study positions and fellowships also are available to qualified students.

Academic Policies, Regulations, Procedures

The following academic policies, regulations, and procedures apply to all students of the National University of Health Sciences College of Allied Health Sciences and Distance Education. Failure to conform with policies, regulations, and procedures may jeopardize or negate a student's opportunity to pursue and/or complete the course of study leading to the degree(s) in the declared major(s).

General

Each person whose registration has been completed is considered a student of National University of Health Sciences during the trimester for which the registration was completed, unless that connection becomes officially severed by approved withdrawal, suspension or expulsion. No student registered at National University of Health Sciences will at the same time be registered in any other school, college or other educational institution without the written consent of the appropriate dean.

The continuance of each student upon the rolls of the University and the conferring of any degrees are strictly subject to the authority of the University, which is free to cancel registration at any time on grounds that are deemed advisable.

Changes

The University reserves the right to revise the requirements regarding admission and/or re-admission, to change the arrangement of courses, the requirements for graduation, degrees, tuition and fees, and other regulations affecting the student body. Such changes may affect both new and continuing students and will be effective at a time or times determined by the needs of the University or the students or both. Such changes will be considered effective and become an integral part of this bulletin as published by National University of Health Sciences after notice of the change has been posted. This places on each student the responsibility to become informed of the content of all notices so promulgated.

The University Year

The University's academic year begins on September 1 and ends on August 31. Within these time parameters, the University operates on a trimester basis. The fall trimester begins approximately September 1; the spring trimester begins approximately January 1; the summer trimester begins approximately May 1. New classes are admitted at the beginning of each trimester.

Student Course Load

A full-time baccalaureate student at National University is one who enrolls in no less than 12 academic credit hours of coursework per trimester.

Trimester Credit

The trimester hour is the unit of credit. A trimester hour of credit is defined as one lecture period or two laboratory periods each week during the trimester. The class period is 50 minutes in duration.

Grading System

The grading system at National University of Health Sciences is designed to provide academic incentive, reward achievement and encourage professionalism. Since different courses lend themselves to different evaluation procedures, faculty members have the responsibility for explaining their methods of evaluating academic achievement in each course or laboratory.

The grading system for most courses follows:

A - The grade of A indicates achievement of distinction. It is earned by those students who demonstrate exceptional interest in and mastery of the subject matter, who display initiative and creativity as well as superior insight in analyzing and synthesizing subject matter, and who manifest exceptional ability in integrating and applying this knowledge.

B - The grade of B connotes evidence of intelligent fulfillment of course requirements. It is earned by those students who demonstrate marked ability to communicate and apply more than merely the basic elements of the course, whose initiative reveals unusual ability to generalize about course material, and who display a marked degree of independence.

C - The grade of C indicates satisfactory grasp of course content. It is earned by those students who can apply and express basic concepts intelligibly, and who have shown no measurable deficiency in meeting requirements of the coursework.

D - The grade of D indicates only passable achievement in coursework and indicates areas in basic course content where the student is deficient. It is earned by those students who have fulfilled no more than the minimum requirements of the course, thus making a failing grade unwarranted.

F - The grade of F indicates deficiency in elements of the course to an extent that completely impairs the student's understanding of the course content. Some courses have as their objective, the development of competency that does not lend itself to the refinements of quantification identified with the regular grades of A, B, C, and D. Thus, a student is judged by the instructor to be competent or incompetent.

S - Competency is indicated by the award of grade S. The grade of S indicates a satisfactory grasp of course content. It is earned by those students who can apply and express concepts intelligibly and who have shown no measurable deficiency in meeting the requirements of the coursework.

U - Incompetence is indicated by grade U. The grade of U indicates an unsatisfactory grasp of course content.

In addition to the above, the following grades may be used:

AU - The irregular grade of AU indicates that the auditing of a course or laboratory has been completed. No exams or assessments are given; no credits or clock hours are granted.

I - The grade of I indicates satisfactory work, some part of which, however, is incomplete as of the date of the final examination. The student who does not complete the work may not take the final examination. This temporary grade of I must be removed from the student's record by completion of the incomplete portion(s) of the coursework during the following trimester. Enrollment in a new course(s) will not be continued if the student has not converted this grade to a passing grade by the first calendar day of the second calendar week of the next trimester of attendance.

K - The grade of K signifies that the student has received National University credit for a course or laboratory by having presented evidence to the satisfaction of the appropriate dean of having satisfactorily completed at another institution a course equivalent in content and quality.

W - The irregular grade of W signifies an authorized withdrawal from a course and will be counted in the attempted hours but is not calculated in the GPA.

WX - The irregular grade of WX signifies an unauthorized withdrawal from a course by a student whose work is unsatisfactory and will be calculated into both the attempted hours and GPA.

Grade Point Average

A student's level of achievement is evaluated through a grade point average (GPA). This is an average of the student's grades that gives proportionate weight to individual courses on the basis of the course value (trimester credits) assigned to them. Course values at National University range from 0.5 to 3 credit hours.

The GPA is computed in the following manner.

1. An A grade is valued at 4 grade points; B=3; C=2; D=1; F=0.
2. The number of grade points for the grade of each course is multiplied by the respective trimester course or laboratory credit hours to arrive at a number of quality points.
3. The quality points are calculated for each course. The quality points for each course are summed.
4. This sum is divided by the sum total of the trimester credit hours attempted. The resulting quotient is the GPA of the student for that trimester.
5. The cumulative grade point average (CGPA) indicates the level of achievement in all courses attempted as of the last trimester in which the student received grades.

Courses that are graded on a satisfactory/unsatisfactory basis, although they have trimester credit value, are not included in the calculation of either the GPA or the CGPA. The GPA and CGPA calculation involving repeated courses uses the grade received last. The initial and repeat grades for a repeated course are not averaged.

Repeated Course

Students must repeat any required courses in which a grade of F, W or WF is received.

Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the most recent grade received will replace the grade received for the previous attempt and be calculated into the Cumulative GPA. The initial grade is flagged with an RPT indicating that the course has been repeated. All original and repeated courses will be counted as attempted credits in satisfactory academic progress calculations. Students may repeat a course two additional times from the first attempt for a total of three attempts. Failure to pass a course after three attempts shall result in expulsion.

Attendance, Tardiness, Make-up Work

National University has established the following policy:

Students may miss up to 10% of the total hours for each course and laboratory (Clinic Internships may be more stringent) without being required to make up the missed work. Absence beyond the allowed 10% results in a grade of F or U unless the student qualifies for an excused absence or does all make-up work to the extent allowed by the appropriate dean. The student must meet one of the following requirements: verified death of an immediate family member; grave personal illness or injury; personal catastrophe; or non-reschedulable military service requirement. An excused absence may only be granted by the appropriate dean and must be made up. Tardiness contributes toward absenteeism. Tardy is defined as being late to class by 15 minutes or less. Three tardies will be counted as a one-hour absence. Arriving at class greater than 15 minutes late counts as a one-hour absence. (Clinic Internship policy is more stringent.)

Academic Difficulty

Depending upon the degree of academic difficulty, a student may be issued an Academic Deficiency, an Academic Warning, or placed on Academic Probation. A combination of academic warnings and academic probations may result in the student being suspended or expelled from the University. Decisions in this regard may be referred to the Committee on Academic Standards, Grades and Records through the appropriate dean's office.

Definitions of the categories of academic difficulty follow.

Academic Deficiency

Academic Deficiency occurs whenever a grade of F or U is received in one or more courses, regardless of the trimester or cumulative grade point average. Courses with a grade of F or U must normally be repeated in the following trimester.

Academic Warning

Academic Warning occurs whenever the trimester grade point average is less than 2.00. A single academic warning does not typically trigger remedial actions. Repeated academic warnings may cause remedial actions in the form of load reduction and/or repeating courses with a grade of D.

Academic Probation

Academic Probation occurs whenever the cumulative grade point average is less than 2.00. Students on Academic Probation are no longer in good academic standing and are subject to remedial actions intended to improve academic performance. The probationary period is one trimester in length. During the probationary period, students shall not be allowed to participate in off-campus extracurricular activities or receive excused absences to attend activities supported by the University. Students within the Bachelors Program may receive only two academic probations, cumulatively. A third probation causes academic separation from the program.

Remedial actions are typically prescribed for students as a result of being placed into one of these categories. Such actions are administered through the office of the Dean, in consultation with designated academic advisors. Academic sanctions in the form of suspension or expulsion from the program may also result from an accumulation of academic warnings and probations. Such decisions are made by the Dean, and may be appealed to the Committee on Academic Standards, Grades, and Records through the Dean's office.

Separation

A student may be expelled or suspended from the University for, among other reasons, academic deficiency or for academic dishonesty, such as, but not limited to, the use of dishonest means in any examination, the plagiarism of class assignments, and/or the falsification of previous academic records. Students who have been separated from the University for academic reasons for less than one calendar year must direct their request for readmission to the Registrar. Any conditions relative to readmission are established by the appropriate dean with the advice of the Committee on Academic Standards, Grades and Records and the Admissions Committee.

Withdrawal

Students who stop attending National University of Health Sciences must officially withdraw from the University. Students desiring to withdraw in good standing must secure a Request for Authorized Withdrawal from the Office of the Registrar that must be properly completed and deposited with the Registrar. Returning students must direct their requests for readmission to the Registrar if withdrawn for three or less trimesters.

If the withdrawal is for more than three trimesters, the student must reapply for admission.

Non-degree Students

National University makes a limited number of courses available to individuals who wish to take classes as non-degree seeking students. Students taking coursework in this capacity do not go through the normal admission process and are not admitted to a degree program. Interested individuals should contact the Office of Admissions for guidance and course availability. Course enrollment is handled through the Office of the Registrar.

To obtain credit for courses, non-degree students must complete the entire trimester and successfully pass all required examinations. Tuition is paid by the non-degree student by the per credit hour fee.

Make-up Final Examination Policy

This policy permits students the opportunity to make up course or laboratory final examinations when the requirements noted below are met. Missed (with excused absence) final examinations may be made up. The make-up examination will be scheduled by the program director during the first week of class of the following trimester. If examinees are not present at the scheduled make-up exam time, they will receive the grade of F or U.

Final Comprehensive Examinations

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Final examinations are an integral part of the course evaluation and are scheduled at the end of the course. Each examination is scheduled at a specific time. Students who present themselves to the exam site late (greater than 15 minutes or after the first student leaves the exam site, whichever comes first) may be required to follow the makeup exam policy. Final examinations may not be given at times other than the regularly scheduled periods or the make-up periods.

Academic Difficulty

Depending upon the degree of academic difficulty, a student may be issued an Academic Deficiency, an Academic Warning, or placed on Academic Probation. A combination of academic warnings and academic probations may result in the student being suspended or expelled from the University. Decisions in this regard may be referred to the Committee on Academic Standards, Grades and Records through the appropriate dean's office.

Definitions of the categories of academic difficulty follow.

Academic Deficiency - A notice of Academic Deficiency will be sent to a student

whenever that student receives a grade of F or U in one course or laboratory in a trimester without meeting the criteria of Academic Warning or Academic Probation.

Academic Warning - A student will be issued an Academic Warning when that student receives a trimester GPA of less than 2.0 even though that student is in good academic standing.

Academic Probation - Probation alerts students to the fact that they are no longer in good academic standing (CGPA is less than 2.0) and are subject to various requirements that are intended to improve academic performance. Each probationary period is one trimester in length. Three consecutive probations normally result in expulsion from the University. A student may appeal to the Committee on Academic Standards, Grades and Records through the office of the appropriate dean if extenuating circumstances warrant an additional opportunity.

Academic performance criteria that may lead to the actions of suspension or expulsion follow:

1. a combination of academic probation(s), warning(s) and deficiencies;
2. not maintaining good academic standing;
3. failing the same course or laboratory more than once (expulsion, three times);
4. not maintaining satisfactory progress.

Academic Calender (2023)

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Spring 2023 Trimester

Jan 5.....	New Student Orientation - CAHS
Jan. 6.....	New Student Orientation - CPS
Jan. 9.....	Start of Spring Trimester
Jan. 13.....	Last day to add classes. No admission to classes after this date.
Jan. 16.....	Martin Luther King Day Holiday
Feb. 17.....	Last day to drop CAHS Session I courses (by 5pm CST)
Feb. 20.....	President's Day Holiday
Feb. 27-28.....	CAHS Spring I accelerated courses final exams
March 1.....	CAHS Spring II accelerated courses start
March 13.....	Registration for Summer Trimester begins
March 31.....	Last day to drop 15-week courses (by 5pm CST)
April 14.....	Last day to drop CAHS Session II courses (by 5pm CST)
April 20-21.....	CAHS Spring II accelerated courses final exams
April 21.....	Commencement
April 21.....	End of trimester
April 25.....	End of trimester grades due

**Please note that these dates may be subject to change.*

Summer 2023 Trimester

May 4.....	New Student Orientation - CAHS
May 5.....	New Student Orientation - CPS
May 8.....	Start of Summer Trimester
May 12.....	Last day to add classes. No admission to classes after this date.
May 29.....	Memorial Day Holiday
June 19.....	Juneteenth (Observed)
June 16.....	Last day to drop CAHS Session I courses (by 5pm CST)
June 26-27.....	CAHS Summer I accelerated courses final exams
June 28.....	CAHS Summer II accelerated courses start
July 4.....	Independence Day Holiday (Observed)
July 10.....	Registration for Fall Trimester begins
July 28.....	Last day to drop 15-week courses (by 5pm CST)
Aug. 11.....	Last day to drop CAHS Session II courses (by 5pm CST)
Aug. 17-18.....	CAHS Summer II accelerated courses final exams
Aug. 18.....	Commencement
Aug. 18.....	End of trimester
Aug. 22.....	End of trimester grades due

**Please note that these dates may be subject to change.*

Fall 2023 Trimester

Aug. 31.....	New Student Orientation - CAHS
Sept. 1.....	New Student Orientation - CPS
Sept. 4.....	Labor Day Holiday
Sept. 5.....	Start of Fall Trimester
Sept. 8.....	Last day to add classes. No admission to classes after this date.
Oct. 13.....	Last day to drop CAHS Session I courses (by 5pm CST)
Oct. 23-24.....	CAHS Fall I accelerated courses final exams
Oct. 25.....	CAHS Fall II accelerated courses start
Nov. 6.....	Registration for Spring Trimester begins
Nov. 10.....	Veteran's Day Holiday (Observed)
Nov. 22.....	Last day to drop 15-week courses (by 5pm CST)
Nov. 23-24.....	Thanksgiving Holiday
Dec. 8.....	Last day to drop CAHS Session II courses (by 5pm CST)
Dec. 14-15.....	CAHS Fall II accelerated courses final exams
Dec. 15.....	Commencement
Dec. 15.....	End of trimester
Dec. 18.....	End of trimester grades due

**Please note that these dates may be subject to change.*

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