

How to Apply

Please direct all inquiries to:
Student Services Department
Canadian College of Naturopathic Medicine
1255 Sheppard Ave. East
Toronto, Ontario, Canada M2K 1E2

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

Fax: 416-498-3197

E-mail: info@ccnm.edu

CCNM accepts applications for admission for the ~~two~~ year program through the Naturopathic Doctor Centralized Application Service (NDCAS) www.ndcas.org Applications for the International Medical Graduate (IMG) Bridge Delivery may be downloaded from www.ccnm.edu and submitted directly to CCNM's Student Services department.

Notes re: NDCAS

1.

permits)	
Bachelor of Naturopathy four-year program ..September 2016 intake (late applications, if space permits)	July 31, 2016

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

Admission Requirements

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

Academic requirements

To be considered for admission to the Bachelor of Naturopathy program, applicants must have completed a three- or four-year bachelor's degree in any discipline at an accredited institution. For September admission, courses must be completed by

			anatomy and physiology course. Example: McMaster University - HTH SCI 2F03-Human Physiology and Anatomy <u>and</u> HTH SCI 2FF3-Human Physiology and Anatomy II
Organic Chemistry (with lab)	3	0.5	Course must cover topics such as chemical reactivity, reaction pathways, stereochemistry, alcohols, acetones, aldehydes, carboxylic acids, and amines. A lab component is required. Example: McGill University - CHEM212-Intro to Organic Chemistry
Psychology*	3	.05	

IMG Bridge Delivery Admission Requirements

1. Applicants must have graduated from a medical school recognized by the Medical Council of Canada
2. Applicants must have attained a passing grade on the Medical Council of Canada Evaluating Examination (MCCEE), attained a passing grade for the United States Medical Licensing Examination Step I (USMLE) Applicants must have graduated from a medical school recognized by the Medical Council of Canada
3. Graduates from non-English language medical programs must submit proof of English proficiency and satisfy the minimal grade required by CCNM Test of English as a Foreign Language (TOEFL) or International English language Testing System (IELTS). CCNM's minimum requirements are:

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

TOEFL IBT: minimum 86 out of 120 (CCNM TOEFL DI Code: 0245)

What is the MCCEE?

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

Personal statement/essay

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

Confidential references

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

- x One academic reference
- x One reference from a regulated healthcare professional
- x One additional reference from either of the above categories or a past employer/volunteer
- x Referees must have known you for a minimum of one year, although it is strongly recommended that you choose someone who has known you for 2 years or more

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

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

- x Self-discipline

Resumé

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

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

Personal interview

Eligible candidates will be notified if they are selected for an admissions interview. It is an essential part of the admissions process. The purpose of this interview is to assess an applicant's ability to successfully complete the program and become an effective naturopathic doctor. Applicants will be

Deferred enrolment

Letters of acceptance are only valid for the intake session for which the applicant was admitted. Applicants who do not enrol in the intake for which they applied, may submit a reapplication through NDCAS for a future intake. Additional designation fees apply on submission of the new application. The admissions application will be reassessed for the new intake and if approved, a new letter of acceptance will be sent.

Experienced student policy

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

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

Enrolment Requirements

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

TB Testing Policy

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

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

Hepatitis B Policy

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

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

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

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

CPR Certification Requirement

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

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

Criminal Background Check

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

Essential skills and abilities required for the study of medicine

CCNM is responsible to society to provide a program of study enabling graduates to possess the knowledge, skills, professional behaviour and attitudes necessary to enter the regulated practice of naturopathic medicine. Graduates must be able to diagnose and manage health problems and provide compassionate primary care to their patients. For this reason, students in the ND program must possess the cognitive, communication, sensory-motor and social skills necessary to interview, examine and counsel patients, and competently complete certain technical procedures in a reasonable time while ensuring patient safety. Prospective applicants should note that cognitive, physical examination, management and communication skills, as well as professional behaviour, are all evaluated in timed simulations of patient encounters.

All applicants are expected to assess their ability to meet the standards set out in this policy. This policy does not preclude individuals with disabilities from attending the College. Applicants who anticipate requiring disability-related accommodations are responsible for notifying CCNM in a timely manner; however, applicants should be aware that the awarding of the program credential is

dependent on candidates demonstrating skill in a number of areas, some of which require physical dexterity.

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

Observation skills

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

Communication skills

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

Motor skills

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

Intellectual-conceptual, integrative and quantitative abilities

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

Behavioural and social attributes

A student must consistently demonstrate the emotional maturity and stability required for full utilization of his or her intellectual abilities. The application of good judgment and the prompt completion of all responsibilities attendant to the diagnosis and care of patients are essential attributes. The development of mature, sensitive and effective relationships with patients, families, employees and other health-care practitioners is also required. The student must be able to tolerate the physical, emotional and mental demands of the program and function effectively under stress. Adaptability to changing environments and the ability to function in the face of uncertainties inherent in the practice of medicine are essential.

soon as possible so that they can allow ample processing time for their study permit application.

As CCNM's naturopathic program is degree-granting, through Ministerial consent in the province of Ontario, international students may be eligible to work both and off campus without a work permit while enrolled at CCNM. Additionally, CCNM graduates may be able to extend their stay in Canada after graduation, under the Post-Graduation Work Permit Program

- c. Students may obtain an unofficial copy of their transcript by completing the transcript request form.
- d. Student academic records may be released to authorized CCNM staff or faculty for the execution of job responsibilities as approved by the director of student services or designate.
- e. Any authorized review of a student's file must be supervised by the registrar or designate.
- f. Biographic and financial aid information will be forwarded to the designate of the Ministry of Training, Colleges and Universities (MTCU) for the purposes of conducting the required Key Performance Indicator (KPI) surveys for graduation and employment rates.

Student Grades and Transcripts

x Courses must be equivalent or better in the number of credit hours.

of attendance will be the effective date of withdrawal and will be the date used to close out the student's account. Any tuition refunds or remaining financial obligations to the College will be assessed based on the last date of attendance. Failure to attend for 10 consecutive scheduled class days without notice will be deemed to constitute a withdrawal from the College.

If a student is entitled to and has made a demand in writing for a tuition fee refund and CCNM has not paid the amount of the refund within 30 days of the demand, or arranged for the Trustee to pay the

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

Refund Calculation for Withdrawal from a Course(s)

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

Counselling Services

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

Career Resource Centre

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

Residence/Housing

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

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

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

For more information or to request a residence application package, call 416-498-1255 ext. 330 or email residence@ccnm.edu

Off-campus housing listings are available online at www.ccnm.edu. These postings are available to the public and can be posted free of charge.

Fees and Financial Information

Mandatory Fees ... Bachelor of Naturopathy Program (non-refundable*)

CAND annual student membership fee	\$25
Naturopathic Students• Association (Year 1)	\$200
Naturopathic Students• Association (Years 2...4).....	\$85
NSA Health and Dental Plan (September start).....	\$525
NSA Health and Dental Plan (January start ... pro-rated).....	\$350
NSA Health and Dental Plan (IMG start ... pro-rated)	\$175
International Student Health Plan (September start)	\$1,077
International Student Health Plan (January start ... pro-rated)...	\$798
International Student Health Plan (IMG start ... pro-rated)	\$424

Additional Fees ... Bachelor of Naturopathy Program (non-refundable*)

Late registration fee ffffffffffffffffffffffffffffff.f.	\$100
Late payment fee ffffffff ffffffffffffffffffffff.f...	\$100
Off-site exam administration fee	\$50
Rescheduled written exam fee	\$75
Rescheduled mandatory practical fee ffffffffffffffffffffff..ff.....	\$50
Rescheduled mandatory practical fee (with Standardized Patient).....	\$100
Rescheduled practical exam fee	\$50
Rescheduled practical exam fee (with a model) ffffffff..ffffff..fff	\$100
Rescheduled OSCE fee ffffffffffffffffffffffffffffff.f.ff..	\$200
Supplemental exam fee (Written exam) ffffffff..ffffff..fff..	\$150
Supplemental exam fee (Practical exam) ffffffffffffffffffffff..fff...	\$50
Supplemental exam fee (Practical exam via Standardized Patient) ..ff..fff...	\$100
Supplemental exam fee (OSCE) ffffffff..ffffff..ffffff.	\$200
Official transcript fee	\$10
Returned cheque	\$30
Photocopy of tuition tax receipt (T2202A)	\$5
Student ID card replacement fee ffffffffffffffffffffff .	\$15
Advanced standing (per course) application fee	\$25
Student INER membership	\$25

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

Cost of books and equipment; Bachelor of Naturopathy Program (estimated)

All NSA members (students enrolled in the Bachelor of Naturopathy program) are assessed a fee for the NSA health and dental plan. The plan provides CCNM students with health and dental coverage for 12 months, from September 1, 2015 to August 31, 2016. Students already covered through another plan may opt out of the NSA health and dental plan www.ihaveaplan.ca no later than September 16, 2015. Proof of coverage is required to opt-out. Students can also enrol their spouse and/or dependants in the plan by going to www.ihaveaplan.ca. Students starting in January 2016 will be assessed a fee pro-rated for eight months of coverage (January 1 to August 31, 2016). The opt-out deadline for January intake students is January 19, 2016. IMG students starting in April 2016 will be assessed a fee pro-rated for four months of coverage (April 25 to August 31, 2016). The opt-out deadline for January intake students is May 11, 2016. Please note that plan fees are subject to change prior to the start of the coverage period. The NSA health and dental plan is only available to students enrolled in the ND program. For more information, contact studentcare.net/works at 1-866-369-8791 or visit www.ihaveaplan.ca

Tuition Fees and Financial Policies

Method of Fee Payment

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

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

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

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

Statement of Account

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

Outstanding Balance

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

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

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

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

In order to complete their registration, students must have paid all required fees by the end of the first full week of scheduled classes. Tuition fees are due on a monthly basis, although students may choose to pay a term at a time. The due date for tuition payments is the end of the first full week of scheduled classes within the month. Students seeking alternate payment arrangements must meet with the Accounting Department before tuition is due to avoid late payment fees. The tuition fee is reviewed each year and increased as required to adjust for program growth and inflation.

Planning Your Financial Commitments

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

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

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

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

Financial Assistance ... Bachelor of Naturopathy Program

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

Provincial Student Loans and Bursary Programs

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

Student Aid BC
Ministry of Advanced Education
P.O. Box 9173, Stn Prov. Govt.
Victoria, BC V8W 9H7

P.O. Box 1320
Yellowknife, NT X1A 2L9
www.nwtsfa.gov.nt.ca
1-867-873-7190 or 1-800-661-0793
Fax: 867-873-0336 or 1-800-661-0893

Nova Scotia

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

Nunavut

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

Ontario

Ontario Student Assistance Program
Student Support Branch
Ministry of Training, Colleges and Universities
P.O. Box 4500
Thunder Bay, ON P7B 6G9
<http://osap.gov.on.ca>
1-807-343-7260
1-877-672-7411
1-800-465-3958 (TDD/TTY)
Fax: 807-343-7278

Prince Edward Island

Student Financial Services

www.studentloan.pe.ca/

Quebec

Ministere de l'Education Superieur, de la Recherche, Science et Technologie
Aide Financiere aux Etudes
1035, rue De La Chevrotiere,
Quebec, QC G1R 5A5

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

418-646-4505(outside Quebec)
1-877-643-3750
www.afe.gouv.qc.ca

Saskatchewan

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

Yukon Territory

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

The National Student Loan Service Centre
1-888-815-4514
TTY 1-888-815-4556
Fax 1-888-815-4657

Bank Loans

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

Canadian Imperial Bank of Commerce (CIBC)

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

Scotiabank

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

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

US Federal Student Aid

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

It is recommended that US students begin the application process no later than April 1 to ensure funding is available for them by May 1 (for spring semester) or by July 15 to ensure funding is available to them by September 1 (for the fall semester).

Direct Stafford Loans

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

Direct Grad PLUS

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

Entrance and Exit Counselling for Direct Loans

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

Entrance Counselling

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

Exit Counselling

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

Please contact Student Services info@ccnm.edu for more information.

Sallie Mae Signature Student Loans

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

Emergency Student Loan Program (ESLP)

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

Terms and Conditions:

- x The ESLP cannot be used to pay debts to the College (i.e., tuition fees, parking fees, library fines, residence rent, etc.)

- x Eligible applicants may borrow up to \$500 for living expenses or up to \$1,000 for special circumstances. Loans will not exceed \$1,000 per eligible student per year.

To be eligible, the student must:

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

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

Scholarships, Bursaries and Awards

CCNM offers a number of scholarships, bursaries and awards through the generosity of donors. For more information on the various bursaries and awards available, visit CCNM's web site or contact Student Services at 416-498-1255 ext. 245 or by e-mail info@ccnm.edu

First Nations Award

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

Entrance Bursaries

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

Bursaries for Returning Students

A number of \$1,000 bursaries are available to returning students (Years 2 ... 4 and returning IMG students). Eligible applicants must be registered as full-time students (minimum 60 per cent course load) in year two, three or four of the four-year program or the second year of the IMG bridge delivery demonstrate financial need by qualifying for government student loans and have a cumulative GPA of 3.0 or better. The number of awards available is dependent on the amount of money collected from donors.

Convocation Awards

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

Governors' Award of Excellence - Sponsored by CCNM

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

Humanitarian Award - Sponsored by CCNM

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

Leadership Award - Sponsored by CCNM

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

NSA Community Spirit Award - Sponsored by the NSA

\$1,000 awarded to the student who has demonstrated exceptional commitment and a consistent desire to promote student life during their time at CCNM, and through their involvement has greatly contributed to raising school spirit by making a positive imprint on the CCNM community.

NSA Naturopathic Honour Award - Sponsored by the NSA

\$1,000 awarded to the student who has revealed outstanding leadership, contribution and dedication to the Canadian College of Naturopathic Medicine throughout their four years. More specifically, it is in recognition of a student who served as a role model to other students, inspired students to take action, and most actively and positively impacted CCNM as an agent of change.

Key Performance Indicators

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

Employment rates

CCNM graduates participate in the NPLEX (Naturopathic Physicians Licensing Examinations) in August of their graduation year and are not eligible for licensure until September. Please note that the employment rate is calculated in November, which is only two months after students gain licensure.

Note: The Ministry of Training, Colleges and Universities did not conduct surveys to determine employment rates or graduation rates for the 2006-2013 graduating classes. The graduation rates shown for 2006-2013 are based on our own calculations.

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

Graduation Rates

Graduate Class	Graduation Rate
2013	73%
2012	84%
2011	89%
2010	84%
2009	87%
2008	91%
2007	86%

Default Rates

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

Graduate Class	Number of Loans Issued	Loans in default	Default Rate
2014	69 (in •11-•12)	1	1.4%
2013	84 (in •10-•11)	0	0%

academic or personal nature, it is highly recommended that you contact Student Services or the Office of Academic Affairs as soon as possible so that assistance and support can be provided

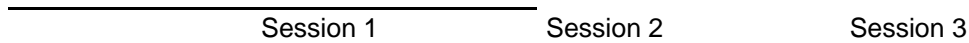
Program Duration

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

A full-time student is expected to complete the curriculum in no more than six years. However, recognizing that many students complete the program through part-time study, students may complete the curriculum in up to seven and one half years with the approval of the dean.

Academic sessions

The curriculum is comprised of four academic years. The 2015-2016 academic year is divided as follows:



This percentage grade will be converted to an alpha grade and a grade point based on the following scale:

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

Achieved Competency AC

Pass P

Fail F

Incomplete INC

Withdrawal W

Advanced Standing EQV

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

1. Good Standing

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

2. Academic Probation

I. If at the end of a term a student's CGPA is less than a 2.7, or for two consecutive terms his/her term GPA (TGPA) is less than 2.7, that student will be placed on academic probation. Academic probation reflects a warning that the student's current performance is below that required to continue in the program. The student must improve his/her academic achievement to avoid dismissal from the College.

II. If at the end of the probationary term the CGPA is raised to 2.7 or above, a student is returned to good academic standing; if at the end of the probationary term the CGPA is still below 2.7, but the TGPA is 2.7 or above, the student remains on probation for an additional term.

III. Students on academic probation are encouraged to discuss with the appropriate course instructor and associate dean the problems leading to poor academic performance. Student Services personnel may suggest additional options, such as peer tutoring.

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

3. Academic Dismissal

i. The College will normally dismiss a student if his/her academic progress is unsatisfactory based on any of the following criteria:

- x The CGPA is below 2.3 after the first term of enrolment.
- x After a probationary term both the TGPA and CGPA are below 2.7.
- x A student fails a course twice.
- ii. A student may submit a written appeal of his/her academic dismissal to Academic Affairs. A student who is successful in his/her appeal receives a written contract outlining the conditions for reinstatement.
- iii. A dismissal for academic standing is recorded on a student's transcript.

Monitoring

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

Attendance Policy

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

Students are expected to attend all classes, and are responsible for learning the content from any classes that they miss.

Each course outline describes the attendance requirements for the course. For courses with a practical component, such as laboratories/practicums, small group sessions and clinical components, attendance is essential and the course outline will stipulate the number of permitted class absences. Students who exceed this number will fail the course. Teaching Assistants, in consultation with the course instructor, have the authority to determine whether a student's lateness should be considered an absence.

If a student fails to attend all classes for 10 consecutive

2. Admittance to examination rooms occurs 15 minutes prior to examination start time. Prompt arrival ensures that students have time to check in, be seated and hear instructions before the testing period begins.
- 3.

Examination Dates

All examination dates are posted on Moodle. It is the responsibility of the student to confirm the dates of specific examinations as the examination date approaches.

Grading Policies

Incomplete Grades Policy

1. Students who have not completed all required components of a course will be assigned a grade of INC.
2. If all required course components have not been completed, and a passing grade has not been achieved, the INC will convert to an F at the one year anniversary of the start of the course.

Note: this policy does not apply to CLE 404, 412 and 450, which must be completed as outlined in the clinic course requirements.

Official Grade Notification

1. Official grades are posted in SonisWeb.
2. It is the responsibility of the student to stay informed of his/her official grades.

Rescheduled and Supplemental Examinations Policy

Note: There are no opportunities to complete a course beyond the one year anniversary of the start-date of the course.

1. The examination schedules are provided before the beginning of classes. All students are expected to write examinations at the scheduled times. Where students miss a scheduled examination they will be eligible to have a rescheduled examination through the Testing Centre. Rescheduled practical examinations will be scheduled by the College and students must attend the practical examination at the scheduled time. There will be an administrative fee for the rescheduled examinations, and that fee along with the process for registering in the rescheduled examinations is described within the CCNM Moodle Learning Management System.
2. Rescheduled exams will test similar competencies as the original examination, but may utilize different testing methods (e.g., multiple choice, short answer, essay and/or oral questions).
3. Rescheduled examinations must be taken by the one year anniversary of the start of the course. Students are advised to complete all course requirements at least eight (8) weeks prior to the anniversary of the start date of the course, so that if they are not successful, they will have time to write a supplemental, if eligible.

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

4. Students receiving a failing grade of not less than 50 per cent and who have completed the majority of coursework will be eligible to write a supplemental examination.
5. The relevant fee and the process for enrolling in the supplemental examinations is described within the CCNM Moodle Learning Management System.

6. The right to sit a supplemental examination expires one year after the first date of classes for the course to which the supplemental would apply.
7. Supplemental examinations are comprehensive for the course and may include multiple choice, short answer, essay and/or oral questions. A student who receives a grade of 65 per cent will be deemed to have passed the supplemental exam. Supplemental examination grades greater than or equal to 65 per cent are indicated on transcripts of academic record as 65 per cent.
8. Failure of a supplemental examination will result in the student failing the course.
9. Offsite proctoring of supplemental exams may be arranged at accredited educational institutions.

Examination Review

Once grades are released in Moodle, students can choose one of the following two options that apply to exam review.

Option 1: Expedited Exam Review for students writing a supplemental exam .

Students will have the opportunity to sign up for a group examination review with individual course instructors. The intended goal of this process is to allow for students to identify areas where they achieved competency and areas where they did not as well as being able to ask individual questions and ensure understanding of key course concepts in a group environment. Please note that there is an administrative charge of \$10 that will be charged in situations where a student signs up and does not show up for the expedited review session. To take part in an expedited review the student must go to examreview@ccnm.edu to sign up. Deadlines to sign up for this review will be posted on Moodle once grades are released.

Option 2: Three Step Exam Review

Step 1: Student will have 30-60 minutes of class time where professors will go over particularly challenging items and items of low reliability. The goal of this process is to ensure educational efficacy of key course competencies. This opportunity is available to all students in the class. Please note that this step only applies to mid-term exam reviews.

Step 2: By request CCNM students will have an opportunity to review their performance in an invigilated environment. Students are asked to sign up at Student Services in order to review their exams by the deadline (refer to dates on the Year at a Glance). For multiple choice examinations, students will have access to an itemized scantron report (contains exam key) and a master examination; for written examination students will have access to a copy of their examination to identify areas where they achieved competency

ask individual questions and ensure understanding of key course concepts in a group environment. Students can request a Step 3 review via the Office of Academic Affairs. Please note that there is an administrative fee of \$10 that will be charged in situations where a student signs up and does not show up for a step 3 examination review session.

If you have questions, please send an email examreview@ccnm.edu which will be responded by the Office of Academic Affairs.

Prerequisites

Prerequisites

Prerequisite requirements are designed to ensure that students have the requisite knowledge to participate safely and effectively in the course requiring the prerequisite. We recognize that students who actively participate in a course, but who have not earned a credit, may still have acquired most of the prerequisite concepts. As such, students who have participated in a prerequisite course, and have not yet earned a credit in that course and who are eligible for further testing and/or remediation, may be permitted to enrol in the subsequent course. This will not be permitted where there is a safety concern. Students are still required to earn credit in prerequisite courses when they have passed the course requiring the prerequisite, as the content in the subsequent course does not include all of the competencies of the prerequisite course(s). Students who choose to attempt a course for which they have not earned credit in the prerequisite, do so at their own risk, and the lack of the prerequisite is not a ground for appealing a failing grade. Students are advised to consult with program faculty prior to enrolling in the course for which they have not successfully completed the prerequisites regarding the challenges they may face in attempting the subsequent course.

Clinic Entry Requirements

In the final year of the program students enrol in CLE404 and work as primary interns under the supervision of licensed naturopathic doctors and are responsible for managing the care of patients in the Robert Schad Naturopathic Clinic and its satellite teaching clinics. Students are required to demonstrate the competencies outlined in the Primary Intern Manual and to complete all relevant requirements. Students are required to have passed all courses in years 1, 2 and 3 of the program prior to entry into clinic. The Rescheduled and Supplemental Examinations Policy (i.e., one year completion date of all course requirements) does not apply to students enrolling in CLE404. Rescheduled examinations must be completed within the period between the end of the Winter Term exam period and clinic orientation. Students who have only failed one third-year prerequisite course, and are eligible to write a supplemental exam, may register in CLE404. However, should the student subsequently fail the supplemental exam for that pre-requisite course, the student will be removed from their clinical shifts.

Remediation

1. The purpose of remediation is to permit a student who fails selected academic courses to avoid program delay. Remediation is a personalized program of intensive study and focused review of the course material, accompanied by appraisal, to raise a student's comprehension of the subject to an acceptable standard. An instructor or teaching assistant will lead the remediation and a course of self-study will be assigned. The focus of the remediation will be

on those learning outcomes where improvements most required. The appraisal will be a

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

Professionalism - Being committed to the service of humanity.

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

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

Student Code of Conduct

Standards of Student Conduct

Upon enrolment at CCNM, students are expected to clearly understand their rights and obligations with respect to the institution, fellow students, faculty and staff, the naturopathic profession, other professions and the public. A student must respect and uphold the core values of the organization and understand that behaviour that is consistent with these values will benefit all who participate in the community. The standards of student conduct define the boundaries within which a rewarding and mutually supportive learning environment can be maintained.

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

Any breach of conduct involving morality, ethics or legality, on or off campus, may be subject to disciplinary action. CCNM retains the right to initiate disciplinary action in a case where a student conducts him/herself in a manner unbecoming of a member of the educational institution. Students

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

Additional guidelines for professional conduct are stipulated in the Primary Intern Manual 2015-2016

Dispute Resolution Policy

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

Academic Offences

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

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

To protect the integrity of the diplomas granted by this institution, CCNM has the power to recall and cancel any diploma granted to a graduate who, while a student, committed an academic offence that, if detected before the granting of the diploma, would have resulted in the diploma not being granted.

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

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

Academic Misconduct

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

status is under review. A student upon whom a sanction has been imposed shall not be allowed to withdraw from a course so as to avoid the sanction imposed.

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

Clinic offences will be dealt with pursuant to the process set out in the Primary Intern Manual 2015-2016.

Appeals

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

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

- x If the matter cannot be resolved to the student's satisfaction with the associate dean or 2nd year coordinator, the student must consult with the dean.
- x In the event that the matter is not resolved to the student's satisfaction, the student may appeal to the Appeals Committee.
- x A student who believes that they have received an inappropriate sanction may appeal directly to the Appeals Committee.
- x The student must notify the registrar in writing of his/her intention to do so within 10 working days after receiving written (or electronic) notification of the final course grade or sanction to be appealed, clearly setting out the grounds for the appeal.
- x The appeal must clearly set out the specific facts and assertions on which the appeal is based. Claiming that the decision will cause the student to suffer career disruption, emotional upset or program delay is not a valid ground for appeal.
- x Upon receipt of the notice of appeal from the student, the registrar will review it to determine whether the grounds for appeal comply with the requirements stipulated in these procedures. If the registrar finds that the grounds for appeal do not comply, the registrar shall advise the student within two working days and permit the student to either revise or withdraw the notice of appeal. If the appeal is in order, the registrar will advise the student of the date, time and place of the hearing within three working days. The hearing will be scheduled as expeditiously as possible and should occur within ten working days of the registrar's receipt of the notice of appeal.

Procedure for Hearings of the Appeals Committee

- x At the hearing, the student is entitled to be represented by legal counsel at his or her own expense. In the event the student elects to have legal counsel they must inform the College at least two days in advance of the hearing; CCNM may or may not choose to be represented by legal counsel. At least two working days prior to the hearing, each party must identify who will

represent them, the witnesses they will call, and all material they will provide in evidence. Note: Failure to provide notice of issues before hearing will normally cause those issues to be excluded from the hearing.

- x Copies of the student's notice of appeal, as well as the supporting documentation from each party will be made available to each party at Sted

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

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

Students

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

Guest Speakers and Other Programs

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

Intellectual Property

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

Works for Hire

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

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

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

All Other Work

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

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

Graduates of the program will be able to:

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

- x Recognition and support of the inherent self-healing ability of the individual. (The healing power of nature.)
- x Identification and treatment of the underlying cause of disease. (Treat the cause.)
- x The primary role of the naturopathic doctor is to educate and support patients in taking responsibility for their health. (Doctor as teacher.)
- f Treatment of the whole person through individualized care.
- f Prevention of disease through encouraging a healthy lifestyle and controlling risk factors

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

Biomedical Sciences

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

Clinical Sciences

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

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

Art and Practice of Naturopathic Medicine

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

Naturopathic Therapeutics ... An Overview

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

Clinical Education Program

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

The Robert Schad Naturopathic Clinic is CCNM's main teaching clinic, hosting approximately 26,000 patient visits per year and furnished with 37 patient treatment rooms and 8 media-equipped conference rooms. The clinic allows its interns and practitioners to provide a range of services, including acupuncture, physical therapeutics, IV therapy and sauna/hydrotherapy. In addition, clinical interns work in the on-site laboratory and collection centre and in the botanical compounding room, formulating medicinal tinctures and dried herbal prescriptions.

CCNM boasts the first naturopathic teaching clinic in a hospital setting at the Brampton Civic Hospital. The Brampton Naturopathic Teaching Clinic provides 72 intern positions yearly. It is a fast paced, primary-care operations that operates four days a week and hosts over 7,000 patient visits annually.

Clinical interns are also expected to complete at least one four-month placement in an external community healthcare clinic site, where they gain depth knowledge of the practice of community-based medicine. The external sites are located in five community health centres (Sherbourne Health Centre, Anishnawbe Health Toronto, LAMP Community Health Centre, Parkdale Community Health Centre and Queen West Community Health Centre).

The clinical education program has established focused care clinics in the RSNC: Adjunctive Cancer Care, Sports Medicine, Pediatrics and Men's Health.

Course Listing

Course Code	Course Name	Credit Hours
First Year		
ASM102	Asian Medicine I	2.0
ASM103	Asian Medicine Point Location I	1.0
BAS103	Biochemistry	3.0
BAS108	Embryology	1.5

FNM201	Foundations of Naturopathic Medicine	2.0
HOM204	Homeopathic Medicine II Part I	3.0
HOM205	Homeopathic Medicine II Part II	3.0
NUT202	Clinical Nutrition II	4.5
PHM201	Naturopathic Manipulation I	2.0
PSY203	Health Psychology II	1.5
TOTAL YEAR TWO		55.5

Third Year

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

Fourth Year

CLE404	Clinic IV	17.5
CLE412	Clinic V	17.5
CLE450	Clinic VI	17.5
CLS408	Men's / Women's Health II	2.5
NMS401	Ethics and Jurisprudence II	1.0
NMS410	Practice Management II	1.0
NPS402	In-Office Procedures II	1.0
TOTAL YEAR FOUR		58.0

* Courses designated with an asterisk (*) must have been taken no more than six months prior to

Readiness Examination to demonstrate his or her competency prior to entry into clinic. Additionally, if a fourth-year student withdraws for over six months, s/he will be required to pass the Clinic Entrance Readiness Exam before re-entering the Primary Internship program.

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

One credit hour = 14 lecture hours

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

One credit hour = 21 clinic hours

How to read course codes

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

Subject Areas

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

Course Descriptions

Year 1

ASM102 Asian Medicine I

Students focus on the fundamentals of Traditional Chinese Medicine including basic history, philosophy, and development. They are introduced to fundamental theories such as Yin/Yang, five elements and Zang-Fu. Therapeutic and diagnostic theories such as 8 principles, 6 Pathogenic

Factors, Qi, Blood, Body Fluids and 7 emotions are introduced. Acupuncture channels, pulse and tongue diagnosis as well as other therapies employed in Traditional Chinese Medicine, are discussed.

ASM103 Asian Medicine Point Location I

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

BAS103 Biochemistry

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

BAS108 Embryology

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

BAS115 Immunology

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

BAS118 Clinical Physiology I

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

BAS119 Clinical Physiology II

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

BAS120 Anatomy I

This course organizes the study of herbs based on their specific clinical effects and affinities for different body systems, providing training in pharmacognosy and the clinical use of whole plants and extracts. Along with a traditional lecture format, clinical application of the course material is approached through case-based learning sessions. Topics include: therapeutic actions and indications of specific herbs; dosage and prescribing strategies; contraindications, interactions, and

applying specific physical examinations and laboratory tests, and students interpret and critically evaluate information derived from history, physical exam, and laboratory investigations. Students use their clinical reasoning skills to arrive at relevant and appropriate working diagnoses, based on real-life signs and symptoms presented in clinical practice.

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

CLS223 Physical and Clinical Diagnosis Practicum I

The curriculum of CLS223 is integrated with Clinical Medicine I and the cases used in each of the modules are designed to support the student in developing the technical competence in taking a

the practical application of homeopathy. Students further develop their skills in homeopathic case taking, repertorizing, case analysis, and single remedy prescribing taught in accordance with the Organon of the Medical Art (Prerequisite: HOM204)

NUT202 Clinical Nutrition II

This course outlines objective evidence in the field

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

CLE310 Clinic III

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

CLE303 Primary Care

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

CLS301 Maternal and Newborn Care

Students are provided with the fundamental knowledge of prenatal, labour, birth, and postpartum physiological processes. An emphasis is placed on birth being a normal physiological process rather

NPS315 In-Office Procedures I

NPS402 In-Office Procedures II

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

CLE450 Clinic VI

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

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

Graduation Requirements

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

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

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

Clinical Requirements

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

Primary Contact

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

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

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

Four-year program

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

Five-year program

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

IMG program

Academic Term	Clinical Education Course	Clinical Hours/Patient Contacts in Teaching Clinics	Preceptorship Hours/Patient Contacts
Term 1	CLE307 ... term 1	12 hrs./10 Secondary Contacts	Required at end of term 2
Term 2	CLE308 ... term 2	24 hrs./5 Secondary Contacts	20 hrs./20 Secondary Contacts
Term 3	CLE309 ... term 3	66 hrs./20 Secondary Contacts	30 hrs./30 Secondary Contacts
Term 4	CLE404/412/450	1032 hrs./280 Primary Contacts; 45 Secondary Contacts	50 hrs./50 Secondary Contacts

Teaching clinic targets for hours and patient contacts are specific for the individual course with which they are associated. Any clinical hours or contacts collected in excess of the course targets will be added to the total number of secondary credits required during a student's primary internship (CLE404/412/450) and cannot be used to meet the clinical course requirements of CLE201, and 310.

Preceptorships occur throughout a student's enrolment in the naturopathic program, but must meet the prescribed targets and academic requirements outlined in the associated clinical

Preceptor Program Procedure

1.

that they are also required to comply with any additional policies and procedures, as required by

outlined objectives and clinical competencies.

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

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

Clinic III (CLE310): To prepare for their role as primary intern, third-year students transition to

not want to work a clinic shift because it conflicts with his/her work schedule, athletic training, or other educational courses or activities.

Externship Program

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

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

RSNC Absence Policies

Primary interns are allowed 20 shifts off for vacation and/or professional development (PD) throughout CLE404, 412 and 450. For all students enrolled in CLE404, 412 or 450, an Absence Form must be submitted to the drop box in the RSNC Student Message Centre at least three weeks prior to the requested days off. Make-up shifts are available to students who have missed clinic due to documented illness, emergency or statutory holidays. Planned Absence Days (vacation, professional development, etc.) cannot conflict with any scheduled exams nor may these absences negatively impact clinic operations; clinical assignments and activities must be completed by their assigned due dates, regardless if this conflicts with a planned absence. Details of Planned Absence Days can be found in the Primary Intern Manual 2015-2016.

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

Vacation or PD may not be taken:

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

Maximum planned absence length allowed:

2 weeks (8 clinic shifts): during CLE404

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

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

If an intern is not present at, or does not complete a scheduled clinic shift due to illness or emergency, he/she is required to complete the Clinic Absence form and submit the form promptly upon his/her return. On-call shifts are available to interns who have missed clinic due to documented illness, emergency or statutory holiday. An on-call shift may be requested on the absence form must be submitted for approval in the drop box in the RSNC Student Message Centre at least three weeks prior to the requested shift date (Please note that this includes the last three weeks of the final clinical term). Students who are absent from more than six clinic shifts due to

illness/emergency may be required to use planned absence days to make up missed shifts, rather than on-call shifts. Students who absent from clinic for greater than six shifts or for extended leave

homeopathy, etc.) or scopes of practice.

7. Clinic flyers and brochures are available from Marketing and Communications. Students are encouraged to take clinic flyers wherever they go and place them where they work, etc., to promote their practice at the RSNC at every opportunity. Flyers will be printed as needed for special events.
8. Public lectures are arranged for various organizations as an opportunity for third- and fourth-year students to promote their clinic services as RSNC interns, and to enhance their public speaking skills. Marketing and Communications organizes these lectures.

Dress Code

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

General Dress Code Rules:

- x Clean, neat, pressed clothing that reflects a professional appearance
- x White lab coat with name tag are to be worn at all times and in all areas of the clinic.
- x Minimal jewelry and/or visible piercings.
- x Nails must be neat, clean and short. Dark coloured nail polish is discouraged.
- x Long hair must be tied back.
- x No scents/fragrances of any kind. CCNM is a scent free environment as a number of our patients are sensitive to scents and perfumes.
- x No offensive body odour.

Please refer to the Primary Intern Manual 2015-2016 Clinical Operations for specific examples of acceptable and not acceptable dress.

Etiquette

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

Clinic completion requirements:

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

RSNC, satellite clinics and externship program 1,032 hours
Preceptor program 100 hours, 100 patient contacts

For more information, see the Primary Intern Manual 2015-2016.

Residency Program

CCNM is committed to providing high quality postgraduate residence experiences for a limited

experiences, research opportunities, structured mentoring and advanced clinically focused curriculum components. The number of residencies provided each year will be dependent on the number of college-approved residency sites as well as the availability of qualified candidates.

Other College Policies with Potential Application to Students and Applicants

Drug-free Policy

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

As a condition of College employment or enrollment, all employees and students agree to abide by the prohibition against controlled substances and to notify the College of any criminal drug statute conviction for a violation occurring in a location in which the College operates no later than five days after such a conviction. [View full policy](#)

Fragrance-free Policy

Due to health concerns arising from exposure to scented products, CCNM is committed to providing a fragrance-free environment to all employees, students, residents, patients and visitors. Fragrances are defined as any product that produces a scent strong enough to be perceptible by others, including but not limited to cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, scented oils and/or similar products. Any student who is found in violation of this policy on CCNM property will be issued a warning, and any further violation of this policy will result in progressive discipline up to and including suspension or expulsion from CCNM.

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

Smoke-free Policy

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

AODA

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

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

This policy applies to every person who deals with members of the public or other third parties on

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

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

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

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

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

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

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

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

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

[View full policy](#)

Institutional Closure

To meet the standards required of the Postsecondary Education Quality Assessment Board (PEQAB), CCNM has created a policy on Institutional Closure. In the unlikely event that CCNM is required to close, to ensure that the needs of students and graduates are met, CCNM would:

1. Provide a "teach out" for existing cohorts;
2. Arrange with sister institutions across North America for the transfer of students who for personal reasons did not feel they could complete the program in the schedule associated with the "teach out"; and
3. Contract with a third party so that academic records would be maintained, and could be accessed by graduates, for a period of not less than 75 years.

[View full policy](#)

Formal Complaint Policy

As required for the Council on Naturopathic Medical Education accreditation, CCNM maintains a formal process for receiving and responding to significant student complaints related to the ND program. Students with a serious complaint about the ND program should submit their concerns in writing to the President's Office, noting that the submission represents a formal complaint. The president will review all complaints, ensure that all necessary parties are consulted and attempt to resolve any matters in dispute.

Regulation and Licensure

Canada

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

For information on the practice of naturopathic medicine in Canada, contact the Canadian Association of Naturopathic Doctors/Association Canadienne des docteurs en naturopathie.

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

info@cand.ca

www.cand.ca

Ontario

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

CONO

Telephone: (416) 583-6010

info@collegeofnaturopaths.on.ca

www.collegeofnaturopaths.on.ca

Ontario Association of Naturopathic Doctors (OAND)

Tel: 416-233-2001

info@oand.org

www.oand.org

British Columbia

Naturopathic doctors have been licensed in BC since 1936 under the Naturopathic Physicians Act. Changes to legislation in 2009 resulted in the granting of prescribing authority for NDs. The

www.sanp.ca

Manitoba

Naturopathic doctors in Manitoba have been regulated under the Naturopathic Act

Prince Edward Island Association of Naturopathic Doctors
902-894-3868
www.peiand.com

- x To administer those examinations at testing sites in the U.S. and Canada.

For more information visit www.nabne.org.

Vision

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

History

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Name

Battistuzzi,

Bernhardt,E

Fontes, Mark	B.Sc. (Hons), ND, McMaster University, CCNM	Clinic Faculty
Fraser, Ian	BA, M.Sc., PhD, University of Western Ontario, Dalhousie University	Instructor
Franc, Valerie	B.Sc., ND, University of Guelph, CCNM	Clinic Faculty
Fritz, Axel	DC, Canadian Memorial Chiropractic College	Instructor
Gilbert, Cyndi	BA, ND, Trent University, CCNM	Clinic Supervisor, Instructor
Gowan, Matt	B.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor, Instructor
Gratton, Adam	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Assistant Professor
Habib, Chris	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor
Habiballa, Mohammed	B.MLS, University of Khartoum	Instructor
Hall, Alexander	B.Sc. (Eng.), P.Eng., ND, University of Guelph, CCNM	Clinic Supervisor, Assistant Professor
Henry, Nicole	B.Sc., ND, McMaster University, CCNM	Clinic Supervisor, Coordinator, IMG
Huff, Hal	BA, ND, M.Sc., Lakehead University, CCNM, McMaster University	Clinic Supervisor, Associate Professor
Hussein, Hind	B.Sc., M.Sc., Omdurman Ahlia University, University of Khartoum	Medical Laboratory Technologist Lead
Irons, Nastasia	BA, ND, Brock University, CCNM	Clinic Resident
Kapadia, Ashit	B. Homeopathic Medicine & Surgery, ND, Shivaji University, CCNM	Instructor
Kassam, Neemez	B. Sc., M.Sc., ND, University of British Columbia, CCNM, Bastyr University	Instructor
Kato, JD	B.Sc., DC, M.Sc., University of British Columbia Palmer College of Chiropractic West, Ithaca College	Instructor
Khalili, Afsoun	B.Sc., ND, Concordia University, CCNM	Clinic Supervisor, Associate Professor
Kiani, Payam	B.Sc., ND, McMaster University, CCNM	Clinic Supervisor
Lad, Ajay	B.Sc., ND, Queen's University, CCNM	Clinic Supervisor
Laic, Carol	B.Sc., M. Ed., ND, University of Toronto, CCNM	Instructor
Lander, Daniel	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor, Associate Professor
Levy, Mike	B.Computing (Hons), PhD, University of Guelph	Instructor
McConnell, Sean	BA, ND, Concordia University, CCNM	Clinic Supervisor
McCrinkle, Louise	B.Sc., ND, University of Alberta, CCNM	Clinic Supervisor
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Meyer, Caroline	BA, ND, McMaster University, CCNM	Clinic Supervisor

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Montgomery, Kaleb	B.Sc., Doctor of Traditional Chinese Medicine, University of Toronto, International College of TCM Vancouver,	Instructor
Nasagar, Adrian	BA, ND, McMaster University, CCNM	Clinic Supervisor, Instructor
Nesbitt, Drew	BA, Doctor of Traditional Chinese Medicine, Brock University Toronto School of Traditional Chinese Medicine	Instructor
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