

# ACADEMIC CALENDAR 2023 – 2024



**CCNM**

CANADIAN  
COLLEGE OF  
NATUROPATHIC  
MEDICINE





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\* Boucher students who matriculated prior to September 2022 can refer to the Student Handbook in eCampus for grading and academic policies.

# About CCNM

The Canadian College of Naturopathic Medicine (CCNM) is Canada's premier institution for education and research in naturopathic medicine. CCNM offers a rigorous four-year, full-time naturopathic program on two campuses in Canada: one in the Greater Toronto Area and the other at the Boucher Campus in Metro Vancouver.

## HISTORY

A pioneer in Canadian naturopathic education, the Canadian College of Naturopathic Medicine first opened its doors in 1978 (as the Ontario College of Naturopathic Medicine in Kitchener). By 1983 the College was offering Canada's first four-year, full-time professional program in naturopathic medicine. In 1984, CCNM relocated to Toronto, where it has continued to grow, educating students from across Canada and around the world. CCNM's 4.3-acre campus includes an on-site 202-bed residence, modern classrooms, a well-equipped library, a 240-seat lecture theatre, a healthy-foods cafeteria and a dispensary. The campus is also home to the Robert Schad Naturopathic Clinic, Canada's largest naturopathic teaching clinic.

In 2021, the College amalgamated with the Boucher Institute of Naturopathic Medicine and as a result offers naturopathic education on two campuses: The CCNM – Toronto Campus in the Greater Toronto Area, and the CCNM – Boucher Campus in Metro Vancouver region.

CCNM is accredited by the Council on Naturopathic Medical Education (CNME). Accordingly, CCNM's program standards are held in high regard: they ensure that the education and training students receive equips them to practice the full scope of naturopathic medicine in the province of Ontario, the province of British Columbia and other regulated and licensed jurisdictions across North America.

The program is broadly composed of several main areas of study: biomedical sciences, clinical sciences, the art and practice of naturopathic medicine, patient-centred integrated studies, clinical education and naturopathic therapeutics.

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

## LOCATION

The CCNM – Toronto Campus is located at 1255 Sheppard Avenue East, Toronto Ontario. The CCNM – Boucher Campus is located at #330 – 435 Columbia Street, New Westminster, British Columbia.

## ACCREDITATION

In Ontario, the program at the CCNM – Toronto Campus is offered under the written consent of the Ministry of Colleges and Universities for the period from April 26, 2022 to April 26, 2029.

In British Columbia, the CCNM – Boucher Campus is regulated by the Private Training Institutions Branch of the Ministry of Advanced Education, Skills & Training (PTIB) and is EQA designated by the Province of BC Education Quality Assurance (EQA) as an institution that has met or exceeded provincial government recognized quality standards.

The College is accredited by the Council on Naturopathic Medical Education (CNME), the accrediting agency for naturopathic colleges and programs in Canada and the United States.

# Year-at-a-Glance

## CCNM - TORONTO CAMPUS

### Years 1-2

FALL TERM 2023	
Sept. 4	Labour Day, CCNM - Toronto Campus closed (clinic closed Sept. 2)
Sept. 5	Fall term classes begin at the CCNM - Toronto Campus (September intake Years 1 and 2)
Week of Sept. 5	New student orientation (Year 1 Sept Intake)
Sept. 5-19	StudentCare.ca NSA health plan opt-out period for CCNM (both campuses)
Sept. 12	Full term tuition payment / first tuition installment deadline
Sept. 13	Year 1 January unofficial summer grades released to Moodle
Sept. 15	Last day to add or drop Fall term courses without financial penalty
Sept. 18	Welcome Back BBQ
Sept. 19	StudentCare.ca NSA health plan opt-out deadline for CCNM (both campuses)
Sept. 20-26	Spring 2023 term supplemental exam period
Sept. 25	CCNM - Toronto Campus Town Hall
Sept. 30	Last day to make tuition payment arrangement without late fee
Oct. 2	Second tuition installment deadline (Fall term)
Oct. 9	Thanksgiving, CCNM - Toronto Campus closed (clinic closed Oct. 7)
Oct. 16-20	Fall 2023 term Academic Study Period, CCNM - Toronto Campus

## CCNM - BOUCHER CAMPUS

### Years 1-2

FALL TERM 2023	
Sept. 4	Labour Day, CCNM - Boucher Campus closed (clinic closed Sept. 2)
Sept. 5	Fall term classes begin at the CCNM - Boucher Campus (September intake Years 1 and 2)
Sept. 12	Full term tuition payment / first tuition installment deadline
Sept. 5-19	StudentCare.ca NSA health plan opt-out period for CCNM (both campuses)
Sept. 13	Year 1 January unofficial summer grades released to Moodle
Sept. 15	Last day to add or drop Fall term courses without financial penalty
Sept. 19	StudentCare.ca NSA health plan opt-out deadline for CCNM (both campuses)
Sept. 20-26	Spring 2023 term supplemental exam period
Sept. 30	<ul style="list-style-type: none"> <li>Last day to make tuition payment arrangement without late fee</li> <li>National Day for Truth and Reconciliation (clinic closed Sept. 30)</li> </ul>
Oct. 2	National Day for Truth and Reconciliation observed, CCNM - Boucher Campus closed
Oct. 2	Second tuition installment deadline (Fall term)
Oct. 9	Thanksgiving, CCNM - Boucher Campus closed

**Note:** These dates were accurate at time of creation, but is subject to ongoing change.

## CCNM - TORONTO CAMPUS

### Years 1-2

FALL TERM 2023	
Nov. 1	Third tuition installment due (Fall term)
Nov. 13-17	Last week to drop Fall term courses to receive any prorated tuition refund
Nov. 27 - Dec. 1	Last week to drop Fall term courses without academic penalty
Dec. 1	Final tuition installment deadline
Dec. 15	Fall term classes end, CCNM - Toronto Campus (Years 1 and 2)
Dec. 18-22	Exam period (fall term), CCNM - Toronto Campus (Years 1 and 2)
Dec. 24 - Jan. 1	Clinic closed

## CCNM - BOUCHER CAMPUS

### Years 1-2

FALL TERM 2023	
Oct. 16-20	Fall 2023 term Academic Study Period, CCNM - Boucher Campus (Years 1 -2)
Nov. 1	<ul style="list-style-type: none"> <li>Third tuition installment deadline (Fall term)</li> <li>CCNM - Boucher Campus Town Hall</li> </ul>
Nov 9-15	Clinic closed, CLE TA sessions running
Nov. 11	Remembrance Day, CCNM - Boucher Campus closed
Nov. 13	Remembrance Day observed, CCNM - Boucher Campus closed
Nov. 13-17	Last week to drop Fall term courses to receive any prorated tuition refund
Nov. 27 - Dec. 1	Last week to drop Fall term courses without academic penalty
Dec. 1	Final tuition installment deadline
Dec. 15	Fall term classes end, CCNM - Boucher Campus (Years 1 and 2)
Dec. 18-22	Exam period (fall term), CCNM - Boucher Campus (Years 1 and 2)
Dec. 16 - Jan. 1	Clinic closed



## CCNM - TORONTO CAMPUS

### Years 1-2

WINTER TERM 2024	
Jan. 2	<ul style="list-style-type: none"> <li>CCNM - Toronto Campus reopens (for staff)</li> <li>Clinic reopens</li> </ul>
Jan. 8	Winter term classes begin, CCNM - Toronto Campus
Week of Jan. 8	New student orientation (Year 1 January intake)
Jan. 8-22	StudentCare.ca NSA health plan opt-out period (January intake, CCNM - Toronto Campus)
Jan. 11	Last day to make Winter term tuition payment arrangement without late fee
Jan. 15	Full term tuition payment / first tuition installment deadline
Jan. 17	Fall 2023 grades released to Moodle (main sitting)
Jan. 19	Last day to add or drop Winter term courses without financial penalty
Jan. 22	StudentCare.ca NSA health plan opt-out deadline (January intake, CCNM - Toronto Campus)
Jan. 24 - 31	Fall 2023 term supplemental exam period
Feb. 1	Second tuition installment deadline (Winter term)
Feb. 19	Family Day, CCNM - Toronto Campus closed (clinic closed Feb. 17)
Feb. 19-23	Winter 2024 term Academic Study Period
Mar. 1	Third tuition installment due (Winter term)
Mar. 4	CCNM - Toronto Campus Town Hall meeting

## CCNM - BOUCHER CAMPUS

### Years 1-2

WINTER TERM 2024	
Jan. 8	Winter term classes begin, CCNM - Boucher Campus (Years 1-2)
Jan. 8-9	New student orientation (Year 1 January intake)
Jan. 8-22	StudentCare.ca NSA health plan opt-out period (January intake, CCNM - Boucher Campus)
Jan. 11	Last day to make Winter term tuition payment arrangement without late fee
Jan. 12	CCNM - Boucher Campus Town Hall
Jan. 15	Full term tuition payment / first tuition installment deadline
Jan. 17	Fall 2023 grades released to Moodle (main sitting) (Years 1-2)
Jan. 19	Last day to add or drop Winter term courses without financial penalty
Jan. 22	StudentCare.ca NSA health plan opt-out deadline (January intake, CCNM - Boucher Campus)
Jan. 24- 31	Fall 2023 term supplemental exam period (Years 1-2)
Feb. 1	Second tuition installment deadline (Winter term)
Feb. 19	Family Day, CCNM - Boucher Campus closed
Feb. 19-23	Winter 2024 term Academic Study Period, CCNM - Boucher Campus (September and January intake Years 1 & Year 2)
Mar. 1	Third tuition installment deadline (Winter term)

## CCNM - TORONTO CAMPUS

### Years 1-2

WINTER TERM 2024	
Mar. 18-22	Last week to drop Winter term courses to receive any prorated tuition refund
Mar. 29	Good Friday, CCNM - Toronto Campus closed (clinic closed Mar. 30)
Apr. 1	Final tuition installment deadline
Apr. 1-5	Last week to drop Winter term courses without academic penalty
Apr. 19	Winter term classes end, CCNM - Toronto Campus (Years 1 and 2)
Apr. 22-26	Winter 2024 final exam period, CCNM - Toronto Campus
Apr. 27	Clinic winter term ends
Apr. 28 - May 5	Clinic closed

## CCNM - BOUCHER CAMPUS

### Years 1-2

WINTER TERM 2024	
Mar. 15	CCNM - Boucher Campus Town Hall
Mar. 18-22	Last week to drop Winter term courses to receive any prorated tuition refund
Mar 24 - Mar 31	Clinic closed, CLE TA sessions running
Mar. 29	Good Friday, CCNM - Boucher Campus closed
Apr. 1	Final tuition installment deadline
Apr. 1-5	Last week to drop Winter term courses without academic penalty
Apr. 19	Winter term classes end, CCNM - Boucher Campus (Years 1-2)
Apr. 22-26	Winter 2024 final exam period, CCNM - Boucher Campus (Years 1-2)

## CCNM - TORONTO CAMPUS

### Years 1-2

SPRING TERM 2024	
May 6	Spring term classes begin (Year 1 January intake)
May 6-20	StudentCare.ca NSA health plan opt-out period (IMG intake)
May 8	Clinic reopens for Spring term
May 13	Full term tuition payment / first tuition installment deadline
May 15	Winter 2024 grades posted to Moodle (all years)
May 17	Last day to add/drop courses without financial penalty (Year 1)
May 20	Victoria Day, CCNM - Toronto Campus closed (clinic closed May 18)
May 23	Convocation (clinic closed)
May 21-24	Winter 2024 term supplemental exam period
Jun. 3	Second tuition installment deadline (Spring term)
Jun. 17-21	Spring 2024 term Academic Study Period
Jul. 1	Canada Day, CCNM - Toronto Campus closed (clinic closed on June 29)
Jul. 2	Third tuition installment deadline (Spring term)
Jul. 15-19	Last week to drop spring term courses to receive any prorated tuition refund
Jul. 29 - Aug. 2	Last week to drop Spring term courses without academic penalty
Aug. 1	Final tuition installment deadline
Aug. 5	Civic Holiday, CCNM - Toronto Campus closed (clinic closed Aug. 3)
Aug. 16	Spring term classes end (January intake)
Aug. 19-23	Spring 2024 final exam period, CCNM - Toronto Campus (January intake)
Sept. 1	Clinic spring term ends, CCNM - Toronto Campus
Sept. 11	Exam grades released to Moodle (Year 1 January) (Main sitting)

## CCNM - BOUCHER CAMPUS

### Years 1-2

SPRING TERM 2024	
May 6	Spring term classes begin (Year 1 January intake)
May 13	Full term tuition payment / first tuition installment deadline
May 15	Winter 2024 grades posted to Moodle (Years 1 and 2)
May 17	Last day to add/drop courses without financial penalty (Year 1)
May 20	Victoria Day, CCNM - Boucher Campus closed
May 21-24	Winter 2024 term supplemental exam period
May 24	CCNM - Boucher Campus Town Hall
Jun. 3	Second tuition installment deadline (Spring term)
Jun. 17-21	Spring 2024 term Academic Study Period (Year 1 January intake)
Jun. 24	Convocation
Jun 24 - July 1	Clinic closed, CLE TA sessions running
Jul. 1	Canada Day, CCNM - Boucher Campus closed
Jul. 2	Third tuition installment deadline (Spring term)
Jul. 15-19	Last week to drop Spring term courses to receive any prorated tuition refund
July. 29 - Aug. 2	Last week to drop Spring term courses without academic penalty
Aug. 1	Final tuition installment deadline
Aug. 5	B.C. Day, CCNM - Boucher Campus closed
Aug. 16	Spring term classes end (Year 1 January intake)
Aug. 19-23	Spring 2024 final exam period, CCNM - Boucher Campus (January intake)
Aug 26 - Sept 2	Clinic closed for summer break

## CCNM - TORONTO CAMPUS

### Years 3-4 and International Medical Graduate (IMG) Stream

FALL TERM 2023	
Sept. 4	Labour Day, CCNM - Toronto Campus closed (clinic closed Sept. 2)
Sept. 5	Fall term classes begin at the CCNM - Toronto Campus (Years 3, 4 & IMG)
Sept. 5-19	StudentCare.ca NSA health plan opt-out period for CCNM (both campuses)
Sept. 12	Full term tuition payment / first tuition installment deadline
Sept. 13	Year 4 & IMG unofficial Spring term grades released to Moodle
Sept. 15	Last day to add or drop fall term and full year courses without financial penalty
Sept. 18	Welcome Back BBQ
Sept. 19	StudentCare.ca NSA health plan opt-out deadline for CCNM (both campuses)
Sept. 20-26	Spring 2023 term supplemental exam period
Sept. 25	CCNM - Toronto Campus Town Hall
Sept. 29	Last day to make tuition payment arrangement without late fee

## CCNM - BOUCHER CAMPUS

### Years 3-4

FALL TERM 2023	
Sept. 4	Labour Day, CCNM - Boucher Campus closed (clinic closed Sept. 2)
Sept. 5	Fall term Clinic begins for Years 1-3
Sept. 6-10	Academic Term break, CCNM - Boucher Campus (Years 3-4)
Sept. 5-19	StudentCare.ca NSA health plan opt-out period for CCNM (both campuses)
Sept. 11	Fall term classes begin at the CCNM - Boucher Campus (Years 3-4)
Sept. 15	Last day to drop (6-week courses 1st half) (Years 3 - 4)
Sept. 18	Full term tuition payment / first tuition installment deadline
Sept. 19	StudentCare.ca NSA health plan opt-out deadline for CCNM (both campuses)
Sept. 29	Last day to withdraw (6-week courses 1st half) (Years 3-4)
Sept. 30	National Day for Truth and Reconciliation, CCNM - Boucher Campus closed
Oct. 2	<ul style="list-style-type: none"> <li>• Second tuition installment deadline</li> <li>• National Day for Truth and Reconciliation observed, CCNM - Boucher Campus closed</li> </ul>
Oct. 6	Last day to drop (12-week courses) (Years 3-4)
Oct. 9	Thanksgiving, CCNM - Boucher Campus closed
Oct. 20	<ul style="list-style-type: none"> <li>• 6-week courses (1st half) end (Years 3-4)</li> <li>• Last day to withdraw (12-week courses) (Years 3-4)</li> </ul>



## CCNM - TORONTO CAMPUS Years 3-4 and International Medical Graduate (IMG) Stream

FALL TERM 2023	
Oct. 2	Second tuition installment deadline
Oct. 9	Thanksgiving, CCNM - Toronto Campus closed (clinic closed Oct. 7)
Oct. 16-20	Fall 2023 term Academic Study Period, CCNM - Toronto Campus
Oct. 23-27	Fall 2023 term midterm exam week (Years 3-4, IMG)
Nov. 1	Third tuition installment deadline
Nov. 1-7	Fall 2023 midterm rescheduled exam period (Years 3-4, IMG)
Nov. 13-17	Last week to drop Fall term courses to receive any prorated tuition refund
Nov. 15	Fall term midterm grades posted to Moodle (main sitting)
Nov. 27 - Dec. 1	Last week to drop Fall term courses without academic penalty
Dec. 1	Final tuition installment deadline
Dec. 8	Fall term classes end, CCNM - Toronto Campus (Years 3-4, IMG)
Dec. 11-22	Fall term Final Exam period (fall term), CCNM - Toronto Campus (Years 3-4, IMG)
Dec. 24 - Jan. 1	Clinic closed

## CCNM - BOUCHER CAMPUS Years 3-4

FALL TERM 2023	
Oct. 23	6-week courses (2nd half) begin (Years 3-4)
Nov. 1	<ul style="list-style-type: none"> <li>Third tuition installment deadline</li> <li>CCNM - Boucher Campus Town Hall</li> </ul>
Nov. 3	Last day to drop (6-week courses 2nd half) (Years 3-4)
Nov. 9-15	Academic and Clinic Term break, CCNM - Boucher Campus (Years 3-4)
Nov. 11	Remembrance Day, CCNM - Boucher Campus closed
Nov. 13	Remembrance Day observed, CCNM - Boucher Campus closed
Nov. 17	Last day to withdraw (6-week courses 2nd half) (Years 3-4)
Nov 26	Clinic exit exams (Year 4 January start)
Dec. 1	Final tuition installment deadline
Dec 2	Fall Clinic term end, Year 3
Dec. 4-8	Exam week, CCNM - Boucher Campus (Years 3-4)
Dec. 8	Fall term classes end (Years 3-4)
Dec 16	Primary clinic term ends (July 4 - Dec. 16, 2023)
Dec. 18 - Jan. 1	Clinic closed

## CCNM - TORONTO CAMPUS Years 3-4 and International Medical Graduate (IMG) Stream

WINTER TERM 2024	
Jan. 2	<ul style="list-style-type: none"> <li>CCNM - Toronto Campus reopens (for staff)</li> <li>Clinic reopens (for patients and interns)</li> </ul>
Jan. 6	Deadline to submit health records if applicable (TB test/risk assessment form, Hep B vaccination/waiver and/or CPR certification - January intake)
Jan. 8	Winter term classes begin, CCNM - Toronto Campus
Jan. 11	Last day to make Winter term tuition payment arrangement without late fee
Jan. 10-16	Fall 2023 final rescheduled exam period
Jan. 15	Full term tuition payment / first tuition installment deadline
Jan. 17	Fall 2023 grades released to Moodle (main sitting)
Jan. 19	Last day to add or drop Winter term courses without financial penalty
Jan. 24-31	Fall 2023 term supplemental exam period
Feb. 1	Second tuition installment deadline
Feb. 19	Family Day, CCNM - Toronto Campus closed (clinic closed Feb. 17)
Feb. 19-23	Winter 2024 term Academic Study Period
Feb. 26 - Mar. 1	Winter term midterm exam week, CCNM - Toronto Campus (Years 3-4, IMG)

## CCNM - BOUCHER CAMPUS Years 3-4

WINTER TERM 2024	
Jan. 2	<ul style="list-style-type: none"> <li>Clinic reopens</li> <li>Clinic term starts, Years 3-4</li> <li>CCNM - Boucher Campus reopens for Winter term academic courses (Years 3-4)</li> <li>Mandatory clinic orientation for Primaries starting term 1 January</li> </ul>
Jan. 9	Full term tuition payment / first tuition installment deadline
Jan. 12	<ul style="list-style-type: none"> <li>Last day to drop (6-week courses 1st half) (Years 3-4)</li> <li>CCNM - Boucher Campus Town Hall</li> </ul>
Jan. 19	Last day to withdraw (6-week courses 1st half) (Years 3-4)
Jan. 26	Last day to drop (12-week courses) (Years 3-4)
Feb. 1	Second tuition installment deadline
Feb. 9	6-week courses (1st half) end (Years 3-4)
Feb. 10	Last day to withdraw (12-week courses) (Years 3-4)
Feb. 12	6-week courses (2nd half) begin (Years 3-4)
Feb. 19	Family Day, CCNM - Boucher Campus closed
Feb. 20	Non-academic day (no classes for Years 3-4)
Feb. 23	Last day to drop (6-week courses 2nd half) (Years 3-4)

## CCNM - TORONTO CAMPUS Years 3-4 and International Medical Graduate (IMG) Stream

WINTER TERM 2024	
Mar. 1	Third tuition installment deadline
Mar. 4	CCNM - Toronto Town Hall meeting
Mar. 6-12	Winter term midterm rescheduled examination period
Mar. 18-22	Last week to drop Winter term courses to receive any prorated tuition refund
Mar. 20	Winter midterm exam grade release to Moodle (all years) (main sitting)
Mar. 29	Good Friday, CCNM - Toronto Campus closed (clinic closed Mar. 30)
Apr. 1	Final tuition installment deadline
Apr. 1	Grad lunch (CCNM - Toronto Class of 2024)
Apr. 1-5	Last week to drop Winter term courses without academic penalty
Apr. 12	Winter term classes end, CCNM - Toronto Campus (Years 3-4, IMG2)
Apr. 15-26	Winter term 2024 final exam period, CCNM - Toronto Campus (Years 3-4, IMG2)
Apr. 27	Clinic winter term ends
Apr. 28- May 5	Clinic closed

## CCNM - BOUCHER CAMPUS Years 3-4

WINTER TERM 2024	
Mar. 1	Final tuition installment deadline
Mar. 2	Last day to withdraw (6-week courses 2nd half) (Years 3-4)
Mar. 15	CCNM - Boucher Campus Town Hall
Mar. 18-22	Exam week, CCNM - Boucher Campus (Years 3-4)
Mar. 22	Winter term academic courses end, CCNM - Boucher Campus (Years 3-4)
Mar. 23	Winter clinic term Year 3 ends
Mar. 29	Good Friday, CCNM - Boucher Campus closed
Mar. 25 - 31	Term break, CCNM - Boucher Campus (Years 3-4), clinic closed

## CCNM - TORONTO CAMPUS Years 3-4 and International Medical Graduate (IMG) Stream

SPRING TERM 2024	
May 1-7	Winter 2024 final rescheduled exam period
May 6	Spring term classes begin (IMG intake)
May 6-7	<ul style="list-style-type: none"> <li>New student orientation (IMG intake)</li> <li>Clinic orientation (IMG2 and Year 4)</li> </ul>
May 6-20	StudentCare.ca NSA health plan opt-out period (IMG intake)
May 8	Clinic reopens for Spring term
May 13	Full term tuition payment / first tuition installment deadline
May 15	Winter 2024 grades posted to Moodle (all years)
May 17	Last day to add/drop courses without financial penalty
May 20	<ul style="list-style-type: none"> <li>Victoria Day, CCNM - Toronto Campus closed (clinic closed May 18)</li> <li>StudentCare.ca NSA health plan opt-out deadline (IMG intake)</li> </ul>
May 23	Convocation (clinic closed)
May 22-28	Winter 2024 term supplemental exams period
Jun. 3	Second tuition installment deadline
Jun. 17-21	Spring 2024 term Academic Study Period
Jun. 24-28	Spring 2024 midterm exam week (IMG)

## CCNM - BOUCHER CAMPUS Years 3-4

SPRING TERM 2024	
Apr. 1	<ul style="list-style-type: none"> <li>Spring term academic courses start (Years 3-4)</li> <li>Clinic Spring term start Year 3</li> </ul>
Apr. 8	Full term tuition payment / first tuition installment deadline
Apr. 12	Last day to drop (6-week courses 1st half) (Years 3-4)
Apr. 19	Last day to withdraw (6-week courses 1st half) (Years 3-4)
Apr. 26	Last day to drop (12-week courses) (Years 3-4)
May 1	Second tuition installment deadline
May 10	6-week courses (1st half) end (Years 3-4)
May 11	Last day to withdraw (12-week courses) (Years 3-4)
May 13	6-week courses (2nd half) begin (Years 3-4)
May 20	Victoria Day, CCNM - Boucher Campus closed
May 21	Non-academic day (no classes for Years 3-4)
May 24	<ul style="list-style-type: none"> <li>Last day to drop (6-week courses 2nd half) (Years 3-4)</li> <li>CCNM - Boucher Campus Town Hall</li> </ul>
May 26	Clinic Exit exams (Year 4 July start)
May 31	Last day to withdraw (6-week courses 2nd half) (Years 3-4)



## CCNM - TORONTO CAMPUS Years 3-4 and International Medical Graduate (IMG) Stream

SPRING TERM 2024	
Jul. 1	Canada Day, CCNM - Toronto Closed (clinic closed on Jun. 29)
Jul. 2	Third tuition installment deadline
Jul. 3-9	Spring 2024 midterm rescheduled exam period
Jul. 15-19	Last week to drop Spring term courses to receive any prorated tuition refund
Jul. 17	Spring term midterm grades posted to Moodle (main sitting) (IMG & Year 4)
Jul. 29 - Aug. 2	Last week to drop Spring term courses without academic penalty
Aug. 1	Final tuition installment deadline
Aug. 5	Civic Holiday, CCNM - Toronto Campus closed (clinic closed Aug. 3)
Aug. 9	Spring 2024 term classes end (IMG)
Aug. 12-23	Spring 2024 final exam period, CCNM - Toronto Campus (IMG)
Aug. 28- Sept. 3	Spring 2024 final rescheduled exam period
Sept. 1	Clinic spring term ends, CCNM - Toronto Campus
Sept. 11	Spring 2024 term final exam grades released to Moodle (IMG and Year 4) (Main sitting)

## CCNM - BOUCHER CAMPUS Years 3-4

SPRING TERM 2024	
Jun. 3	Final tuition installment deadline
Jun. 13	Grad lunch (CCNM - Boucher Class of 2024)
Jun. 17-21	Exam week for Years 3-4
Jun. 21	Spring term academic courses end (Years 3-4)
Jun. 22	Clinic term ends, CCNM - Boucher Campus
Jun. 24	Convocation
Jun. 24-30	Term break, CCNM - Boucher Campus (Years 3-4), clinic closed
Jul. 1	Canada Day, CCNM - Boucher Campus closed
Jul. 2	<ul style="list-style-type: none"> <li>Clinic term begins, CCNM - Boucher Campus</li> <li>Mandatory clinic orientation for Primary starting Term 1 July</li> </ul>
Jul. 9	Full term tuition payment
Aug. 5	B.C. Day, CCNM - Boucher Campus closed
Aug. 26 - Sept. 2	Clinic closed for summer break

# How to Apply (Four-Year Program)

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

## About NDCAS

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

Session Start	Priority Application Date	Final Application Deadline (for late applications and if space permits)
January 2024	August 1, 2023	November 19, 2023
May 2024 (IMG Bridge Delivery)	January 12, 2024	April 1, 2024
September 2024	January 5, 2024	July 22, 2024
January 2025	August 1, 2024	November 19, 2024

## Two-year Bridge Delivery

The online application for the two-year bridge delivery for international medical graduates (IMG) is available on the [CCNM website](#). The application fee is \$185.

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 program in its entirety, and show promise of becoming worthy members of the naturopathic profession.

## Please direct all inquiries to:

Student Services

Email: [info@ccnm.edu](mailto:info@ccnm.edu)

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

Boucher Campus Tel: 604-777-9981

# 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 naturopathic program, applicants must have completed a three- or four-year bachelor's degree in any discipline at an accredited institution (a university), evaluated by the submission of

official transcript(s). For September admission, courses must be completed by **August 31** of the year of application. For January admission, courses must be completed by **December 31**. Applicants are encouraged to **apply early**. Admission requirements may be subject to change at any time without notice.

Applicants must have a minimum cumulative grade point average of 2.7 on a four-point scale. Historically, the average cumulative GPA of accepted students has been 3.0 to 3.3 on a four-point scale.

## PREREQUISITE COURSES

The table below outlines the prerequisite courses that applicants must take prior to starting the program.

Required Courses	Credit Hours	Units	Requirements
General Biology	3	0.5	May be fulfilled by one semester of biology, anatomy, botany, cell biology, endocrinology, genetics, immunology, or zoology. <b>Example:</b> SBI100 General Biology (offered at CCNM)
Human Life Sciences	6	1.0	May be fulfilled by one-year or two semesters of biology, chemistry, organic chemistry, biochemistry, cell biology, anatomy, microbiology, physiology, immunology, pathophysiology and/or pharmacology <b>Example:</b> SBC100 Biochemistry and SPH100 Physiology (offered at CCNM)
General Chemistry	3	0.5	May be fulfilled by one semester of any chemistry. General, organic and/or biochemistry courses would be accepted. <b>Example:</b> SGC100 General Chemistry (offered at CCNM)
Psychology	3	0.5	May be fulfilled either by one semester of introductory psychology, organizational behaviour/management, health psychology, developmental psychology, or other similar courses. <b>Example:</b> SPS100 Psychology (offered at CCNM)
Social Sciences or Humanities	6	1.0	Acceptable courses include, but are not limited to: sociology, economics, marketing, political science, English, history, gender studies, etc. This elective must include an essay-writing component. <b>Example:</b> University of Toronto - Introduction to Sociology (Foreign language courses are not accepted towards the humanities prerequisite.)

Credit will only be given for the completion of prerequisites when a grade of C-minus (60 per cent) or better is earned

## ONLINE PREREQUISITES OFFERED AT CCNM

CCNM offers online general chemistry, general biology, physiology, and psychology courses throughout the year. Each course is delivered in a format which combines online self-study modules with weekly interactive online tutorial sessions.

[Find out more on CCNM's website.](#)

## PERSONAL STATEMENT/ESSAY

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

## CONFIDENTIAL REFERENCES

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

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

International medical graduates (IMG) must submit two letters of reference (either academic or from a past employer) through the online application on the [CCNM website](#).

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

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

## RESUMÉ

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

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

## PERSONAL INTERVIEW

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

Interviews are conducted via Zoom.

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

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

## ADMISSION DECISION

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

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

If an applicant is offered admission, a deposit of \$2,000 is required to confirm acceptance of the offer. For the CCNM – Boucher Campus this deposit as per PTIB (Private Training Institutions Branch) will be required once all admission requirements have been satisfied (as per your acceptance package). The deposit will be applied to the student's first-year tuition fee. Please note that if an applicant withdraws their acceptance of the admission offer after 48 hours, but before the start of the program, or if they do not attend the first ten consecutive days of scheduled classes, they will receive a refund of the deposit and an administrative charge of \$500 will be assessed. Withdrawals received after the start of the program will receive a refund calculated according to the program withdrawal policy.



## 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 defer to the subsequent intake, in which case the funds will be credited towards that intake start. Applicants who wish to defer beyond one intake must reapply. Additional fees may apply on submission of the new application. As the IMG stream only has one intake per year, deferral is not permitted

## MATURE/EXPERIENCED STUDENTS POLICY

As outlined in the above section on admissions requirements, completion of a bachelor's degree from an accredited university is expected. A limited number of exceptions are made for experienced students who have completed three years towards a University bachelor's degree (90 credit hours, 15 full courses). Applicants should have a cumulative grade point average of at least 3.3 (equivalent to B+).

Applicants must have a minimum grade point average of 2.7 on a four-point scale. Historically, the average cumulative GPA of accepted students has been 3.3 on a four-point scale, encompassing a range of 2.7 to 4.0. Applicants must have the minimum prerequisites as outlined in the admission requirements and a minimum of four years of work and life experience outside of university. Please note that possessing the minimum admission requirements does not guarantee admission.

## ENROLMENT REQUIREMENTS

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

## TB TWO-STEP TESTING POLICY

All new students must submit a two-step Mantoux (PPD) skin test (complete TB Testing Form). All TB test results must be submitted to Student Services. 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, they may be required to submit the results of an additional TB test or chest x-ray to rule out active disease.

All returning students (both campuses) are required to submit a TB Risk Assessment form annually (this is an online questionnaire – no in-person doctor visits are required unless you've tested positive for TB and require a chest x-ray). If you are required to submit a chest x-ray, you must do so prior to the start of the term you are submitting the results for. Failure to submit TB test results and/or Risk Assessment form prior to the start of a student's intake may result in deregistration from all clinic-related activities including classes. Questions regarding the student TB testing policy should be directed to [info@ccnm.edu](mailto:info@ccnm.edu).

## HEPATITIS B POLICY (TORONTO CAMPUS)

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 or have not been vaccinated for Hepatitis B must submit a Hepatitis B waiver form to Student Services prior to the start of in-person classes. **If getting vaccinated is delayed due to COVID-19, please submit the Hepatitis B waiver in the interim until you can provide Student Services with proof of vaccination.**

**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.

## HEPATITIS B POLICY (BOUCHER CAMPUS)

Hepatitis B documentation must provide evidence that immunization has occurred in the past ten years, or that a natural immunity has been confirmed. A student may choose to sign an informed consent waiver declining the immunizations which includes providing yearly documentation of Hepatitis B surface antigen (HBsAG) testing. Students who believe they are immune must provide current documentation (seroconversion) from a qualified health-care practitioner. HBsAG for non responders and/or students with Hep B waivers is a yearly requirement.

## CPR CERTIFICATION REQUIREMENT

### **Toronto Campus students CPR and first aid:**

All students at the Toronto Campus are required to have a valid CPR certification [Health Care Provider (HCP or “C” Level), Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS)] upon enrolling in the Doctor of Naturopathy degree program.

CPR courses are available through the Continuing Education department at CCNM. Certification is also accepted from organizations such as St. John’s Ambulance, Red Cross, and Heart and Stroke Foundation, etc.

Courses must have a hands-on practical assessment and evaluation of skills and certification must clearly state the “Issued on” and “Expiry” dates. Please send your updated certification in PDF or JPEG format only to [info@ccnm.edu](mailto:info@ccnm.edu).

\*Please see note below.

### **Boucher Campus students CPR and first aid:**

As a CCNM student, you will be involved in the clinic onsite at a variety of stages during your program. The associated governing provincial college [College of Naturopathic Physicians of British Columbia (CNPBC)] for licensing requires that all registrants in British Columbia maintain current CPR certification and Standard First Aid. The types of CPR certification to be completed are one of the following:

- Health Care Provider (HCP or “C” Level)
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)

Acceptable certification providers can be found on the CNPBC website. Any provider other than what is listed on their website will not be accepted. Recertification must be completed at least every two years or less depending on the expiry date of the initial certification. Certification completion must be submitted to [info@ccnm.edu](mailto:info@ccnm.edu).

**\*For both campuses** It is the student’s responsibility to ensure that valid CPR certification is kept up-to-date at all times for the duration of enrolment at CCNM. It is mandatory for any certification lasting longer than two years (some cards are three years) to be renewed two years **after** the date of issue. Failure to submit a valid CPR certification may result

in deregistration from all clinic-related activities including classes. **Please note**, certification completed at any of the approved organizations relevant to the campus (inclusive of CCNM Continuing Education department) **MUST** be submitted directly from the student to [info@ccnm.edu](mailto:info@ccnm.edu).

Note that health requirements may change at any time, depending on regulations in our two jurisdictions.

## CRIMINAL BACKGROUND CHECK

All students on both campuses are required to submit a Vulnerable Sector Criminal Records Check (working with children and vulnerable adults) from your local jurisdiction. Local jurisdiction refers to the **permanent** address you indicated on your application to the program.

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

If **while** a student you are charged or convicted of criminal offence, you **MUST** advise Student Services at [info@ccnm.edu](mailto:info@ccnm.edu) before proceeding with any clinical activities. Additional documentation may be required.

## ESSENTIAL SKILLS AND ABILITIES REQUIRED FOR THE STUDY OF MEDICINE

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

All applicants are expected to assess their ability to meet the standards set out in this policy. This policy does not

preclude individuals with disabilities from attending the College. Applicants who anticipate requiring disability-related accommodation are responsible for notifying CCNM in a timely manner; however, applicants should be aware that the awarding of the program credential is dependent on candidates demonstrating skill in a number of areas, some of which require physical dexterity.

A candidate for the naturopathic program must demonstrate the following abilities:

### **Observation skills**

The candidate must be able to demonstrate skills in observation. In particular, a candidate 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 candidate 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 candidate must be able to communicate effectively and sensitively with patients, families, employees and other health-care practitioners.

### **Motor skills**

A candidate 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 candidate 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 candidate 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 candidate must consistently demonstrate the emotional maturity and stability required for full utilization of their 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 candidate must be able to tolerate the physical, emotional and mental demands of the program and function effectively under stress. Adaptability to changing environments and the ability to function in the face of uncertainties inherent in the care of patients are both necessary.

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

# IMG Bridge Delivery for Foreign-trained Medical Doctors

CCNM offers bridge delivery stream of its naturopathic medical program, developed specifically for foreign-trained medical doctors as an opportunity to further their health care careers in Canada. Required courses are organized into a compressed period of 24 months. The six-term curriculum incorporates all of the competencies of the four-year naturopathic medical program, acknowledges previous medical experience and education, while providing additional supports to address the unique needs inherent to foreign-trained medical doctors. Graduates receive the Doctor of Naturopathy degree.

Many foreign trained medical doctors feel that the nature of a naturopathic doctor's practice is much closer to their experience as a medical doctor. Modalities associated with naturopathic medicine are used world-wide: clinical nutrition; lifestyle management; traditional Chinese medicine and acupuncture; botanical (herbal) medicine; physical medicine, and homeopathy are used the world over and are delivered at CCNM.

**Please note: at this time the bridge delivery of the naturopathic program for IMGs is only available at the CCNM - Toronto Campus.**

## WHO ARE IMGs?

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

## DO I QUALIFY FOR BRIDGE DELIVERY OF THE ND PROGRAM?

1. Applicants must have graduated from an MD degree program that is validated by an official [WES \(World Education Services\)](#) course-by-course evaluation, sent directly from WES to CCNM.
2. Applicants must have a minimum cumulative grade point average of 2.7 on a four-point scale.
3. Graduates from non-English language medical programs must submit proof of English proficiency and satisfy the minimal grade required by CCNM in [Test of English as a Foreign Language \(TOEFL\)](#).

CCNM's minimum requirements are: TOEFL IBT:  
minimum 86 out of 120 (CCNM TOEFL DI Code: 024)



# Information for International Students

CCNM welcomes applications from international students to the naturopathic program. Every year, students choose the College because of its reputation as a leader in naturopathic education and research. **An applicant is considered an international student if they are not a Canadian citizen or does not have permanent resident or landed immigrant status.** For those applicants from the United States who wish to return home to practice after graduation, CCNM graduates meet the eligibility requirements for all regulated jurisdictions in the U.S. Applicants who intend to practise outside North America are advised to contact the local naturopathic medicine licensing body to inquire about requirements for licensing in that jurisdiction.

International applicants must ensure that their academic credentials meet Canadian equivalency. Please see the 'Evaluation of International Transcripts' section below. If you are an international medical graduate (IMG), you may qualify for bridge delivery of the Doctor of Naturopathy program. For more information please see the 'IMG Bridge Delivery For Foreign-Trained Medical Doctors' section of the academic calendar.

## LIVING, STUDYING AND WORKING IN CANADA

CCNM is recognized by the Government of Canada as a [designated learning institution \(DLI\)](#) for study permit purposes. Our DLI number is O19305338292. International applicants must comply with Immigration, Refugees and Citizenship Canada's [admissibility requirements](#) and must obtain a [study permit](#). Study permit applicants should expect to complete a [medical exam](#) and/or a [security check](#) prior to entering Canada. International students are encouraged to apply for admission to CCNM as soon as possible so that they can allow ample [processing time](#) for their study permit application. CCNM will not retain or withhold an International Student's passport, Study Permit, or similar document under any circumstances. CCNM only requires a copy of student's study permit.

CCNM – Toronto Campus graduates may be eligible to work both [on](#) and [off](#) campus without a work permit while enrolled at CCNM. Additionally, CCNM – Toronto Campus graduates may be able to extend their stay in Canada after graduation, under the [Post-Graduation Work Permit Program \(PGWP\)](#). Spouses or common-law partners of students who carry a valid study permit may be eligible to apply for a [work permit](#) in Canada.

For more information about studying in Canada, visit the [Immigration, Refugees and Citizenship Canada](#) website.

International students can also choose from CCNM's affordable, [on-site residence](#) or nearby, [off-campus housing options](#).

In addition to the Naturopathic Students' Association (NSA) extended health and dental plan, international students must also have basic health insurance protection. CCNM makes available a basic health insurance plan through a third party. Cost for this insurance must be paid by the student. Additional protection can be purchased at the student's expense for spouses and/or dependents.

CCNM is the only naturopathic school in Canada approved to administer [financial aid](#), such as unsubsidized Direct Loans to U.S. students. **This is only available at the CCNM – Toronto Campus at this time.** When completing the [Free Application for Federal Student Aid \(FAFSA\)](#) please use the following identification number for CCNM: 03273300/G3273300.

## ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

In addition to CCNM's admission requirements, international applicants must ensure they acquire a **valid study permit** prior to the start of the intended intake. Please note that the institution will not retain or withhold an international student's passport, study permit, or similar document under any circumstances. CCNM only requires a copy of the student's study permit. Should the student renew their study permit, they must provide an updated copy to Student Services.

## EVALUATION OF INTERNATIONAL TRANSCRIPTS

Students applying for Doctor of Naturopathy or Doctor of Naturopathic Medicine who have completed their university study at an institution outside North America must have their transcripts evaluated and translated (if necessary) on a course-by-course basis with GPA by WES.

### World Education Services

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

Toronto: 1-800-361-6106

New York City: 212-966-6311

### PROFICIENCY IN ENGLISH

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

- [TOEFL IBT](#): minimum 86 out of 120 (CCNM TOEFL DI Code: 0245)
- [IELTS](#): minimum overall band score of 6.5 or higher (on a 9 point scale)
- [ILAC level PW \(University Pathway\)](#) 3.3 (must achieve minimum cumulative grade point average or minimum letter grade equivalent to 75%)

# The Office of the Registrar

The Office of the Registrar supports students in a number of ways, including help with registration, graduation and important dates during the school year.

## STUDENT RECORDS

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

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

## CONFIDENTIALITY OF STUDENT ACADEMIC RECORDS

1. A student's academic record is defined as the information concerning the student, held by the Registrar at CCNM.
2. Academic records are the property of CCNM.
3. Release of information:
  - a. Except as may be required by law, a student's academic record will not be released to any third party without the written authorization of the student.
  - b. Students may request that an official copy of their transcript be issued to a third party by completing the transcript request form.
  - c. Students may obtain an unofficial copy of their transcript by accessing their SONIS portal.
  - d. Students may request an official copy of their transcript for themselves by completing the transcript request form. Please note that official transcripts issued directly to students will be marked "Issued to student."
  - e. Student academic records may be released to authorized CCNM staff or faculty for the execution of job responsibilities as approved by the Registrar or designate.
  - f. Any authorized review of a student's file must be supervised by the Registrar or designate.
  - g. Biographic and financial aid information will be forwarded to the designate of the Ministry of Colleges and Universities for the purposes of conducting the required Key Performance Indicator (KPI) surveys for graduation and employment rates.

## STUDENT GRADES AND TRANSCRIPTS

Students can access official grades through [SONIS](#) by logging in with their Moodle user ID and password.

The transcript is an official record of all academic and clinic credits earned toward CCNM's naturopathic program. It lists the course title, course code, number of credit hours and the numerical or letter grade for all courses taken.

Unofficial transcripts are provided to students free of charge. Official transcripts are available at \$35 each.

Official transcripts may be requested to be released directly to educational institutions, licensing boards or potential employers, etc., whom the student has authorized to receive the transcript. Students may request official transcripts for themselves, however the transcript will be marked "Issued to Student." Transcript request forms can be accessed on the [MYCCNM student portal](#) and [eCampus](#).

## REGISTRATION

Registration information and instructions will be shared with students each year in the summer for the appropriate action they need to take. The Registrar's Office will be responsible for completing registrations and opening online registration for electives and section courses as needed during this period. Students will be registered for all terms associated with the academic year study period.

Any student not on a regular full-time track should complete a course enrolment/adjustment form and submit it to the Registrar's Office at [info@ccnm.edu](mailto:info@ccnm.edu). Students who fail to communicate and register by the deadline indicated to add courses will not be considered enrolled in that class and coursework will not be credited. Failure to register during this period will result in a late registration fee of \$100.

## AUDITING COURSES

Students who wish to audit course must submit a course enrolment/adjustment form to the Registrar's Office at [info@ccnm.edu](mailto:info@ccnm.edu) during the first period of add/drop. Any requests submitted after the "add" period will not be fulfilled. Any course(s) added for audit cannot be dropped, will not show on the transcript, and will not have any cost associated with it. Courses excluded from auditing would be those which are practical in nature, or have a practical component. An auditing student may attend lectures and access online materials, however may NOT participate in class activities, practical sessions and may not submit assignments or write examinations.

## TRANSFER CREDITS AND ADVANCED STANDING

Advanced standing is open to those who have graduated from a recognized MD program. For more information please email [info@ccnm.edu](mailto:info@ccnm.edu).

## TRANSFER STUDENTS

Transfer students from another CNME-accredited program are required to go through the admissions process as well as provide a letter of recommendation from a senior administrator at the transferring institution. The letter should indicate that the transferee was in good standing and has not been subject to any disciplinary actions.

## TRANSFERRING FROM ONE CAMPUS TO ANOTHER

Students must complete their program of study at the campus in which they initially enrolled unless a transfer is approved by the Registrar's Office.

### Transfer Requests

Students who wish to transfer between the Boucher and Toronto Campuses must submit a written request to the Registrar's Office. The request must include a detailed explanation of the reason for the transfer. Students must also provide a copy of their unofficial transcript and any supporting documentation needed pertaining to their enrolment status with such a request.

### Approval Process

The Registrar's Office will review transfer requests on a case-by-case basis. The transfer must be approved by the Registrar's Office, and students will be informed of the decision in writing. The decision of the Registrar's Office is final and not subject to appeal.

### Transfer Restrictions

At the present time, internal transfers to complete clinical placements will only be considered where they are necessary because of public health measures. However, this policy may be updated at any time, and transfers for the sole purpose of completing clinical placements may not be permitted in the future. Students who are granted a transfer based on necessity to complete clinical placements will earn the credential granted by the campus in which they are initially enrolled, regardless of the campus where the clinical placement is completed.

## LIMITATIONS ON AMOUNT OF CREDITS AWARDED FOR TRANSFERS AND ADVANCED STANDING

No more than 50 per cent of CCNM's naturopathic program can be completed via transfer or advanced standing credits.

## ADMINISTRATION

All courses approved for advanced standing or transfer credit will show as EQV (equivalent) on the CCNM transcript and will not be calculated into a student's GPA. All course information and final grades will be verified by official transcripts. A detailed course outline (not a course description) for each course must be submitted.

Individuals will be notified in writing of the advanced standing decision.

An individual who is denied a requested transfer or advanced standing has the ability to appeal the decision. Should the decision be made to exercise the right to appeal, the applicant must provide a written request for review with a rationale for the request, along with any relevant documentation to Student Services, within five business days of the notice being issued. All documentation will be forwarded from Student Services to the Associate Dean, Curriculum and Residency, who will review the written materials and make an independent determination. The Dean will then conduct a final review and will advise the Registrar's Office of their final decision in writing within ten business days of receiving the appeal. The Registrar's Office will communicate the final decision to the student within this 10-day period.

Please note that CCNM is on a block/program tuition model which applies to both campuses. The block/program tuition fee applies to all students whose course load percentage falls between 76 per cent and 120 per cent, calculated on a term basis. Students who register and attend for two terms, who have an overall course load that falls below 76 per cent will have their fees adjusted to a cost per credit charge.

For students who enrol in three academic terms, the block/program tuition fee will be recalculated for the entire year to ensure they pay no more than the annual tuition, unless the total annual course load exceeds 120 per cent of the course credits. Credits and tuition are not reduced when advanced standing is granted. Students whose course load is outside of the designated range will have their tuition calculated on a cost per credit basis.

### WITHDRAWAL

Students who intend to withdraw from CCNM for any reason **must** request a withdrawal form from Student Services, then complete and submit the form as their written notice to the Office of the Registrar. The form must be dated and signed by the student. It is important to note that the date of form submission will be used as the withdrawal date from the program and will be reported for any loan purposes. **Failure to attend for 10 consecutive scheduled class days (as per CCNM's official timetable) without notice will be deemed to constitute a withdrawal from the College.** Therefore, the tenth day 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.

### REFUND CALCULATION FOR WITHDRAWAL FROM THE PROGRAM

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

*(Number of Weeks Prior to Withdrawal / Total Number of Weeks in the Term) x Course or Block Tuition = Earned Tuition (Tuition Owing)*

Once the time spent in a course reaches past 11 weeks, no refund will be issued.

### DEFERRAL, DISCONTINUATION OR CANCELLATION OF THE PROGRAM

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

### WITHDRAWAL FROM A COURSE(S)

Toronto Campus students who withdraw from a specific course(s) must advise the Registrar's Office in writing using the Course Enrolment Adjustment Form found on the [MYCCNM student portal](#) and [eCampus](#). Boucher Campus students in Years 2 - 4 should contact the Assistant Registrar.

The student's registration will be adjusted to reflect the course load reduction. The submission date of the request for the reduction in course load will be used to calculate the amount of the refund (if any).

#### Refund calculation for withdrawal from a course(s)

Once a student has reduced their course load below 76 per cent, the refund (if any) for a specific course(s) will be calculated by the Registrar's Office as follows:

*(Number of Weeks Prior to Course Withdrawal / Total Number of Weeks in the Term) x Course Tuition = Earned Tuition (Tuition Owing)*

Once the time spent in the course(s) reaches past 11 weeks, no refund will be provided. If the course has not yet started, no tuition charges will be incurred.

### READMISSION

Students who voluntarily withdraw or are required to withdraw from CCNM's naturopathic program may apply for readmission. Generally, students may only reapply for the program once. Dismissed students may reapply once one year has passed from their dismissal date. **CCNM - Boucher students in Years 3 - 4 may not request readmission after dismissal.**

Readmission in every case is at the discretion of the Registrar and/or Admissions Committee. Students should submit all required readmission documentation and resolve any outstanding fees at least three months before the date they wish to return. If program admission requirements have changed since the reapplicant initially matriculated the reapplicant must demonstrate satisfaction of those requirements prior to returning to the program.

Readmission must occur within three years of the date of withdrawal in order to guarantee credit for previously completed courses. After three years, students readmitted to the program may, at the discretion of the Registrar's Office and/or Admissions Committee, be required to demonstrate competence and/or retake courses at the current cost. In cases where there has been a substantial change to a course previously completed, the student will have to take the new version of that course.

Reapplicants must meet all the current requirements for graduation. Students who withdrew prior to successfully completing the last term for which they were registered and who are accepted for readmission must repeat, in their entirety, any courses not successfully completed at the current cost.

It is the responsibility of the student who has been deemed withdrawn by the College, has voluntarily withdrawn for any reason, and/or whose leave of absence has expired to advise the Registrar's Office at least three months in advance of the intake they would like to return to the program. Students will be responsible to complete a Return to Studies Form as part of their readmission assessment and approval.

## REQUIREMENTS FOR GRADUATION

Students of the CCNM program must fulfill the following requirements to graduate:

1. Attend all required and four elective courses in the prescribed curriculum (CCNM - Toronto Campus students only) and achieve a passing grade in all required courses in the naturopathic program.
2. Attain a cumulative grade point average of 2.7 or better on a 4.0 scale.
3. Attend the required number of hours in clinical training and fulfill all other requirements of the clinical program with a passing grade.
4. Satisfy all financial obligations to CCNM.

Students who have not met all of the requirements for graduation listed above may still be allowed to participate in convocation; however, no degree will be given until all requirements are met. Should there be any outstanding requirements remaining, transcripts and verification letters will be withheld from being sent to the licensing body for which they have registered to write an exam, until all outstanding requirements have been resolved. Students to whom this applies will have their situations reviewed on a case-by-case basis.

CCNM - Boucher students who matriculated prior to September 2022 can refer to the [Student Handbook](#) in eCampus for graduation requirements.

## STUDENT STATEMENT OF RIGHTS

### BOUCHER CAMPUS

Canadian College of Naturopathic Medicine – Boucher Campus is certified with the [Private Training Institutions Branch \(PTIB\)](#) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by CCNM – Boucher Campus.

You have the right to a **student enrolment contract/registration agreement** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval

Make sure you read the contract before signing/acknowledging. The CCNM – Boucher Campus must provide you with a completed copy. This is available in your SONIS portal.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- CCNM – Boucher Campus ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program

You must file the claim one within **one year** of completing, being dismissed or withdrawing from your program.

Learn more about [PTIB and how to be an informed student](#).



### TORONTO CAMPUS

You have the right to be treated **fairly** and **respectfully** by CCNM

You have the right to a **student enrolment contract/registration agreement** that includes or provides access to the following information:

- amount of tuition and any additional fees for your program
- refund policy
- rights related to refund of tuition fees and other charges

You will have access to your completed Registration Agreement copy in your SONIS portal.

You have a right to the following:

- access to the institution's dispute resolution process and to be protected against retaliation for making a complaint.
- the policy related to academic dishonesty, which is referred to as academic misconduct (p. 54)
- the method used to evaluate student work, including grading and appeals
- provisions regarding withdrawals and dismissals
- access to your transcript as a student and alumni by request; or to an unofficial copy as a student via your SONIS portal
- information about the credential being obtained
- the institution's student complaint procedure
- the sale of students' goods and services are optional and up to an individual student to purchase as desired if offered by the College, student association or other

# Student Support Services

## PEER TUTOR PROGRAM

For those students in need of additional academic support, CCNM 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 Pouneh Kharabi ([pkharabi@ccnm.edu](mailto:pkharabi@ccnm.edu)) who is the Accessibility and Student Support Advisor in the Academics department. For more information you can also review CCNM's [tutoring services](#).

## COUNSELLING SERVICES

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 [jpalmer@ccnm.edu](mailto:jpalmer@ccnm.edu) at the Toronto Campus and [vdreier@ccnm.edu](mailto:vdreier@ccnm.edu) at the Boucher Campus to make an appointment.

## EMPOWER ME

All students have access to [Empower Me](#), a mental health and wellness service that seeks to contribute to a resilient student community by supporting existing on-campus and Studentcare mental health resources.

Empower Me allows students to connect with qualified counsellors, consultants, and life coaches for a variety of issues. As a Plan member, you are entitled to sessions delivered in person, by telephone, by video-counselling, or by e-counselling.

## RESIDENCE/HOUSING

The CCNM - Toronto Campus offers on-campus residence rooms and co-ed accommodations on both a short-term and year round basis for CCNM and non-CCNM students. Conveniently located within the main Toronto Campus building, residents are just steps away from the fitness facility, library, 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, email [residence@ccnm.edu](mailto:residence@ccnm.edu).

Please note:

- All new entrants into residence are to be COVID-19 vaccinated prior to coming to the residence, or within 14-days if it is difficult to obtain a vaccination in their jurisdiction of origin.

Off-campus housing listings are [available online](#) on CCNM's website.

Currently, on-campus residence at the Boucher Campus is not available.

## STUDENT HELP DESK

Toronto Campus students: for academic inquiries and/or questions related to academic advising, examinations, grades in Moodle, tutoring services, or library services, please send your email to [studenthelpdesk@ccnm.edu](mailto:studenthelpdesk@ccnm.edu).

Boucher Campus students: for academic advising, examinations and grades, please contact both the Associate Dean and the Director of Academic Affairs. For library inquiries, please contact the Boucher Campus librarian. Finally, all tutoring questions should be sent to [studenthelpdesk@ccnm.edu](mailto:studenthelpdesk@ccnm.edu).

## ACCOMMODATING STUDENTS WITH DISABILITIES

In accordance with the spirit and principles of the *Ontario Human Rights Code* (OHRC), the *BC Human Rights Code* (BCOHRC) and the *Canadian Charter of Rights and Freedoms*, CCNM will use all reasonable efforts to accommodate students with disabilities in a manner designed to provide them with education equity in order to meet the standards of the program.

At the request of a student, reasonable accommodations will be provided with respect to the documented disability, permanent or temporary, that affects the student's ability to function in an academic setting.

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

## APPLICATION FOR ACADEMIC ACCOMMODATION

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

## REGISTERING WITH ACCESSIBILITY SERVICES

Students requiring accommodations will need to provide documentation about their disability from a recognized health-care professional (see “Medical Certificate” accessed through Moodle). This documentation will be kept in confidence and used solely to assess requests for accommodations. This information is maintained separately from the student’s academic file. The documentation verifying the disability (or disabilities) is then reviewed with the student, and eligible accommodations are discussed. Accessibility Services then determines the eligible accommodations, and provides the student with a letter outlining the approved accommodations for that academic year. A copy of this letter is provided to the Office of Academic Affairs, who assists in facilitating the stated accommodations. There may be instances where students may need to provide a copy of the letter to their instructor(s).

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

### Note for students with disabilities:

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

### Where to Apply?

To access the appropriate documentation, please download the [Medical Certificate Form \(PDF\)](#) or go to MYCCNM > Student Support > Accommodation Information to find the form.

### Application deadlines for the 2023 – 2024 academic year for Toronto students in year 3 & IMG

- Fall 2023 midterms: October 3, 2023
- Fall 2023 finals: November 21, 2023
- Winter 2024 midterms: February 6, 2024
- Winter 2024 finals: March 27, 2024
- Spring 2024 midterms: June 5, 2024
- Spring 2024 finals: July 24, 2024

For case-based curriculum students due to earlier start for assessments and practical accommodations need to be in place prior to the first week of classes:

- Fall 2023: August 15, 2023
- Winter 2024: December 11, 2023
- Spring 2024: April 15, 2024

For Boucher students in Year 3, please reach out to [pkharabi@ccnm.edu](mailto:pkharabi@ccnm.edu) at least three weeks before the exam period that the requested accommodation is in relation to.

Please submit your documentation to [pkharabi@ccnm.edu](mailto:pkharabi@ccnm.edu) by the posted deadlines. Please allow 2-3 weeks from the date of submission to process your application.

## ADDITIONAL RESOURCES AND SUPPORTS FOR INTERNATIONAL STUDENTS

There are additional resources and supports for international students that include:

- Consular services
- Cultural and religious community organizations

These resources and more can be found on the MYCCNM student portal under Student Support.

# Financial Information

## PLANNING YOUR FINANCIAL COMMITMENTS

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

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

## TUITION CALCULATION

Please note that like most post-secondary institutions, CCNM is on a block (model) tuition model. The block (program) tuition fee applies to all students whose course load percentage falls between 76 per cent and 120 per cent, calculated on a term basis. Students who register and attend for two terms, who have an overall course load that falls below 76 per cent will have their fees adjusted to a per credit charge. For students who enrol in three academic terms, the block fee will be recalculated for the entire year to ensure they pay no more than the annual tuition fee, unless the total annual course load exceeds 120 per cent of the course credits. Credits and tuition fees are not reduced when advanced standing is granted. Students whose course load is outside of the designated range will have their tuition calculated on a course-by-course basis.

Tuition is reviewed each year and increased as required to adjust for program growth and inflation.

## COURSE DROPS OR WITHDRAWALS

A student who chooses to withdraw from a specific course or courses must advise the Registrar's Office in writing using a Course Enrolment/Adjustment Form (formerly known as Course Add/Drop). The student's registration will be adjusted to reflect the course load reduction. The submission date of the request for the reduction in course load will be used to calculate the amount of the refund (if any). Once a student has reduced their course load below 76 per cent, the refund (if any) for a specific course(s) will be calculated by the Registrar's Office.

## FEES

Mandatory fees and other fees that may apply. Please review the Tuition & Fees Chart in this section and refer below for the explanation.

## PAYMENT TYPES

Tuition and all other fees are payable by online banking, cheques, money order or cash (up to a limit of \$5000). 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 are also accepted with a transaction fee applied.

## STATEMENT OF ACCOUNT

A statement of account is available through SONIS. Students are responsible for communicating with the Finance Office ([finance@ccnm.edu](mailto:finance@ccnm.edu)) regarding any questions or concerns.

## RIGHTS RELATED TO REFUND OF TUITION FEES AND OTHER CHARGES

As a student registered in a program in Ontario for which consent has been provided to grant a degree, your tuition fees are protected against a failure on the part of the College to provide a refund as per the tuition refund policies. This would also apply to a situation in which the College ceased operations prior to the end of the term for which you have paid tuition. In the unlikely event that this should occur you can submit a claim against a security that the College has filed with the Ontario Government (the Crown). The claim can be for tuition, and other mandatory fees paid for the term in question. The regulation giving rise to this right is Ontario Regulation 391 (O. Reg. 391/11, s. 10) and can be accessed through <https://www.ontario.ca/laws>.

### FILING A CLAIM AGAINST THE SECURITY HELD BY THE CROWN

An individual who is, or was, a student in the program for which the security was maintained may apply in writing to the Minister of Colleges and Universities (for Ontario students only) for a payment from the security for up to two years after the date of the event giving rise to the right of a refund. Note that in order to file you will be required to present a signed copy of your registration agreement to make your claim against the security, so each term you should store a copy of 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.

*Timing:* Students must have paid all required fees within a week of the first day of scheduled classes to complete their registration. Tuition is due on a monthly basis, although students may choose to pay a term at a time. Please see the payment deadlines on the academic calendar. Students seeking alternate payment plan must make an arrangement with the finance office before tuition is due to avoid late payment fees.

*Government loans:* 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 grace period from interest charges, until funds are transferred from government loans. Students must provide details to the finance office by the due date.

*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 fail to communicate a plan to address their outstanding balance may be subject to non-academic sanctions.

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

As part of the graduation requirements, all outstanding fees must be paid by the end of the last term of the graduating year. Outstanding tuition and fees after the above timeframe will result in the following:

- transcript hold
- degree issuance hold
- verification letter (NPLEX or other) issuance hold (if applicable)

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

**CCNM - TORONTO CAMPUS**

<b>TUITION FEES Four-year Doctor of Naturopathy Degree Program</b>	
Annual Tuition, Years 1 - 3	\$27,026
Year 4 (May clinic entry 2023)	\$26,617.34
Year 4 (Sept clinic entry 2023)	\$27,026
IMG Year 1 (May 2023 start)	\$39,926
IMG Year 2 (May clinic entry 2023)	\$26,617.34
IMG Year 2 (Sept clinic entry 2023)	\$27,026
Cost per credit (all years)	\$540
<b>STUDENTS OUTSIDE OF CANADA &amp; US</b>	
Annual Tuition, Year 1	\$32,500
IMG Year 1	\$45,400
<b>MANDATORY FEES Doctor of Naturopathy Degree Program (non-refundable*)</b>	
*Naturopathic Students' Association (NSA) (Year 1)	\$200
Naturopathic Students' Association (NSA) (Years 2-4)	\$85
Naturopathic Medical Student Association (NMSA) fee (3)	\$60
*Convocation fee (Year 4)	\$50
NSA Health and Dental Plan (September start) (1)	\$615
NSA Health and Dental Plan (January start - pro-rated) (1)	\$410
NSA Health and Dental Plan (IMG start - pro-rated) (1)	\$196.67 (May 2023 start) \$205 (May 2024 start)
Basic Health Plan (International Students, 12 Months Coverage) (2)	\$550
Basic Health Plan (International Students, 8 Months Coverage) (2)	\$367
Basic Health Plan (International Students, 4 Months Coverage) (2)	\$185
Health Tests / Vaccination Fees	\$300 (estimated; payable to a third-party provider)

**CCNM - BOUCHER CAMPUS**

<b>TUITION FEES Doctor of Naturopathic Medicine Program</b>	
Annual Tuition, Years 1 - 3	\$27,026
Year 4 (July 2023 start)	\$26,617.35
Cost per credit, Year 1 - 2	\$540
Cost per credit, Years 3- 4	\$390
<b>STUDENTS OUTSIDE OF CANADA &amp; US</b>	
Annual Tuition, Year, 1	\$32, 500
Cost per credit	\$650
<b>MANDATORY FEES Doctor of Naturopathic Medicine Program (non-refundable*)</b>	
Boucher Naturopathic Student Association (BNSA)	\$100
*Naturopathic Medical Student Association (NMSA) fee (3)	\$60
Health Tests / Vaccination Fees	\$300 (estimated; payable to a third-party provider)
<b>EXAMINATION FEES Doctor of Naturopathic Medicine Program (non-refundable*)</b>	
Re-write, deferred, supplemental or late examination fee	\$80/course
Course/Rotation Retakes	Regular tuition rates apply
Remediation fee*	\$80/course
Late/Early/Re-Write Exam Fee	\$80
Supplemental Exam Fee	\$80
CTA (male) exam fee	\$80
CTA (female) exam fee	\$125
Course re-take fee	Regular tuition rates may apply



## CCNM - TORONTO CAMPUS

EXAMINATION FEES	
Off-site exam administration fee	\$100
Supplemental exam fee (excluding OSCE)	\$150
Rescheduled bell ringer exam fee	\$150
Rescheduled practicum exam fee	\$75
Rescheduled mandatory practicum fee (with a standardized patient)	\$100
Rescheduled and supplemental OSCE	\$200
Rescheduled written/computerized exam fee	\$75
ADDITIONAL MISCELLANEOUS FEES Doctor of Naturopathy Degree Program (non-refundable*)	
Late registration fee	\$100
Late tuition payment fee	\$50
Rescheduled mandatory practicum fee	\$75
Rescheduled mandatory practicum fee (with a standardized patient)	\$100
Clinic Entry Readiness Examinations	\$350 (maximum)
Clinic shift extension, per shift	\$108
Course re-take fee	Regular tuition rates may apply
Official transcript fee	\$35/each
NSF cheque charge	\$30
Student ID card replacement fee	\$25
Clinic name badge replacement fee	\$20
Lost library books	Full replacement cost

## CCNM - BOUCHER CAMPUS

ADDITIONAL MISCELLANEOUS FEES Doctor of Naturopathic Medicine Program (when applicable)	
Transfer credit assessment fee	\$100/course
Late tuition payment fee	\$50
NSF cheque charge	\$30
Late registration fee	\$100
Official transcript fee	\$35/each
Student ID card replacement fee	\$15
Clinic name badge replacement fee	\$20
Replacement security access card	\$15
Lost library books	Full replacement cost

**CCNM - TORONTO CAMPUS**

<b>COST OF BOOKS AND EQUIPMENT Doctor of Naturopathy Degree Program (estimated)</b>	
Year 1: Books	\$2,611
Year 1: Equipment	\$500
Year 2: Books	\$1,577
Year 2: Equipment	\$0
Year 3: Books	\$1,674
Year 3: Equipment	\$0
Year 4: Books/Equipment	\$0

**CCNM - BOUCHER CAMPUS**

<b>COST OF BOOKS AND EQUIPMENT Doctor of Naturopathy Degree Program (estimated)</b>	
Year 1: Books	\$2,611
Year 1: Equipment	\$500
Year 2: Books	\$1,577
Year 2: Equipment	\$0
Year 3: Books	\$520
Year 3: Equipment	\$0
Year 4: Books	\$150
Year 4: Equipment	\$0

## ADDITIONAL EXPENSES – CCNM – BOUCHER CAMPUS

Tuition fees include delivery of all classroom and clinic curricula and include library and other resources. Textbooks, school supplies, lab coats, personal medical equipment, etc. are the responsibility of the individual student. Second-year students who are participating in the dissection lab, are responsible for their own transportation and accommodation costs for the duration of the lab.

In the clinical program, student interns may be required to travel to external clinics, including the Family Naturopathic Clinic (FNC) in Victoria twice a month for a six-month period of time. Travel expenses and accommodations related to this are the student's responsibility; however, there will be a stipend of \$40 for secondary clinicians and \$60 for primary clinicians for each round-trip ferry expense to Victoria.

Receipts must be submitted to the Clinical Studies Coordinator for reimbursement. Please note that all fees, fines, and tuition must be paid in full prior to graduation and release of final transcripts and diploma.

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

### (1) Naturopathic Students' Association (NSA) Health and Dental Plan

NSA members (students enrolled in the Doctor of Naturopathy degree program and Doctor of Naturopathic Medicine program) are assessed a fee for the NSA health and dental plan. The plan provides CCNM students with health and dental coverage for 12 months, from September 6, 2022 to August 31, 2023. Students already covered through another plan may opt out of the NSA health and dental plan at [studentcare.ca](http://studentcare.ca) no later than September 20, 2022.

Proof of coverage is required to opt-out. Students can also enrol their spouse and/or dependents in the plan by going to [studentcare.ca](http://studentcare.ca). Students starting in January 2023 will be assessed a fee pro-rated for eight months of coverage (January 1 to August 31, 2023). The opt-out deadline for January intake students is January 23, 2023. IMG students starting in May 2023 will be assessed a fee pro-rated for four months of coverage (May 1 to August 31, 2023). The opt-out deadline for IMG students is May 22, 2023. 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 Student Care at 1-866-369-8791.

## EMPOWER ME

Empower Me is a confidential support service offered by [www.studentcare.ca](http://www.studentcare.ca), available 24/7, 365 days a year. No issue is too big or too small—regardless of what students may be experiencing. Empower Me has a number of professionals with various domains of expertise to support and respond effectively to diverse issues of any kind, such as:

- depression, anxiety, and stress
- disordered eating
- relationships, conflicts, and family responsibilities
- substance misuse/abuse
- time management
- career counselling
- financial planning and financial insecurity
- nutrition, and much more

Access Empower Me by calling 1-833-628-5589.

### (2) International Students' Basic Health Plan

International students must carry basic health insurance protection. This will be arranged by CCNM and applied to the student account unless the student has existing comparable insurance already in place.

Proof of coverage is required to opt-out through Student Care CIHIP (College International Health Insurance Plan). If a student successfully opts out of CIHIP then they must provide a copy of the alternate insurance they provided to CIHIP to the Student Services department to be kept in their file. Students can also enrol their spouse and/or dependents in the plan by contacting the plan provider directly. For more information, contact [CIHIP](http://CIHIP) or email [service@cihip.ca](mailto:service@cihip.ca).

### (3) The Naturopathic Medical Students Association (NMSA)

[The Naturopathic Medical Students Association \(NMSA\)](http://The Naturopathic Medical Students Association (NMSA)) is an international, student-governed, non-profit organization established to support naturopathic medical students at accredited schools in the U.S. and Canada. The NMSA provides access to unique leadership experiences, travel grants, educational resources, as well as professional development opportunities to promote success in future careers as health-care professionals. NMSA annual membership fee is \$60 per student.

# Financial Aid (Canadian Students)

## FINANCIAL ASSISTANCE

CCNM is not responsible for loans arriving past the tuition due date. For this reason, promissory notes are available in your SONIS portal: Forms > Registration Documents > Promissory Note. Any delays relating to processing and advancing of loans beyond the promissory note extension are the student's responsibility.

## PROVINCIAL STUDENT LOANS AND BURSARY PROGRAMS

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

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

- Canada Student Loans (CSL)
- Ontario Student Assistance Program (OSAP)
- StudentAid BC (SABC)
- Student loan program in your province of residence

The federal and provincial government may not cover the full cost of tuition. A student may only apply from the province of residence in which he or she has most recently lived for at least 12 consecutive months, excluding time spent as a full-time student at a post-secondary institution.

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

It is recommended that you submit your application as early as possible (mid-June) to ensure your program information can be confirmed and disbursements can be scheduled.

Processing times may vary and could take eight to 10 weeks.

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

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

*Nunavut and the Northwest Territories operate their own student assistance plans. If you are a resident of Nunavut or*

*Northwest Territories, contact the territorial student assistance office for further information.*

## IMPORTANT INFORMATION ON STUDENT LOANS

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

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

## SATISFACTORY SCHOLASTIC PROGRESS POLICY

All students receiving OSAP, SABC or other provincial loans are required to adhere to applicable regulations and conditions, regarding satisfactory scholastic progress to the full extent of CCNM's satisfactory academic progress requirements. Students will be disqualified from eligibility for OSAP or government loans and withdrawn from loan arrangements if they fail to meet the following requirements:

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

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

## Financial Aid (Canadian Students) cont'd

In addition, students receiving provincial student loans must achieve satisfactory scholastic progress at the institution and a passing grade in each course while maintaining the above-stated conditions.

Those not meeting the scholastic progress requirement will be subject to the following consequences and remedies, as required by the Ministry of Colleges and Universities.

Academic Situation	Consequence	Requirements
Failure to make satisfactory academic progress during 1 academic year.	Student is on probation for the remainder of the current academic year, if any (for example, due to a withdrawal), and the next FULL academic year. During the probationary period, the student remains eligible for full-time OSAP or part-time OSAP, unless there is a part-time academic penalty on file.	Must succeed in following academic year to maintain continuous Full-Time OSAP eligibility.
Failure to make satisfactory academic progress for two successive academic years.	Student loses eligibility for Full Time OSAP and Part-Time OSAP for a minimum of 12 months (1 year).	N/A
Second failure to make satisfactory academic progress for two successive academic years - has previous one-year restriction.	Student loses eligibility for full-time OSAP and part-time OSAP for a minimum of 36 months (three years).	N/A
Third failure to make satisfactory academic progress for two successive academic years - has previous three-year restriction.	Student loses eligibility for full-time OSAP and part-time OSAP for a minimum of 60 months (five years).	N/A
Fourth failure to make satisfactory academic progress for two successive academic years - has previous five-year restriction.	Student loses eligibility for full-time OSAP and part-time OSAP for part-time students.	Must repay all loans prior to obtaining new loans.

### ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

Once you have completed your online application, you may be required to print out the following forms:

- Master Student Financial Assistance Agreement (MSFAA). You are required to take this form to a postal outlet for further processing. Be sure to bring appropriate ID (Social Insurance Card and government-issued photo ID) as well as any other documentation requested.
- Declaration and Signature pages. These forms must be completed and returned to Student Services either in person or by mail. If mailing the forms, please be sure to include **“Attention Student Services”** on the envelope.

Please keep in mind that all loans will require approximately one to two weeks before funds are transferred into your account. If you expect to receive a government student loan, please complete Promissory Note in SONIS (your student information system portal: Forms > Registration Documents > Promissory Note. Your registration agreement(s) must also be completed in SONIS. **Confirmation of enrollment to release funds will not be done if there is no registration agreement on file.**

### MAINTAINING INTEREST-FREE STATUS FOR FEDERAL AND PROVINCIAL LOANS

If you have a previous Canada-Ontario Integrated Student Loan, Canada Student Loan, and/or are on OSAP, it is important that these remain in interest-free status. To maintain interest-free status, the lender holding your previous loans (bank, financial institution and/or National Student Loan Service Centre – “NSLSC”) must be informed that you are still in school. This is done automatically once CCNM has electronically confirmed your enrolment with the appropriate provincial office and the NSLSC. The provincial office will electronically inform your previous lender that you are still in school. Note: A student who is not applying for loans in the current year but has previous loans, must go online to complete the “[Continuation of Interest Free Status](#)” with the NSLSC.

**Note:** Canadian students only.

### LOAN RESPONSIBILITIES REGARDING REPAYMENT

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

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

## FINANCIAL ASSISTANCE OFFICES (PROVINCES AND TERRITORIES)

### Alberta

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

### British Columbia

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

### Manitoba

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

### Newfoundland

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

### Northwest Territories

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

### New Brunswick

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

### Nova Scotia

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



## FINANCIAL ASSISTANCE OFFICES (PROVINCES AND TERRITORIES) cont'd

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### **Nunavut**

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

### **Ontario**

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

### **Prince Edward Island**

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

### **Saskatchewan**

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

### **Yukon Territory**

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

## ADDITIONAL FINANCIAL INFORMATION

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

1-888-815-4514  
TTY: 1-888-815-4556  
Fax: 1-888-815-4657

### **Bank Loans**

Loans and professional/student lines of credit are available to CCNM students at a number of financial institutions. Please contact your bank for more information. If the bank requires a proof of acceptance and/or enrolment, please contact Student Services at [info@ccnm.edu](mailto:info@ccnm.edu).

# Financial Aid (U.S. Students)

CCNM – Toronto Campus students may be eligible for U.S. based financial assistance such as Direct Unsubsidized Loans and Direct Grad PLUS Loans.

It is recommended that U.S. students begin the application process as soon as possible recognizing the dates reflected

in the table below. If this is your first time applying for Federal Student Aid (FSA) you will need to obtain an [FSA ID](#) as soon as possible at [studentaid.gov](#). Only one application is required per academic year. Funding will be awarded in two or three installments for students starting in September. Students must re-apply each academic year.

U.S. Federal Student Aid Chart		
Academic Year 2023 – 2024		
Intake	FAFSA application available	FAFSA application deadline
May 2023	October 1, 2022	June 30, 2024
September 2023	October 1, 2022	June 30, 2024
January 2024	October 1, 2022	June 30, 2024
Academic Year 2024 – 2025		
Intake	FAFSA application available	FAFSA application deadline
May 2024	October 1, 2023	June 30, 2025
September 2024	October 1, 2023	June 30, 2025
January 2025	October 1, 2023	June 30, 2025

## APPLICATION PROCESS

1. Complete a free application for Federal Student Aid (FAFSA). Please choose Institute of Naturopathic Education and Research (INER), at this time as one of your school choices to have your Institutional Student Information Record (ISIR) available to the school online. This was CCNM’s official name (032733 00/G3273300) and is pending being updated by the US Department of Education. Please be reminded that CCNM is considered a foreign school and you must choose “foreign country” under “state.”
2. Contact Student Services at [info@ccnm.edu](mailto:info@ccnm.edu) to request your “How to Apply” instructions.

## DIRECT UNSUBSIDIZED LOANS

A Direct Unsubsidized Loan is a federally insured student loan that is not needs-based. The maximum annual loan amount is \$20,500 U.S. 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 Federal Family Education Loan (FFEL) program (e.g., Stafford loan). 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. Note: Depending on the amount requested, a co-signer may be required.

All students are required to complete an “Annual Student Loan Acknowledgement” each year.

## 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 must complete entrance counselling before loans will be certified by CCNM. Please see instructions above to find entrance counselling online.

## EXIT COUNSELLING

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

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

## SATISFACTORY ACADEMIC PROGRESS (TITLE IV)

All U.S. students in the ND program are required to maintain Title IV satisfactory academic progress. For full details, please view [Title IV Satisfactory Academic Progress Policy \(US\)](#).

## RETURN TO TITLE IV (R2T4)

U.S. students who withdraw from CCNM for any reason must give written notice to the Office of the Registrar/ Student Services. Any tuition refunds or remaining financial obligations to the College will be determined from the last date of attendance. Failure to attend for 10 consecutive class days without notice may be deemed to constitute a withdrawal from the College. The date of withdrawal determination is the date of the form submission or the date of last attendance, whichever is earliest.

Please see full [Return to Title IV \(RT24\) policy](#) for Return of Title IV Aid (US Department of Education Refund Calculation for Title IV Funds) and Refund Calculation for Withdrawal from the ND Program for Students Receiving Title IV (CCNM Refund Calculation Policy).

### Return of Funds

The calculations noted in the above [Return to Title IV \(RT24\) policy](#) about refunds, if applicable, will take place as soon as possible, but no later than 45 days after the student's withdrawal has been determined. If the R2T4 calculation is

an amount that exceeds the school's portion the student will be informed of the amount and the need to repay the funds directly to the US Department of Education. Any loan funds that the student must return, the student (or the student's parent for a Direct PLUS Loan) repay in accordance with the terms of the US Loan promissory note.

### Post Withdrawal Disbursement

Students will receive any loan funding less tuition due for the enrolment period within 14 days of the disbursement date. In a situation where all funds have not been disbursed and a student withdraws, loans will be offered to the student within 30 days, allowing the student at least 14 days to respond. After 14 days, if the student chooses to accept the additional loan funds, the balance will be posted to the student's account and the credit will be paid within 14 days.

## DEFAULT MANAGEMENT POLICY

As part of default management, new students are required to do entrance counseling. Graduates and students who withdraw from the program are required to complete exit counseling. These tools are available on the [US student loan website](#). Upon completion of entrance and exit counseling, a report of each is kept in the student's file.

During the course of a student's studies, academic progress is monitored by a collaborative effort between Academics and the Office of the Registrar to identify early on if students are maintaining satisfactory scholastic progress. Steps are then taken to advise and discuss support measures to improve student performance.

Practice management courses, an annual Career Fair and [online practice opportunities](#) on CCNM's website are provided in support of a student's career success after graduation.

# Scholarships, Bursaries, and Awards

CCNM offers a number of scholarships, bursaries and awards through the generosity of donors. CCNM - Toronto students can apply for these scholarships and bursaries in the MYCCNM Student Portal under [Finance > Scholarships, Bursaries and Awards](#). CCNM - Boucher students may apply in eCampus under [Administrative Services > Student Services > Financial Aid > Scholarships and Bursaries](#).

## **ALPHA SCIENCE LABORATORIES PRIZE FOR EXCELLENCE IN NATUROPATHIC THERAPEUTICS / BOTANICAL MEDICINE**

Three prizes of \$1,000 each will be awarded to students for the highest mark in Botanical Medicine or Naturopathic Therapeutics for Years 1 - 3 in the academic year 2023 - 2024.

## **BURSARIES FOR ALL STUDENTS**

A number of \$2,500 bursaries are available to all CCNM students (Years 1-4 and IMG) and will be directly applied to the student's account. Eligible applicants must be registered as full-time students (minimum 60 per cent course load), demonstrate financial need by qualifying for government student loans and have a cumulative GPA of 3.0 or better.

## **DR. ANDY SOMODY SCHOLARSHIP IN HOMEOPATHY**

One scholarship of \$1,000 is awarded to a second- or third-year CCNM - Boucher Campus student who best demonstrates why they believe in Homeopathy and how they would apply it in their practice.

## **DR. JAMES W. SPRING, DC, ND MEMORIAL SCHOLARSHIP**

To honour the memory of Dr. Jim Spring, DC, ND, who passed away in June 2021, this scholarship was established by his family and friends and awards one third-year student at the CCNM - Toronto Campus who embodies his ethos. In addition, the recipient will be offered to intern at Dr. Spring's clinic, Dundas Naturopathic Centre, and receive mentorship from his colleagues.

## **DR. KENN LUBY, ND MEMORIAL SCHOLARSHIP FOR EXCELLENCE IN HOMEOPATHIC MEDICINE**

To honour the memory of Dr. Kenn Luby, ND, the scholarship awards two third- or fourth-year students at the CCNM - Toronto Campus who demonstrate excellence in homeopathic medicine through submission of a constitutional homeopathic case report.

## **DR. NICOLE ROBINSON MEMORIAL AWARD**

The award was established to honour and keep alive the memory of a beloved CCNM - Boucher Campus alum who passed away shortly after her graduation in 2006. One amount of \$5,000 will be awarded to a third-year student at the Boucher Campus.

## **Dr. R. Anton Ingard, DC, ND, Memorial Bursary**

One award of \$1,000 will be available to a CCNM - Toronto Campus student in Years 3 - 4, IMG1 and IMG2 who submits an essay describing their passion for physical medicine and how they will use it to support patient care.

## **OPIS SCHOLARSHIP FOR EXCELLENCE IN ASIAN MEDICINE**

The Opis Scholarship for Excellence in Asian Medicine was established to recognize excellence in Traditional Chinese Medicine among CCNM students. The recipient of the scholarship will receive \$3,000.

## **INDIGENOUS SCHOLARSHIP**

CCNM sponsors a bursary for students who are Canadian status Indian, Inuit or member of a recognized First Nations band, including Métis. Two awards of \$5,000 will be awarded to students who qualify.

## **PASCOE SCHOLARSHIP FOR EXCELLENCE IN NATUROPATHIC MEDICINE**

The scholarship will award \$2,500 to one student enrolled full-time in the CCNM program that has demonstrated an interest in advancing the naturopathic profession while maintaining strong academic achievement.

## **PLANT A SEED AND SEE WHAT GROWS BURSARY**

Two awards of \$1,000 will be awarded to one student at each campus in the 2023-2024 academic 4year with an interest in organized garden and farming.

## **MUBINA JIWA MEMORIAL SCHOLARSHIP**

The scholarship was established by friends and family of the late Dr. Mubina Jiwa, ND, to honour her memory. An amount of \$1,500 will be awarded to one student at either campus.

## **NFH SCHOLARSHIP FOR COMMUNITY EXCELLENCE**

The scholarship will award \$1,000 to four students on the Toronto campus in Years 1, 2, 3 and 4, and \$1,000 to one third-year student on the Boucher campus. The recipients will recognize the importance of community involvement and demonstrate an interest in being part of the greater community either in school or outside of it.

### **ROBERT SCHAD FOUNDATION BURSARIES**

Eight bursaries of \$2,500 are available. They will be awarded to two students in each year of the program. Students must have a GPA of 3.7 or higher and demonstrate financial need. First year students will be assessed based on their GPA prior to entering the ND program.

### **ROBERT SCHAD LEADERSHIP SCHOLARSHIP**

The Robert Schad Leadership Scholarship will be awarded to the candidate who demonstrates the potential to develop into a leader and change-maker within the naturopathic profession. The scholarship will be awarded to a student in year two. The winner will receive \$10,000 for years two, three and four of the program, providing they continue to rank in the top 10% of their class. Applicants must academically rank in the top 10% of their class in year one and demonstrate financial support.

### **THE YVONNE SINNOTT SCHOLARSHIP FOR COMMUNITY INVOLVEMENT AND VOLUNTEERISM**

This scholarship was established to honour the memory of Yvonne Sinnott, an active volunteer member of the community. Two awards of \$2,500 will be offered to students at both campuses who demonstrate a passion for volunteerism and community service.

### **CONVOCATION AWARDS**

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

#### **GOVERNORS' AWARD OF EXCELLENCE - SPONSORED BY CCNM**

\$1,000 awarded to the graduating student who has demonstrated outstanding academic performance in the naturopathic 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 CCNM 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 Ministry of Colleges and Universities' Performance Guidelines, CCNM publishes performance indicators for Toronto Campus students on employment rates, graduation rates and student loan default rates.

## EMPLOYMENT RATES

CCNM graduates participate in the NPLEX (Naturopathic Physicians Licensing Examinations) and/or the CONO (College of Naturopaths of Ontario) Entry-to-Practise Exams in August of their graduation year and are not eligible for licensure

until September or October. Therefore, it is important to understand that the past employment rates were calculated in November, which was only one or two months after students gained licensure.

**Note:** The Ministry of Colleges and Universities did not conduct surveys to determine employment rates or graduation rates for the 2005 - 2017 graduating classes. The graduation rates shown for 2007 - 2022 are based on our own calculations.

Graduate Class	Graduation Rate
2022	88%
2021	84%
2020	89.1%
2019	96.4%
2018	86.2%
2017	85.3%
2016	82.7%
2015	88.4%
2014	90.5%
2013	88.5%
2012	84.5%
2011	90.5%
2010	85%
2009	91%
2008	91%
2007	86%

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

Note: like many post-secondary institutions, CCNM was also affected by the COVID-19 pandemic from 2020-2022.



## Key Performance Indicators cont'd

### DEFAULT RATES

The default rate reflects the repayment status of Toronto Campus 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
2020	102 (2017-18)	0	0%
2019	94 (2016-17)	1	1.1%
2018	89 (2015-16)	1	1.1%
2017	97 (2014-15)	0	0%
2016	106 (2013-14)	0	0%
2015	164 (2012-13)	0	0%
2014	69 (2011-12)	1	1.4%
2013	84 (2010-11)	0	0%
2012	92 (2009-10)	1	1.1%
2011	60 (2008-09)	0	0%
2010	46 (2007-08)	2	4.3%
2009	49 (2006-07)	0	0%
2008	70 (2005-06)	0	0%
2007	52 (2004-05)	0	0%

# Program Structure

CCNM's academic program and policies are designed to help create a College environment that is learner-centred and focused on helping our students succeed in their academic and professional careers. It is CCNM's goal to see our students succeed. If you are experiencing difficulties of an academic or personal nature, it is highly recommended that you contact the Office of Academic Affairs ([studenthelpdesk@ccnm.edu](mailto:studenthelpdesk@ccnm.edu)) or Student Services ([info@ccnm.edu](mailto:info@ccnm.edu)) 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 some 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 2023 – 2024 academic year is divided as follows:

	Term Start	Term Start	Term Start
<b>September Start</b>			
Year 1	Sept. 5 - Dec. 22, 2023	Jan. 8 - Apr. 26, 2024	-
Year 2	Sept. 5 - Dec. 22, 2023	Jan. 8 - Apr. 26, 2024	-
Year 3	Sept. 5 - Dec. 22, 2023	Jan. 8 - Apr. 26, 2024	-
<b>September Start - Clinic</b>			
Year 4	-	-	May 8 - Sept 1, 2024
IMG* Year 2	-	-	May 8 - Sept 1, 2024
<b>January Start</b>			
Year 1	Jan. 8 - Apr. 26, 2024	May 8, 2024 - Sept 1, 2024	-
<b>May Start</b>			
IMG Year 1**	May 3 - Aug. 11, 2023	Sept. 5 - Dec. 22, 2024	Jan. 8 - Apr. 26, 2024
<b>May Start - Clinic</b>			
Year 4	-	-	May 8 - Sept 1, 2024
IMG Year 2	-	-	May 8 - Sept 1, 2024

\*International Medical Graduate (IMG)

\*\*IMG Orientation - May 6 and 7

# Academic Policies

## ACADEMIC PROMOTION AND STANDING

CCNM - Boucher students who matriculated prior to September 2022 can refer to the [Student Handbook](#) in eCampus for grading and academic policies.

### Grade point average

- Each course is assigned a unit value based on the nature of the instruction and the number of contact hours for the course. A weighted grade point average for each academic year will be calculated using the credit hours of each course as the weight. Transcripts of academic record will include a grade point average for each academic year and a cumulative grade point average (CGPA).
- Grades for courses that are measured on an “achieved competency” basis and with final grades of “W,” “INC,” or “EQV” will not be used in the calculation of grade point averages. Withdrawals from a course(s) will be included in attempted hours.
- When a course is taken for a second time, both grades are recorded on the student’s transcript. However, only the higher of the two grades is used in CGPA calculations. All repeats are included in a student’s pace of progression as attempted credits.
- Final grades for a course will normally be derived from a series of examinations, quizzes, tests or assignments. Final grades will be reported to the Registrar as a percentage grade. This percentage grade will be converted to an alpha grade and a grade point based on the following scale:

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

Explanation of symbols	
Pass	P
Fail	F
Incomplete	INC
Withdrawal	W
Advanced Standing	EQV
Transfer Credit	TRANS

- 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:

### Good Standing

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

### Academic Probation

- If at the end of a term a student’s CGPA is less than a 2.7, or for two consecutive terms their 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 what’s required to continue in the program. The student must improve their academic achievement to avoid dismissal from CCNM.
- 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.
- Students on academic probation are encouraged to discuss with the appropriate course instructor and academic advisor the problems leading to poor academic performance. Student Services may suggest additional options, such as peer tutoring.
- In situations where academic probation applies, probation status is indicated on the student’s transcript.

## Academic Dismissal

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

## STUDENT PROGRESS COMMITTEE

It is the role of the Student Progress 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.

If dismissal is confirmed, a student may submit a written appeal of their academic dismissal to the Registrar's Office. A student who is successful in their appeal receives a written contract outlining the conditions for reinstatement.

## ATTENDANCE POLICY

CCNM believes that student attendance leads to optimum academic achievement. With respect to practicums 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 practicum 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 scheduled days without valid documentation they will be deemed to have withdrawn. The last date of attendance will be used as their date of withdrawal. Note: Boucher students with SABC loans are responsible for adhering to their attendance regulations.

## Procedure

If a student misses a practicum session, the student must reach out to their instructor who will determine whether the missed learning outcomes can be achieved by means of an alternate educational method (for example self-study or watching a video) and will inform the student. If a make-up practicum is required, the instructor will inform the student of the date and time once it has been arranged through the Office of Academic Affairs.

## EXAMINATION PROCEDURES

1. All examinations will start on time unless advance notice is provided by the Office of Academic Affairs (OAA). Students who arrive 30 minutes after the start time will not be permitted to write the exam.
2. The following items are prohibited from all testing stations:
  - a. Electronic devices, including cell phones, pagers, PDAs, laptop computers, calculators, digital watches, recording or filming devices, digital or analog music players, etc.
  - b. Backpacks, handbags, briefcases, wallets
  - c. Books, notes, study materials
  - d. Coats, outdoor jackets, hoodies, gloves, hats, caps, hoods, scarves (with the exception of religious head coverings)
  - e. Sunglasses, visors, eyeglass cases
3. Irregular behaviour or cheating exhibited by a student will result in an academic misconduct investigation. For more information please refer to the section on Student Conduct. Irregular behaviour or cheating includes:
  - a. Copying or allowing answers to be copied while taking the examination
  - b. Talking to other examinees once the testing period has begun
  - c. Accessing written or electronic information while taking the examination
  - d. Reproducing exam content (e.g., taking notes about or digital pictures of exam items)

Refer to the Year at a Glance for the scheduled examination periods. Students are expected to be available for the entirety of the examination periods. Specific course examination

dates, times, and location will be posted on Moodle three weeks prior to the examination period. On rare occasions, a revised examination schedule will need to be released due to unforeseen circumstances. When this occurs, an update announcement will be sent to students either through the Moodle course announcements and/or a wider announcement depending upon courses affected. It is the responsibility of the student to keep up-to-date of any update announcements to the date and time of specific examinations as the examination date approaches.

## GRADING POLICIES

### INCOMPLETE GRADES POLICY

- Students who have not completed all required components of a course will be assigned a grade of INC.
- If all required course components have not been achieved by the end of the academic term, the INC will convert to an F in SONIS seven business days after the posted deadline for rescheduled and supplemental examination periods.
- An incomplete is included in attempted courses when calculating a student's pace of completion (for students receiving Title IV funding). In addition, once the INC is changed to a letter grade, the letter grade will be included in the student's GPA in the next SAP (Satisfactory Academic Progress) evaluation.

Please note that written examinations will have standardized start times for this academic year (such as 9:30 a.m., 11 a.m. and 1 p.m.). Specific details of the exam start times will be listed in the exam schedule posted at minimum two weeks before an examination period.

### RESCHEDULED EXAMINATION POLICY

- All students are expected to attend examinations at the scheduled times. If a student fails to attend an examination they will receive a grade of zero unless they submit supporting documentation to the Office of Academic Affairs via [studenthelpdesk@ccnm.edu](mailto:studenthelpdesk@ccnm.edu) within 24 hours of the missed exam.
- Students who miss a scheduled examination may be eligible for a rescheduled examination within the timeline assigned by the Office of Academic Affairs and respective course instructor.
- Students will be limited to no more than two rescheduled (written and/or practical) examinations per term. If more than two examinations are missed, the two exams with the greatest percentage impact on an individual course's final grade will represent the ones eligible for the rescheduled

opportunity. The additional examinations will receive a grade of zero and are not eligible for rescheduled opportunities.

- Rescheduled examinations must be completed at the date and time set by the Office of Academic Affairs and respective course instructor(s). Failure to attend and/or complete the rescheduled examination on that assigned date/time will result in a zero in that exam and no other rescheduled opportunity will be provided.
- Students will be charged the appropriate rescheduled exam fee (see Fees and Financial Information: Additional Fees).

### RESCHEDULED WRITTEN EXAMINATIONS PROCEDURES

1. If a student fails to attend a rescheduled examination they will receive a grade of zero unless they submit supporting documentation to the Office of Academic Affairs via [studenthelpdesk@ccnm.edu](mailto:studenthelpdesk@ccnm.edu) within 24 hours of the missed exam.
2. A three-person administrative panel will review the supporting documentation submitted by the student and they will inform the student of their decision within seven business days.

Sign up is not required, as rescheduled written exams will be made available to students by the rescheduled exam date determined by the Office of Academic Affairs and respective course instructors.

### RESCHEDULED PRACTICUM EXAMINATIONS PROCEDURE

1. Immediately following a scheduled practicum examination the instructor, or their designate, will submit to the Office of Academic Affairs an attendance list. Those students who did not attend will be charged the appropriate rescheduled practical exam fee (see Fees and Financial Information: Additional Fees).
2. Students must reach out to their instructor to arrange a rescheduled practicum examination so that their instructor can reserve a practicum rescheduled exam spot for the student during the rescheduled examination period as determined by the Office of Academic Affairs and respective course instructor(s).
3. If a student fails to attend a rescheduled examination they will receive a grade of zero. No additional rescheduled opportunity will be provided for a previously rescheduled exam.
4. A three-person administrative panel will review the supporting documentation submitted by the student and they will inform the student of their decision within seven business days.

## RESCHEDULED EXAMINATION WEEKS FOR WRITTEN AND PRACTICUMS

### Year 1 and 2 students:

Students who receive approval, based upon their submitted supportive documentation, for a rescheduled exam will be provided a date and time determined by the Office of Academic Affairs and the respective course instructor(s). For missed exams during the term, the dates will be scheduled during week 14 or 15 depending upon the course. If approved for a missed final exam, the date will be within the first 7 work days of the school week immediately following the final exam period.

### Years 3, 4, and IMG students:

#### Fall 2023 term

- Midterms: November 1 - 7, 2023
- Finals: January 10- 16, 2024

#### Winter 2024 term

- Midterms: March 6- 12, 2024
- Finals: May 1- 7, 2024

#### Spring 2024 term

- Midterms: July 3- 9, 2024
- Finals: August 28- Sept 3, 2024

### **Course Failure:**

Students who receive a course grade of less than 65% may be eligible for a reassessment of failed discipline, unless they failed all the disciplines of the course, in which case they will need to write a supplemental examination.

### **Discipline Reassessment**

1. Students who receive a course grade of less than 65% in the course and a failing grade of less than 65% on some but not all discipline specific components, as outlined in the course outline, are eligible to write a reassessment of those disciplines.
2. Students are permitted two attempts to pass the discipline.

3. A student who receives a grade of 65% will be deemed to have passed the discipline reassessment. If the new course grade is greater than or equal to 65% it will be indicated on transcripts of academic records as 65%.
4. Failure to pass all the disciplines will result in the student failing the course.
5. The right to sit a discipline reassessment expires on the last day of the supplemental examination period for the term to which the reassessment would apply.
6. The discipline reassessment must be completed within one month of the end of the course.

### **SUPPLEMENTAL EXAMINATIONS POLICIES**

1. Students receiving a failing grade of at least 50%, who have failed all the disciplines in the course (less than 65%) and who have completed the majority of coursework will be eligible to write a supplemental examination.
2. Students who have a failing grade as a result of an assigned zero in a missed examination may be permitted to write a supplemental examination.
3. Supplemental examinations are comprehensive for the course and may include a variety of assessment techniques, which may differ from those used for the standard examination period.
4. A student who receives a grade of 65% will be deemed to have passed the supplemental exam. Supplemental examination grades greater than or equal to 65% are indicated on transcripts of academic records as 65%.
5. Failure of a supplemental examination will result in the student failing the course.
6. The right to sit a supplemental examination expires on the last day of the supplemental examination period for the term to which the supplemental would apply.
7. Supplemental examinations should not be written if passing the examination will not result in the student having a CGPA greater than 2.3.
8. Students should be aware that choosing to write the supplemental examination may result in them having to wait to enroll in the failed course until the next iteration of the course.

## EXAMINATION DEADLINES FOR SUPPLEMENTALS

Student grades that are INC after the examination period will be converted to an 'F' in SONIS seven days after the posted deadline.

## SUPPLEMENTAL EXAMINATION PROCEDURE

Refer to the Year-at-a-Glance for the scheduled examination periods. Students are expected to be available for the entirety of the examination periods. Specific course examination dates, times, and location will be posted on Moodle after the final rescheduled exam period. On rare occasions, a revised examination schedule will need to be released due to unforeseen circumstances. When this occurs, an update announcement will be sent to students either through the Moodle course announcements and/or a wider announcement depending upon courses affected. It is the responsibility of the student to keep up to date of any update announcements to the date and time of specific examinations as the examination date approaches.

It is the responsibility of the student requiring the supplemental examination to attend on the date and time established by the Office of Academic Affairs and the respective course instructor(s).

## EXAMINATION DEADLINES FOR SUPPLEMENTALS

Student grades that are INC after the examination period will be converted to an 'F' in SONIS seven days after the posted deadline.

	Supplemental exam week
Fall 2023 term	Jan. 24 - 31, 2024
Winter 2024 term	May 21- 28, 2024

## PREREQUISITES

Prerequisite requirements are designed to ensure that students have the requisite knowledge to participate 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, and that students may have completed a portion of a course before it is known that they have not passed the prerequisite course in the previous term. 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, where the student's grade in the prerequisite course is too low to qualify them for supplemental examination privileges, or when the subsequent course is in the next year of the program (e.g., the student fails a Year 1 course that is a prerequisite for a Year 2 course).

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 grounds 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.

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).

## REMEDIATION

The purpose of remediation is to permit a student who fails selected academic courses to avoid program delay.

Remediation is a personalized program of intensive study and focused review of the course material, accompanied by appraisal, in order to raise a student's comprehension of the subject to an acceptable standard. 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 improvement is most required. The appraisal will be a comprehensive evaluation of the student's knowledge of the entire course material and may include a variety of assessment techniques, which may differ from those used for the standard examination period.

**Remediation is a privilege, not a right.** The Associate Dean, Academic Education, will determine if a student is eligible for remediation and what form the remediation will take. Prior to officially enrolling in a course of remediation, a student will be advised on the details of the remediation and the associated costs the student will be responsible for.

A student must have obtained a final mark of at least 60 per cent on the supplemental examination or require the Dean's approved dispensation to be eligible for remediation. Students who fail a course for the second time will not be eligible for remediation. The College will not always be able to offer remediation in a course. There are no supplemental privileges in remediation courses.



Successful completion of the remediation (i.e., achieving 65 per cent or greater on the remediation exam) will result in a total course grade of 65 per cent. Unsuccessful remediation (i.e., achieving less than 65 per cent on the remediation exam) counts as a double failure in the course and places the student at risk of dismissal.

### VACATION

Students taking courses in Years 1, 2 and 3 must restrict their vacations to the periods set out in the Year-at-a-glance as official breaks. Students must be available for all examination periods listed in the Academic Calendar. Vacation is not considered an acceptable reason for missing course content, practicums/tutorials, and/or assessments for a course. Missed course activity due to vacation will receive a grade of zero. Year 4 students must submit a Student Clinic Absence Form to the Student Message Centre mailbox at least three weeks before their intended vacation. Approval will be contingent upon CCNM's ability to provide adequate ongoing clinical services. Please see the Primary Intern Manual: Clinical Operations for greater detail.

### 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 themselves in a manner unbecoming of a member of the educational institution. Students are obliged to adhere to and uphold the highest ethical standards.

The Naturopathic Doctor's Oath is one expression of these standards. The College and the profession are seen in the eye of the general public through the actions and behaviour

of their individual members. Thus, in all dealings in and outside of CCNM where students evoke the College's name or reputation, students are expected to conduct themselves according to these standards.

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

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

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

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

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

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

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

## ACADEMIC MISCONDUCT

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

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

- using unauthorized means to complete academic work, including the use of artificial intelligence or other methods, in the guise of one's own work
- plagiarism by submitting academic work that uses the ideas or words of another without proper attribution
- submitting for credit any work for which credit has been obtained or is being sought in another academic course at CCNM or elsewhere, without authorization from the faculty member to whom it is submitted
- any dishonest act committed to complete academic work

## NON-ACADEMIC OFFENCES

- Any breach of conduct involving morality, ethics or legality, on or off campus, may be subject to disciplinary action.
- Students are expected to conduct their behaviour both in and outside of the classroom in a manner that is consistent with the CCNM Honour Code. Specifically, students will not:
  - a. demonstrate a lack of respect, courtesy or professionalism in any of their dealings with other students, faculty, staff, patients or other member of society;
  - b. damage, destroy or steal College property;
  - c. fail to return borrowed College property on time and in good condition.
  - d. share or communicate any information from patients or research participants in any manner, including with technology that does not adhere to privacy regulation or approved conduct of research, even if said technology is permitted in non-clinical scenarios by the College, including but not limited to, artificial intelligence programs;
  - e. breach any ethical or legal obligations owed to patients.

## OFFENCES AGAINST PERSONS

**Students will not:**

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

## OFFENCES AGAINST PROPERTY

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

## PARTIES TO OFFENCES

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

Every party to an offence is liable to the sanctions applicable to that offence.

## SANCTIONS

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

## DISCIPLINARY PROCEDURES FOR ACADEMIC OFFENCES

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

## DISCIPLINARY PROCEDURES FOR NON-ACADEMIC OFFENCES

1. Students who are suspected of committing acts of non-academic misconduct are subject to disciplinary action by the College. Violation of CCNM's Residence Policy will usually be investigated and, if appropriate, subject to sanction by the Chief Financial Officer. However, misconduct by a CCNM student in the CCNM residence that raises concerns as to that student's suitability to become a naturopathic doctor may be subject to additional sanction.

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

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

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

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

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

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

## 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 NSA 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.

## APPEAL OF A COURSE GRADE

Any student who wishes to appeal an academic issue (e.g. they believe a final course grade has been arrived at incorrectly) must first consult with the Associate Dean, Academic Education.

- If the matter cannot be resolved to the student's satisfaction with the Associate Dean, the student must consult with the Dean.
- In the event that the matter is not resolved to the student's satisfaction, the student may appeal to the Appeals Committee.
- The student must notify the Registrar in writing of their intention to do so within 10 working days after receiving written (or electronic) notification of the final course grade, clearly setting out the grounds for the appeal.
- The appeal must clearly set out the specific facts and assertions on which the appeal is based. Claiming that the decision will cause the student to suffer career disruption, emotional upset or program delay is not a valid ground of appeal.
- Upon receipt of the notice of appeal from the student, the Registrar will review it to determine whether the grounds for appeal comply with the requirements stipulated in these procedures. If the Registrar finds that the grounds for appeal do not comply, the Registrar shall advise the student within two working days and permit the student to either revise or withdraw the notice of appeal. If the appeal is in order, the Registrar will advise the student of the date, time and place of the hearing within five working days. The hearing will be scheduled as expeditiously as possible.

## PROCEDURE FOR HEARINGS OF THE APPEALS COMMITTEE

- At the hearing, the student is entitled to be represented by legal counsel at their own expense. In the event the student elects to have legal counsel they must inform the College at least five days in advance of the hearing; CCNM may or may not choose to be represented by legal counsel. At least three working days prior to the hearing, each party must identify who will represent them, the witnesses they will call, and the material they will provide in evidence.

**Note:** Failure to provide notice of issues before hand will normally cause those issues to be excluded from the hearing.

- Copies of the student's notice of appeal, as well as the supporting documentation from each party will be made available to each party at Student Services at least three days prior to the hearing.
- At the beginning of the hearing, the chair will advise the parties that the committee members have read the appeal and the supporting documentation and summarize the rules of the hearing. The student or the student's representative will then be permitted to present evidence, examine witnesses and introduce arguments in support of the appeal. The College's representative may cross-examine any of the student's witnesses. The College representative will then be permitted to present evidence, examine witnesses and introduce arguments in opposition to appeal. The student or the student's representative is entitled to cross-examine any witness called by the College. The members of the Appeals Committee may question all parties or witnesses. The student or student's representative and the College's representative may make closing statements.
- Admission of any person to the hearing shall be at the discretion of the chair of the Appeals Committee.
- All procedural questions are subject to the final decision of the chair of the Appeals Committee.
- At the conclusion of the hearing, the Committee will proceed to consider the matter and determine its decision on the appeal, during which time all persons other than the members of the committee are excluded and shall withdraw.
- The decision will be determined by a majority vote. A formal written decision with reasons will be drafted. The Committee may only determine whether or not the grade or sanction is appropriate.
- Following the decision of the committee, the Registrar will immediately notify the student of the decision.
- The decision of the committee is final.
- Proceedings of the committee are confidential and no individual who is not a committee member, committee secretary, a party to the proceedings or witness may be in attendance during the hearing, unless specifically permitted by the chair.

### **SPECIAL RULES FOR APPEALS OF OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE) GRADES**

Due to the unique nature of the OSCE, a process specific to appeals of OSCE grades has been implemented that differs from the regular CCNM academic appeals process.

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

After the release of OSCE grades, a student may appeal a failing grade to a three person panel comprised of CCNM faculty that is completely different from the panel that reviewed the failing grade prior to their release. The student has the option of submitting a written appeal or they may attend in person before the panel and make oral submissions.

A student may appeal the decision of the faculty panel to the College's Appeals Committee. However, the basis for such an appeal is limited to assertions that the College did not follow proper procedural grounds in reaching its decision.

# Honour Code

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

As part of the College's commitment to academic excellence, the highest standards of ethical behaviour are expected from

everyone associated with this institution. The foundation for proper conduct is established by the fundamental Principles of Naturopathic Medicine and the following core values:

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<b>Autonomy</b>	Recognizing the dignity and intrinsic worth of individuals and their right to make personal choices, valuing their self-determination
<b>Beneficence</b>	Making the best interests of patients, society and the environment of paramount consideration in any decision-making and actions
<b>Compassion</b>	Being sensitive to individual and societal needs for comfort and health with empathy and understanding
<b>Competence</b>	Striving to achieve and consistently demonstrate the highest levels of knowledge, judgment and ability in the pursuit of excellence

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<b>Integrity</b>	Upholding ethical practice by integrating core values into all conduct to ensure honesty, transparency and accountability
<b>Justice</b>	Treating all individuals in a fair and equitable manner
<b>Professionalism</b>	Being committed to the service of humanity in a manner that reflects the highest standards of professionalism
<b>Tolerance</b>	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
<b>Veracity</b>	Valuing truthfulness as the basis for trust in personal and professional relationships

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# Dispute Resolution

To resolve disputes equitably and expeditiously, the College has adopted a dispute resolution policy to enshrine the principles of natural justice into all College policies that involve disputes between members of the CCNM community.

Unless otherwise stated under the applicable policy, 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 the full policies:

[Dispute Resolution \(CCNM - Toronto Campus\)](#)

[Dispute Resolution \(CCNM - Boucher Campus\)](#)

[Workplace Violence, Harassment, and Sexual Harassment](#)

[Employee-Student Sexual Misconduct Policy \(CCNM - Toronto Campus\)](#)

[Sexual Violence & Misconduct Policy \(CCNM - Boucher Campus\)](#)



# Freedom of Expression

## GENERAL PRINCIPLES

The College is committed to fostering an environment that permits freedom of expression. The College affirms the right of students, faculty, researchers, guest speakers, and employees to pursue learning, teaching, research, and the dissemination of knowledge. The purpose of the Freedom of Expression Policy (“Policy”) is to fulfill the College’s commitment to open discussion and free inquiry, and to foster a space where diverse voices and viewpoints can be discussed and explored.

All members of the CCNM community are free to critique and contest other viewpoints but must respect others’ rights to express or hear ideas. All members of the CCNM community are responsible for ensuring that a climate of mutual respect is maintained at all times. The College shall at all times retain the right to regulate the manner, time, and place of freedom of expression to ensure it does not disrupt CCNM’s operations, endanger the safety of others, or violate any laws or regulations. Further, there may be additional limitations found under employment agreements, and other contracts which may bind applicable parties.

Under no circumstances will any speech which violates the law, including the applicable human rights codes, be permitted. Further, no speech which constitutes as harassment, threat, or hate speech shall be permitted.

## FACULTY

Faculty members are entitled to freedom in research and in the publication of results, subject to the review of the College’s Research Ethics Board and the adequate performance of their other academic duties. Faculty members are also entitled to freedom in lecturing and 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 the College. Faculty members 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, punishment, or reprisal. 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. However, it is important for students to understand that their work, statements, and affiliations must not promote harassment, discrimination, or hate speech. Further, where necessary, students are responsible for clarifying that their actions, their statements, and their memberships do not necessarily represent the views of the College.

# Intellectual Property

The College seeks to encourage innovation among faculty, students, and employees. To achieve this objective, CCNM encourages the creation of scholarly works and the development of useful materials and processes.

As such knowledge and technology has commercial, scientific or scholarly value, this policy intends to provide procedures so that it may be beneficial by CCNM, the creator, and the public.

For the purpose of this policy, intellectual property includes all of the interests and rights to all Canadian and foreign registered, pending and common law, trade names and trademarks; all Canadian and foreign issued patents and pending applications therefore; all Canadian and foreign copyrights, whether or not registered; rights of publicity; franchises and all technology rights and licenses, including computer software and all proprietary know-how, trade secrets, inventions, discoveries, developments, research and formulae, whether or not patentable; and all other proprietary information, and any improvements, updates, enhancements or modifications relation to any of the foregoing.

All intellectual property produced at CCNM using CCNM funds, facilities or other resources, by CCNM employees and faculty, and students, or which arises from joint initiatives with outside parties, such as industry or sector partners, are covered by this policy.

All rights to intellectual property shall be owned and controlled by CCNM, subject to any exceptions set out in this policy. All staff, faculty and students hereby assign all their rights to such intellectual property to CCNM. Nothing in this policy 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.

## GENERAL

Traditional products of scholarly activity, are exempt from this policy, unless they are created as “works for hire.” These traditional products include student projects/assignments, journal articles, reviews and textbooks. Faculty, employees and students do not have to disclose such intellectual property, but grant CCNM a non-exclusive, royalty-free, perpetual license to such material.

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, lecture recordings, telecourses, drawings, slides, models, computer programs, etc.

The inventor and CCNM shall share intellectual property ownership for any other work if developed by CCNM faculty, staff or students through an effort that makes significant use of College resources.

Significant use of College resources shall include, but not be limited to, use of research funding, use of CCNM-paid time within the employment period, use of support staff, use of telecommunication services and the use of facilities other than the library or the individual’s office.

### CONSULTING

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

Faculty, employees and students, who create intellectual property with the use of any College resources, are responsible for disclosure to CCNM. Disclosure must be made significantly in advance of any publication, presentation, or any other public disclosure to the legal counsel at [legal@ccnm.edu](mailto:legal@ccnm.edu).

Upon disclosure, the legal counsel shall review the scope of the intellectual property, including a review of its registration, protection, and marketability to prepare a report for the President & CEO and Chief Financial Officer, regarding its protection and commercialization. Where CCNM, in its sole discretion, elects to proceed with the commercialization of intellectual property, a licensing agreement shall be developed to outline the relationship of the nature between the parties.

# Doctor of Naturopathic Medicine Program – Year 1 and 2

The Doctor of Naturopathic Medicine program at the Canadian College of Naturopathic Medicine educates students in meeting the six key roles played by naturopathic doctors in the health-care field:

- Naturopathic medical expert
- Health professional
- Communicator and collaborator
- Health scholar
- Naturopathic manager
- Health advocate and leader

The case-based curriculum design is focused and integrated, allowing for students to develop important skills in critical inquiry through the application of evidence informed practice. Through a combination of didactic lectures, self-directed learning, guided inquiry, asynchronous and synchronous learning activities, small group and large group learning, and skills-based training, CCNM provides students with a thorough exposure to increasingly complex theory in biomedical sciences, clinical medicine, naturopathic therapeutics, and the art and practice of naturopathic medicine. Clinical education is a hallmark of this program, allowing for direct and indirect patient management starting in year 1 of the program. This four-year full-time program graduates naturopathic doctors prepared to practise throughout North America.

The case-based curriculum is a single curriculum for both CCNM campuses (the Boucher Campus and the Toronto Campus). The case-based curriculum combines the strengths of both and adopt important advances in educational science. Highlights of the design principles are the following:

- Cased-based and context-based learning approaches to curriculum delivery
- Enhanced integration of naturopathic curriculum content
- Curriculum delivery model that includes a combination of in-person instruction, practicums, asynchronous structured learning experiences, as well as online delivery

## GRADUATE COMPETENCIES

The graduate of the Canadian College of Naturopathic Medicine's (CCNM) Doctor of Naturopathic Medicine is a primary-care professional who draws upon the art and science of natural healing in a patient-centred model of medicine. Utilizing naturopathic principles, naturopathic doctors employ evidence-informed approaches to facilitate patient wellness and promote the body's ability to restore and maintain optimal health. With a focus on whole-person wellness, naturopathic doctors diagnose and manage the treatment of patients with acute and chronic conditions. They are leaders who value relationships, effective communication, and lifelong learning.

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

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

# Doctor of Naturopathic Medicine Program – Year 1 and 2 cont'd

## ART AND PRACTICE OF NATUROPATHIC MEDICINE

The history, philosophy and principles of naturopathic medicine are introduced in this course series. Students will apply their developing research literacy skills as they relate to naturopathic practice and management of the weekly case from the PCIS course. Students will demonstrate an understanding of professional competencies and expectations, which includes ethics, jurisprudence, practice management, lifelong learning, public health and leadership roles.

## BIOMEDICINE

Within the biomedical stream of courses, the first term of the program focuses on biomedical concepts which lays a foundation for a comprehensive case-based learning environment within the 4-year program. These concepts serve as scaffolding for understanding the biomedical and clinical medicine themes that centre around the patient case. This course is coordinated with the simulated case, and delivers in an integrated fashion, an in-depth study of the human body encompassing the core basic sciences: anatomy, physiology, histology, embryology, immunology, biochemistry, microbiology, genetics, pathology and pharmacognosy.

## CLINICAL EDUCATION

Clinical education runs parallel to each year of the program, with active connections made between the academic and clinical areas made by the student through regular mentored small-group discussions. This series is primarily experiential, and involves preceptorship, internship and mentorship experiences associated with the teaching clinics of CCNM and the naturopathic medical community.

## CLINICAL SCIENCES

This theme includes outcomes associated with clinical medicine such as patient assessment, clinical reasoning, differential diagnosis, laboratory medicine, and primary care. The skills required to assess, manage, and coordinate care of patients in naturopathic medical practice will be taught in these series of courses, and include health assessment, visual, auditory, and tactile recognition, universal precautions, phlebotomy, and sexual health exams.

## NATUROPATHIC THERAPEUTICS

This theme orients the student towards the naturopathic therapeutic disciplines and their integration in patient management. Students will gain competence in the following naturopathic therapeutics: botanical medicine, clinical nutrition, homeopathy, health psychology, prevention and lifestyle counseling, traditional Chinese medicine & acupuncture, pharmacology, and physical medicine. These sets of courses are coordinated with the patient-simulated cases that are offered in the Patient-Centred Integrated Studies course.

## PATIENT-CENTRED INTEGRATED STUDIES

Central to the design of the curriculum, is case-based learning. The Patient-centred Integrated Clinical Studies courses are designed to anchor and integrate the curriculum delivered concurrently throughout the term and support case-based learning. The weekly simulated patient experience provides students an opportunity to integrate, practice, and refine core clinical skills. Students engage actively through small group work and the case-based guided inquiry assignment to support cognitive integration of the learning outcomes.

*Course descriptions for years 3-4 and IMG for both campuses can be found in the Appendix of this document as they are part of the legacy curriculum.*

# Course Listing for Year 1

## HOW TO READ COURSE CODES

The following legend will assist you in understanding the course codes. The first three letters in the enhanced curriculum (BMS = Biomedical Sciences indicate the

subject area/theme. The first number of the three digits indicates the academic year in which the course is delivered.

Subject Areas			
ANM	Art and Practice of Naturopathic Medicine	CMS	Clinical Medicine
BMS	Biomedical Sciences	NMT	Naturopathic Medicine Therapeutics
CLE	Clinic Education	PCS	Patient-Centred Integrated Clinical Studies

FIRST Year Required Courses		
Course Code	Course Name	Credit Hours
ANM100	Introduction to Naturopathic Medicine	3.0
ANM150	Art & Practice of Naturopathic Medicine I	3.0
BMS100	Introduction to Biomedical Sciences	14.25
BMS150	Biomedicine I	8.75
CLE100	Clinic I	1.5
CLE150	Clinic II	1.5
CMS100	Foundations of Clinical Medicine	4.75
CMS150	Clinical Medicine I	4.75
NMT100	Introduction to Naturopathic Therapeutics	5.5
NMT150	Naturopathic Therapeutics I	8.75
PCS150	Patient-Centred Integrated Studies	3.0
		<b>TOTAL YEAR ONE: 58.75</b>

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.

# Course Listing for Year 2

## HOW TO READ COURSE CODES

The following legend will assist you in understanding the course codes. The first three letters in the enhanced curriculum (BMS = Biomedical Sciences indicate the

subject area/theme. The first number of the three digits indicates the academic year in which the course is delivered.

Subject Areas			
ANM	Art and Practice of Naturopathic Medicine	CMS	Clinical Medicine
BMS	Biomedical Sciences	NMT	Naturopathic Medicine Therapeutics
CLE	Clinic Education	PCS	Patient-Centred Integrated Clinical Studies

SECOND Year Required Courses		
Course Code	Course Name	Credit Hours
ANM200	Art & Practice of Naturopathic Medicine II	3.0
ANM250	Art & Practice of Naturopathic Medicine III	3.0
BMS200	Biomedicine II	8.0
BMS250	Biomedicine III	8.0
CLE200	Clinic III	1.5
CLE250	Clinic IV	1.5
CMS200	Clinical Medicine II	4.75
CMS250	Clinical Medicine III	4.75
NMT200	Naturopathic Therapeutics II	8.5
NMT250	Naturopathic Therapeutics III	8.5
PCS200	Patient-Centred Integrated Studies II	3.0
PCS250	Patient-Centred Integrated Studies III	3.0
		<b>TOTAL YEAR TWO: 57.50</b>

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.



# Course Descriptions for Years 1 and 2

## YEAR 1

### **ANM100: Introduction to Naturopathic Medicine**

The primary purpose of this course is for students to be oriented to the naturopathic profession through an understanding of the history and philosophy that underpin the modern profession of naturopathic medicine. The identity of the naturopathic profession will be explored in both historical context and within the contemporary healthcare model, examining the historical evolution of medicine and the naturopathic profession. The course engages students in an exploration of the basic underlying principles of naturopathic medicine which are understood through philosophical discussion of concepts such as holism, vitalism, and health. Students will engage in self-reflection and critical appraisal of commonly held naturopathic theories, principles and practice to gain greater self-awareness and insight into their own personal approach to future practice. Students will begin to develop research literacy skills as they relate to naturopathic practice. Students will also develop an understanding of cultural safety and develop skills to increase self-awareness and reduce bias. The curriculum supports students in acquiring an efficient, critical approach to making clinical decisions based on an objective assessment of medical literature.

### **ANM150: Art and Practice of Naturopathic Medicine I**

This course explores the professional role of the naturopathic doctor. Qualities and skills desired for an effective naturopathic doctor will be discussed and cultivated in the context of clinical practice for each of the modules. This course is designed to help naturopathic medical students apply the principles and philosophical foundation discussed in Introduction to Naturopathic Medicine (ANM100) to the framework of naturopathic practice. The aim of this course is to explore the art of naturopathic medicine and develop appreciation for the nuances involved in the application of naturopathic principles to clinical practice with awareness of the diversity in therapeutic approaches to care. Students will engage in self-reflection and critical appraisal of commonly held naturopathic theories, principles and practice to gain greater self-awareness and insight into their own personal approach to future practice. The goal of this course is to go beyond the one-on-one patient encounter to explore the professional identity and current situation of naturopathic physicians in the greater field of healthcare. Students will have the opportunity to explore and develop their own professional identity. The major qualities and skills required for naturopathic medicine are addressed in the context of the program, as well as the ongoing experience necessary to cultivate those skills and qualities. (Prerequisite: ANM100)

### **BMS100: Introduction to Biomedical Sciences**

Biomedicine provides a basis for understanding the human body in health and disease. The course synthesizes the disciplines of biochemistry, anatomy, physiology, histology, embryology, pathology, microbiology, pharmacology, and laboratory diagnosis to promote an integrative and holistic view of medicine. This course will introduce biomedical concepts; a concept is a theme that broadly explains many entities and allows students to address multiple biomedical situations. Students will demonstrate competency by applying these concepts to solve real-world, clinically relevant questions. The student will accrue foundational knowledge in biomedicine using a concept- and case-based format that encourages critical thinking and an analytic approach to problem solving. This course will set the stage for the case-based design used in subsequent terms to reinforce robust clinical reasoning.

### **BMS150: Biomedicine I**

Biomedicine provides a basis for understanding the human body in health and disease. As a synthesis of several fields of study, the biomedicine program sets out to promote an integrative and holistic view of them. The concepts that were introduced in the Introduction to Biomedical Sciences course (BMS100) are further explored and expanded upon in Biomedicine I. The course includes contributions from physiology, biochemistry, pathology, histology, microbiology, immunology, embryology, anatomy, pharmacology, and laboratory diagnosis. It provides a comprehensive coverage of these topics to describe the structure, organization, function, and dysfunction of the human body and ways in which we measure and manipulate these parameters. A biomedicine foundation will allow for case study and analysis which are central to the case-based design and is highly integrated with the Patient-Centred Integrated Studies course and the Clinical Medicine I course. (Prerequisite: BMS100; Corequisite: PCS150)

### **CLE100: Clinical Education I**

This course introduces students to the professional roles and competencies expected of naturopathic doctors. Students are introduced to medical record keeping, including the writing of medical notes. Students have the opportunity to shadow senior clinic interns as they treat patients under supervision of a Clinic faculty member. This course will assist students in acquiring the knowledge, skills and attitudes expected of professional naturopathic doctors in private practice and as part of a larger health-care community.

## YEAR 1 cont'd

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### **CLE150: Clinic II**

Clinic II provides an opportunity for first year students to continue to develop their clinical skills aligned with Clinical Medicine I (CMS150) and Patient-Centred Integrated Clinical Studies (PCS150) through their participation within the CCNM teaching clinics. As secondary interns, students will observe the clinical encounter conducted by the patient, clinician and supervising naturopathic doctor, and reflect upon observed behaviours and activities. Students will be encouraged to analyze the roles and responsibilities of the naturopathic clinician with their patients including: professionalism, communication, clinical medical proficiency, and record keeping, and reflect upon their burgeoning identity as a student of naturopathic medicine. (Prerequisite: CLE100)

### **CMS100: Foundations of Clinical Medicine**

Foundations of Clinical Medicine introduces students to the key clinical thinking concepts and basic clinical skills that naturopathic doctors employ through each stage of the clinical encounter and prepares the learner toward competent clinical reasoning. The student in this course will learn and apply skills in performing physical examinations, while relating them to the concepts described in the co-requisite course Introduction to Biomedical Sciences (BMS100). The course will prepare students with the core skills and knowledge foundational for success through the integrated case-based format of term 2. Teaching methods include lectures, practicums, and TA guided small group tutorials.

### **CMS150: Clinical Medicine I**

Clinical Medicine I builds on Foundations of Clinical Medicine (CMS100). Educational goals align with patient cases presented in the Patient-centred Integrated Clinical Studies course (PCS150). Through lectures (live and asynchronous), practicums, and direct integration with the weekly case, students will develop and practice clinical knowledge and skills relevant to naturopathic clinical practice. Curricular integration with Biomedical Sciences I (BMS150) promotes relational learning of the biomedical sciences with clinical medicine in a contextualized and authentic learning experience. (Prerequisite: CMS100; Corequisite: BMS150, PCS150)

### **NMT100: Introduction to Naturopathic Therapeutics**

This course introduces the theory and application of the major therapeutic disciplines of naturopathic medical practice, and the manner that they may be incorporated into a unified approach to patient care. They include counselling, botanical medicine, homeopathy, clinical nutrition, traditional Chinese medicine, and physical medicine. Students will learn to apply specific hands-on techniques associated with the naturopathic therapeutics.

### **NMT150: Naturopathic Therapeutics I**

This course follows the Introduction to Naturopathic Therapeutics (NMT100) course in Term 1. Each of the naturopathic therapeutics will be explored in the context of the case-based learning design for each of the modules of the term. The theory, application and skills development of the major therapeutic disciplines of naturopathic medical practice including counselling, botanical medicine, homeopathy, clinical nutrition, traditional Chinese medicine, physical medicine, and prescribing/drug therapeutics will be explored in addition to their utility in prevention and health promotion. The course will be delivered through a combination of lecture, flipped classroom, small group activity, hands-on practicum, and self-directed learning. (Prerequisite: NMT100)

### **PCS150: Patient Centred Integrated Studies I**

Patient-centred Integrated Clinical Studies is designed to anchor and integrate the concurrent courses in the term. The weekly simulated patient experience provides students an opportunity to integrate, practice, and refine core clinical skills. Through small group work, and the case-based guided inquiry assignment, students engage actively to support cognitive integration of the learning outcomes of the supporting courses. Patient-centred Integrated Studies I introduces students to common and usual clinical manifestations aligned with the systems-based curriculum structure. (Corequisites: ANM150, BMS150, CMS150, NMT150)

## YEAR 2

### **ANM200: Art & Practice of Naturopathic Medicine 2**

The ANM series of courses supports the development of skills, behaviours, attitudes and knowledge associated with the more non-clinical aspects of naturopathic medicine: health professional, communicator/collaborator, health scholar, manager, health advocate and leader. ANM200 reflects upon and builds on the curriculum of the 100 and 150 series, and now applies these developing skills to clinical scenarios (simulation, preceptorships, as a clinical secondary intern and/or as a patient). Thematic content includes: evidence-informed medicine, social determinants of health, cultural safety, planetary health, professionalism, practice-building, communication skills, and interprofessional collaboration. Themes are explored in the context of featured case studies. Students will engage in self-reflection and critical appraisal to gain greater self-awareness and insight into their own personal approach to future practice. (Prerequisite: ANM150)

### **ANM250: Art & Practice of Naturopathic Medicine 3**

Art & Practice of Naturopathic Medicine 3 is a continuation of the exploration of the naturopathic doctor roles the naturopathic doctor: health professional, communicator/collaborator, health scholar, manager, health advocate and leader. ANM250 applies these developing skills to clinical scenarios (simulation, preceptorships, as a clinical secondary intern and/or as a patient). Thematic content includes: evidence-informed medicine, social determinants of health, cultural safety, planetary health, professionalism, practice-building, communication skills, and interprofessional collaboration. Themes are explored in the context of featured case studies. Students will engage in self-reflection and critical appraisal to gain greater self-awareness and insight into their own personal approach to future practice. (Prerequisite: ANM200)

### **BMS200: Biomedicine 2**

Biomedicine 2 is a continuation of the Biomedicine series, providing a basis for understanding the human body in health and disease. The course incorporates and integrates the disciplines of physiology, biochemistry, pathology, microbiology, histology, anatomy, embryology, pharmacology, and laboratory diagnosis to establish a strong foundational knowledge for conditions that present to the naturopathic doctor. Biomedicine knowledge allows students to analyze

clinical cases and approach them in a scientific, evidence-based fashion. The concepts that were introduced in the Introduction to Biomedical Sciences course are further explored and applied here. It is highly integrated with Clinical Medicine 200 and the exploration of cases presented during the Patient-Centred Integrated Studies (PCIS) course. (Prerequisite: BMS150)

### **BMS250: Biomedicine 3**

Biomedicine 3 is a continuation of the Biomedicine series in the second year of the program, providing a basis for understanding the human body in health and disease. The course incorporates and integrates the disciplines of physiology, biochemistry, pathology, microbiology, histology, anatomy, embryology, pharmacology, and laboratory diagnosis to establish a strong foundational knowledge for conditions that present to the naturopathic doctor. Biomedicine knowledge allows students to analyze clinical cases and approach them in a scientific, evidence-based fashion. The concepts that were introduced in the Introduction to Biomedical Sciences course are further explored and applied here. It is highly integrated with Clinical Medicine 200 and the exploration of cases presented during the Patient-Centred Integrated Studies (PCIS) course. (Prerequisite: BMS200)

### **CLE200: Clinical Education 3**

Clinic 3 provides an opportunity for second year students to continue to develop and practice their clinical skills that have been developed over the Year 1 program through their participation within the CCNM teaching clinics. As second year students they will observe the clinical encounter conducted by the patient, clinician, and supervising naturopathic doctor, and reflect upon observed behaviours and activities. In addition, they will be able to practice their clinical skills within the teaching clinics. They may also have the experience of preceptoring with medical professionals in the community in an observation capacity only. Students will be encouraged to analyze the roles and responsibilities of the naturopathic clinician in relation to the medicine and their patients. Including: professionalism, communication, clinical medical proficiency, and record keeping, and reflect upon their burgeoning identity as a student of naturopathic medicine. (Prerequisite: CLE200)

## YEAR 2 cont'd

### **CLE250: Clinic Education 4**

Clinic 4 is a continuation of the clinical education stream of the naturopathic program. Second year students continue to develop and practice their clinical skills in patient clinical encounters through their participation within the CCNM teaching clinics. As secondary interns, students will observe the clinical encounter conducted by the patient, clinician, and supervising naturopathic doctor, and reflect upon observed behaviours and activities. They will also reflect upon the preceptorship opportunities they have had with medical professionals in the community, of which students participate in an observation capacity only. Students will be encouraged to analyze the roles and responsibilities of the naturopathic clinician in relation to the medicine and their patients including: professionalism, communication, clinical medical proficiency, and record keeping. (Prerequisite: CLE250)

### **CMS200: Clinical Medicine 2**

Clinical Medicine 2 builds on Clinical Medicine 1 (CMS150). Educational goals align with the case-based structure of term 1 and are anchored by patient cases presented in the Patient-centred Integrated Clinical Studies course (PCS200). Through lectures (live and asynchronous), practicums, and direct integration with the weekly case, students will develop and practice clinical knowledge and skills relevant to naturopathic clinical practice. Curricular integration with Biomedical Sciences II (BMS200) promotes relational learning of the biomedical sciences with clinical medicine in a contextualized and authentic learning experience. (Prerequisite: CMS150; Corequisite: BMS200, PCS200)

### **CMS250: Clinical Medicine 3**

Clinical Medicine 3 builds on Clinical Medicine 2 (CMS200). Educational goals align with the case-based structure of term 2 and are anchored by patient cases presented in the Patient-centred Integrated Clinical Studies course (PCS250). Through lectures (live and asynchronous), practicums, and direct integration with the weekly case, students will develop and practice clinical knowledge and skills relevant to naturopathic clinical practice. Curricular integration with Biomedical Sciences III (BMS250) promotes relational learning of the biomedical sciences with clinical medicine in a contextualized and authentic learning experience. (Prerequisite: CMS200; Corequisite: BMS250, PCS250)

### **NMT200: Naturopathic Therapeutics 2**

This course follows Naturopathic Therapeutics I (NMT150). Each of the naturopathic therapeutics will be explored in the context of the case-based learning design for each of the modules of the term. The theory, application and skills development of the major therapeutic disciplines of naturopathic medical practice including naturopathic counselling as part of health psychology, botanical medicine, homeopathy, clinical nutrition, Traditional Chinese Medicine, physical medicine, and prescribing/drug therapeutics, will be explored in addition to their utility in prevention and health promotion. Case-based learning will evolve with more complex case presentations supporting development of more advanced case management strategies. Orthopedic testing and other physical assessments will be integrated with application of physical medicine modalities. Safe and effective acupuncture skills will be developed as part of case management strategies.

### **NMT250: Naturopathic Therapeutics 3**

This course follows Naturopathic Therapeutics 2 (NMT200). Each of the naturopathic therapeutics will continue to be explored in the context of the case-based learning design for each of the modules of the term. The theory, application and skills development of the major therapeutic disciplines of naturopathic medical practice including naturopathic counselling (as part of health psychology), botanical medicine, homeopathy, clinical nutrition, Traditional Chinese Medicine, physical medicine, and prescribing/drug therapeutics, will be explored in addition to their utility in prevention and health promotion. Case-based learning will evolve with more complex case presentations supporting development of more advanced case management strategies. Orthopedic testing and other physical assessments will be integrated with application of physical medicine modalities. Safe and effective acupuncture skills will be developed as part of case management strategies. (Prerequisite: NMT200)

### **PCS200: Patient Centred Integrated Studies 2**

Patient-centred Integrated Clinical Studies (PCIS) is designed to anchor and integrate the concurrent curriculum. The weekly simulated patient experience provides students an opportunity to integrate, practice, and refine core clinical skills. Through small group work, and the case-based guided inquiry assignment, students engage actively to effect cognitive integration of the supporting concurrent curriculum.

# Course Descriptions for Years 1 and 2 cont'd

## YEAR 2 cont'd

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Building on the knowledge and skills of PCIS 1, this course supports reinforcement of new and previous clinical knowledge and skills, applied to increasingly complex clinical presentations at an intermediate level of proficiency. It prepares students to approach the increasingly complex clinical presentations expected of subsequent PCIS courses. PCIS 2 supports continued development of subsequent PCIS course material, but therapeutic management is emphasized. (Prerequisite: PCS150; Corequisites: BMS200, CMS200)

### **PCS250: Patient Centred Integrated Studies 3**

Building on the knowledge and skills of PCIS 2, this course supports new and reinforces previous clinical knowledge and skills which are applied to increasingly complex clinical presentations at an intermediate level of proficiency. It prepares students to approach the increasingly complex clinical presentations expected of subsequent PCIS courses. PCIS 3 supports continued development of subsequent PCIS course material, but therapeutic management is emphasized. (Corequisites: BMS250, CMS250)

# Clinical Requirements

Students must achieve a certain number of clinical hours and patient contacts throughout the program to graduate. The following terms describe aspects of the clinical program and its requirements:

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

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

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

**Externship** is a period of practical experience where students are responsible for the assessment and/or treatment of patients under the supervision of an approved externship host (licensed and registered naturopathic doctor). Externships may only be performed during the terminal clinical internship period, with approval from the Office of Clinical Education (OCE).

## Clinical Requirements cont'd

Students will achieve their clinical requirements through activities linked to specific clinical courses. The minimum clinical requirements are listed below for the new curriculum,

legacy four-year, legacy five-year, and IMG programs, respectively:

Four-year Program			
Academic Year	Clinical Education Course	Clinical Hours/ Patient Contacts in Teaching Clinics	Preceptorship Hours/ Patient Contacts
Year 1	CLE100 CLE150	24 hrs./10 secondary contacts 24 hrs./10 secondary contacts	10 hrs./10 preceptor contacts Required for CLE150
Year 2	CLE200 CLE250	24 hrs./10 secondary contacts 24 hrs./10 secondary contacts	15 hrs./15 preceptor contacts Required for CLE250
Year 3	CLE300 CLE350	72 hrs./24 secondary contacts 144 hrs./24 secondary contacts/24 primary contacts	25 hrs./25 preceptor contacts Required for CLE350
Year 4	Course codes TBD	828 hrs./210 primary contacts/ 42 secondary contacts	50 hrs./50 preceptor contacts Required at end of clinical year

Four-year Legacy 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 CLE450
Year 2	CLE201	30 hrs/10 Secondary Contacts	Required at end of CLE450
Year 3	CLE310	66 hrs/20 Secondary Contacts	Required at end of CLE450
Year 4	CLE 404/412/450	1,032 hrs/225 Primary Contacts; 140 Secondary Contacts	70 hrs/50 Secondary Contacts
Totals for all Minimum Clinical Requirements	-	1,134 Clinic Hrs/225 Primary Contacts/ 175 Secondary Contacts	70 hrs/50 Secondary Contacts



## Clinical Requirements cont'd

Five-year Legacy Program (Part-time)			
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 CLE450
Year 2	-	No requirements	Required at end of CLE450
Year 3	CLE201	30 hrs/10 Secondary Contacts	Required at end of CLE450
Year 4	CLE310	66 hrs/20 Secondary Contacts	Required at end of CLE450
Year 5	CLE 404/412/450	1,032 hrs/225 Primary Contacts; 140 Secondary Contacts	70 hrs/50 Secondary Contacts
Totals for all Minimum Clinical Requirements	-	1,134 Clinic Hrs/ 225 Primary Contacts/ 175 Secondary Contacts	70 hrs/50 Contacts

IMG Program			
Academic Term	Clinical Education Course	Clinical Hours/ Patient Contacts in Teaching Clinics	Preceptorship Hours/ Patient Contacts
Term 1	CLE307i - term 1	12 hrs/10 Secondary Contacts	Required at end of CLE450
Term 2	CLE308i - term 2	24 hrs/5 Secondary Contacts	Required at end of CLE450
Term 3	CLE310 - term 3	66 hrs/20 Secondary Contacts	Required at end of CLE450
Term 4	CLE404/412/450	1,032 hrs/280 Primary Contacts; 45 Secondary Contacts	70 hrs/50 Secondary Contacts
Totals for all Minimum Clinical Requirements	-	1,134 Clinic Hrs/225 Primary Contacts/175 Secondary Contacts	70 hrs/50 contacts

The listed targets for clinical hours and patient contacts are specific to the 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 year and will not be used to meet the clinical course requirements of the clinical education course prior to the final internship year.

Preceptorship activity should be arranged by students throughout the naturopathic program and must meet the prescribed targets requirements outlined in the associated clinical course. Failure to meet the minimum targets for preceptorship requirements in their designated courses will result in a failed course grade. Preceptorship hours and contacts accumulated beyond minimum targets will contribute to future course requirements for preceptorship. Details of the preceptorship program may be found in that section of the Academic Calendar.

# Preceptor Program

Preceptorship is a component of the ND program that engages students in observing with and learning from health-care practitioners in the community. The goal of the preceptor program is to provide CCNM students with a variety of experiences in different health-care settings to develop the clinical knowledge, attitudes and skills relevant to the role of a naturopathic doctor.

Students are oriented to the self-directed engagement with preceptors beginning in Year 1 of the program. Preceptorship activity may be achieved by working with registered naturopathic doctors or other regulated health-care practitioners. The Office of Clinical Education (OCE) must pre-approve all preceptorship requests with health-care practitioners not already registered with the CCNM Preceptorship Program.

## PRECEPTORSHIP PROGRAM REQUIREMENTS

1. Students are required to complete 100 hours of clinical preceptorship and observe 100 patient interactions before graduation.
2. Preceptorship hours and patient contacts may be completed with any approved health-care practitioner. Preceptorship with naturopathic doctors and other health-care practitioners may occur at any time during the program. To qualify as a preceptor, a health-care practitioner should be a member of a regulated profession or a profession in transition towards regulation in the jurisdiction in which they practise and must be registered and in good standing with their regulatory body. For health-care practitioners working in unregulated jurisdictions or for non-traditional health-care practitioners, suitability as a preceptor will be determined by the OCE and/or the Associate Dean, Clinical Education. Naturopathic doctors and other health-care practitioners should have at least one year of practice experience to qualify as a preceptor.
3. Students are expected to contact potential preceptors independently. CCNM provides a list of active preceptors (located in MYCCNM > Clinical Education > Preceptorship). However, since practitioners on the CCNM list may be contacted frequently, students should also consider sourcing practitioners not found on the active preceptor list.
4. If a health-care practitioner is not already listed on the CCNM preceptorship list, the student should forward the practitioner a Preceptor Registration Form and a Preceptorship Information Package prior to the start of precepting (Preceptor Program documents may be found on MyCCNM > Clinical Education > Preceptorship):
  - Preceptorship Information Package
  - Preceptor Registration Form
5. The completed registration form should then be submitted to the OCE for approval **at least five (5) business days prior** to the planned precepting dates. The OCE reserves the right to reject any preceptorship request not submitted accordingly and/or any preceptorship credits submitted without prior approval of the preceptor host. Students will only be contacted if a preceptor is not accepted.
6. On the dates of preceptorship, the student must bring the Student Preceptorship Record to the preceptor location for sign-off by the preceptor.
7. Submission of preceptorship records: preceptorship records may be submitted to the OCE at any time during the program for recording. Only the original, signed preceptorship record or an electronically signed record will be accepted. All paper documents should be submitted to the Clinical Education drop box, located in the RSNC by the file room; electronic forms should be emailed to [OCE@ccnm.edu](mailto:OCE@ccnm.edu). Students are reminded to keep a copy of all records for their personal tracking. Further information about the program, as well as preceptorship documents and forms, are available online through the MYCCNM student portal. Students are representing not only themselves, but the College and the profession and, as such, are expected to always demonstrate professional attitudes and behaviours when contacting potential preceptors and while at the preceptorship sites. Reports of unprofessional behaviour will be considered as CCNM Code of Conduct issues and may result in penalties.
8. Preceptorship program policies and procedures may be subject to change. Students should note that they are also required to comply with any additional policies and procedures, as required by the preceptor.

### GLOBAL HEALTH PRECEPTORSHIP

**Please note - currently, at this time, global preceptorships are only available at the CCNM - Toronto Campus.**

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

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

1. that the opportunity will strengthen their clinical knowledge, skills and behaviours
2. that the opportunity will develop enhanced skills in cultural competency and communication
3. that the precepting opportunity is only available during the academic term and not during non-academic time (i.e., summer)
4. that they are in good academic standing

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

Students participating in a global preceptorship will be required to abide by the laws governing the delivery of medical services in the relevant jurisdiction. Students are also prohibited from engaging in any medical services for which they have not been fully trained and/or permitted to perform in CCNM teaching clinics.

# Clinical Education and Clinic Operations

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

## CLINICAL CURRICULUM

At the core of the 2023 – 2024 clinical curriculum is the application of knowledge, skills and behaviours learned in the academic program to clinical practice. The curriculum is designed to provide a progression of clinical responsibility as students advance in the program. The clinical learning experience is founded on the integration of the philosophy and principles of naturopathic medicine with the best evidence available, as applied to clinical practice and patient care. All clinical education courses are designed around clearly outlined objectives and clinical competencies.

**Clinic I and II (CLE100, CLE150), IMG Clinic Bridging I (CLE307i):** In the first year of the ND program and first term of the IMG bridge delivery, students participate in clinical shifts by shadowing clinic interns and/or faculty supervisors while learning core concepts such as professionalism, medical record keeping, privacy legislation and clinical reasoning.

**Clinic III and IV (CLE200, CLE250), IMG Clinic Bridging II (CLE308i):** In the second year of the ND program and second term of the IMG bridge delivery, students shadowing clinic interns, and participate in elements of patient care. Under the mentorship of clinic interns and clinic faculty, students perform portions of the patient intake and physical exam and are assessed on clinical competencies.

**Clinic III (CLE310) - Legacy Curriculum:** To prepare for their role as primary interns, third year and IMG students transition to practicing in the clinic through a mentoring relationship. Together with clinical interns, and supervised by a naturopathic doctor, these secondary interns co-manage patients, where they can apply their skills in physical examination, medical history taking, case analysis and patient management.

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

Full-time, primary interns (those enrolled in CLE404, 412 and 450) are scheduled for four shifts per week in the RSNC and off-site teaching clinics. Shift times may not overlap with other shifts or courses. The Associate Dean, Clinical Education reserves the right to make necessary changes to the student clinic shift schedule at any time.

## ACCOMMODATIONS FOR CLINIC SHIFTS

Students in the clinical internship portion of their education who have child or parental care responsibilities, or medical issues that restrict the times they may participate on clinic shifts will be provided reasonable schedule accommodations, in accordance with the requirements of human rights legislation. Students must provide evidence in support of their request for accommodation.

If the requirement for a student to be present for a clinic shift at a specified time violates the tenets of their faith regarding religious observance, they will be accommodated.

The *Ontario Human Rights Code* defines family status in terms of a parent-child relationship and prohibits discrimination on the basis that an individual is a caregiver. The care may be that of a parent caring for a child or a child caring for a parent. CCNM will accommodate the restrictions of caregivers by providing scheduling consideration for clinic working hours.

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

Please note that there is no legal obligation for the College to accommodate a student who has conflicts with their work schedule, athletic training, or other educational courses or activities.

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

### DRUG-FREE POLICY

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

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

### 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.

### AODA

CCNM must comply with the *Accessibility for Ontarians with Disabilities Act* (AODA) and adhere to the Integrated Accessibility Standards Regulation. All customer service, information and communication, and employment provided by CCNM, as well as the design of campuses spaceshall follow the ideals of dignity, independence, integration and equal opportunity.

CCNM will meet or exceed all applicable legislation regarding the provision of the five standards of AODA for people with disabilities.

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

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

### WORKPLACE VIOLENCE, HARASSMENT, BULLYING, AND SEXUAL HARASSMENT

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

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

[View full policy.](#)

### SEXUAL MISCONDUCT

CCNM strives to provide a safe and respectful learning and working environment free from sexual misconduct and to ensure that all community members approach cases of employee-student sexual misconduct in a consistent, fair, and timely manner.

[View full policy for CCNM - Boucher Campus](#)

[View full policy for CCNM - Toronto Campus](#)

### EQUAL OPPORTUNITY

The Canadian College of Naturopathic Medicine (CCNM) is committed to providing an intentionally inclusive learning, teaching, and working environment and providing equal opportunities for all individuals and strives to create an inclusive and diverse community.

This applies to all matters of the College.

[View full policy.](#)

### DISCRIMINATION AND HARASSMENT

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.

In compliance with the Ontario Human Rights Code and the British Columbia Human Rights Code, CCNM is committed

to providing an intentionally inclusive learning, teaching, and working environment that is respectful and free from discrimination and harassment for all members of the CCNM community. Any discriminatory and harassing action and/or conduct will not be tolerated, condoned, or ignored at the CCNM.

Incidents of discrimination and harassment refers to action and/or conduct that occurs between members of the CCNM community both on and off college premises, including, but not limited to:

- While engaging or participating in academic- or work-related activities, placements, assignments, and travel;
- At College-related social events;
- When representing CCNM; and
- All forms of communication between community members, including within cyberspace.

All members of the CCNM community are expected to uphold and abide by the College’s Discrimination and Harassment Policy and are responsible for ensuring that their learning and working environment is respectful and free from discrimination and harassment.

[View full policy.](#)

### INCLUSIVE LANGUAGE POLICY

To ensure and maintain an intentionally inclusive learning, teaching, and working environment that is respectful and free from discrimination and harassment, all students and employees are expected to use inclusive language and avoid the use of discriminatory, exclusionary, and stereotyping images, expressions, and language in all College communications, documents, publications, and academic materials.

[View full policy.](#)

[View Inclusive Language Guidelines.](#)

### 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.

### FORMAL COMPLAINT POLICY

CCNM maintains a formal process for receiving, reviewing, and responding to significant student complaints related to the naturopathic program.

1. Students with a serious complaint about the naturopathic program are to submit their concerns in writing, specifying that the submission represents a “Formal Complaint.” The submission shall be directed to the President’s Office.
2. A Formal Complaint can be pursued only after all other avenues under CCNM’s policies have been exhausted.
3. A Formal Complaint must be based on valid grounds, reflecting significant issues that may affect one or more students within the program, and substantiated with relevant evidence. Frivolous or unsubstantiated complaints will be reviewed and dismissed accordingly.
4. The President or their designate will review all submitted Formal Complaints, assess the validity of the claim, initiate an investigation where warranted, ensure that necessary parties are consulted, and attempt to resolve any matters in dispute.
5. All Formal Complaint decisions will be delivered in writing back to the student complainant(s) within thirty (30) days of receipt of the Formal Complaint.



# 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.

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

## ONTARIO

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

### CONO

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

### Ontario Association of Naturopathic Doctors (OAND)

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

## BRITISH COLUMBIA

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

### CNPBC

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

### British Columbia's Naturopathic Doctors

[bcnd.ca](http://bcnd.ca)

## ALBERTA

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

### College of Naturopathic Doctors of Alberta

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

## SASKATCHEWAN

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

### Saskatchewan Association of Naturopathic Practitioners

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

## MANITOBA

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

### **Manitoba Naturopathic Association**

(regulatory body/provincial association)

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

## QUEBEC - UNREGULATED

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

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

## NEW BRUNSWICK - UNREGULATED

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

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

## NEWFOUNDLAND AND LABRADOR - UNREGULATED

### **Newfoundland and Labrador**

### **Association of Naturopathic Doctors**

## NOVA SCOTIA

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

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

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

## NORTHWEST TERRITORIES - UNREGULATED

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

<https://ntand.org>

## NUNAVUT - UNREGULATED

No professional association.

## PRINCE EDWARD ISLAND - UNREGULATED

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

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

## YUKON - UNREGULATED

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

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

## UNITED STATES OF AMERICA

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

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

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

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

### LICENSING EXAMINATIONS

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

### COLLEGE OF NATUROPATHS OF ONTARIO (CONO)

Students planning to practise in Ontario will be required to write the entry-to-practice examinations from the College of Naturopaths of Ontario (CONO). See an [overview of the exams](#).

### COLLEGE OF NATUROPATHIC PHYSICIANS OF BRITISH COLUMBIA (CNPBC)

Students planning to practise in British Columbia will be required to write the Jurisprudence and Oral/Practical examinations and submit an application package to the CNPBC. See the [application requirements](#).

### NATUROPATHIC PHYSICIANS LICENSING EXAMINATIONS (NPLEX)

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

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

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

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

**Its purpose is:**

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

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

# CCNM Vision and Mission

## VALUES

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

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

## VISION

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

## MISSION

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### The Canadian College of Naturopathic Medicine will:

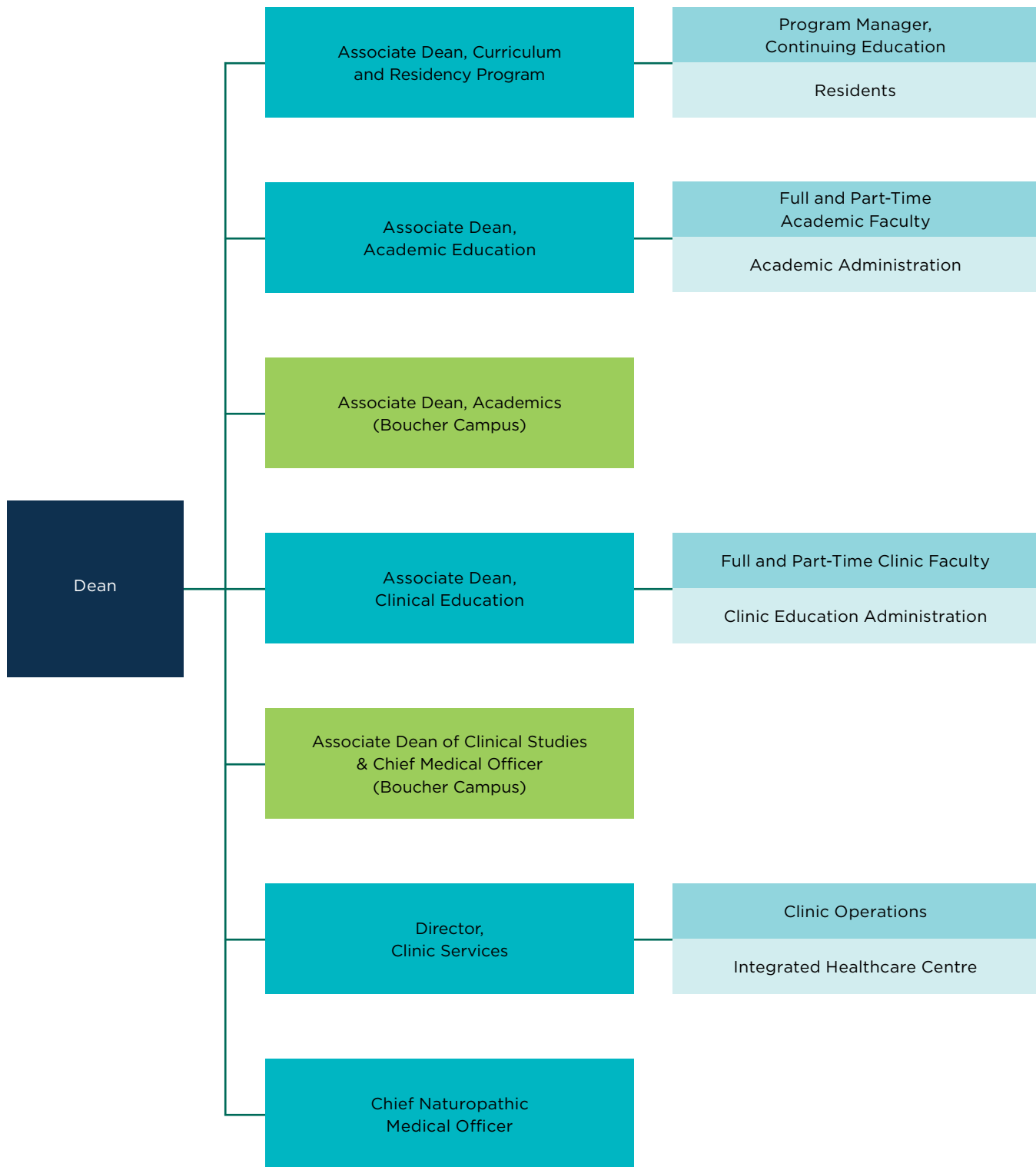
- Demonstrate excellence in education to our students, supporting them throughout their careers;
- Provide a working environment that allows our faculty and staff to excel;
- Expand our knowledge of naturopathic medicine through high quality research;
- Excel in delivering naturopathic medicine to our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

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

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

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

# Academic Structure



# Administration and Faculty

## ADMINISTRATION

Name	Title	Credentials
Carino, Jasmine	Associate Dean, Curriculum and Residency Program	B.Sc., ND, M.Ed., Laurentian University, CCNM, University of Toronto
Cooley, Kieran	Director, Research	B.Sc., ND, University of Saskatchewan, CCNM
De Groot, Nick	Dean	B.Sc., ND, M.Ed., University of Toronto, CCNM, University of Toronto
Ellis, Trevor	Chief Financial Officer	B.Sc., CPA, MBA, University of Western Ontario, Edinburgh Business School
Fairman-Young, Karrin	Associate Dean of Clinical Studies & Chief Medical Officer	BPE, ND, University of Calgary, CCNM
Heisel, Rochelle	Associate Dean, Academics	B.Sc., PhD, University of British Columbia
Henesey, Meghan	Registrar	BA, Burlington College
Karim, Rahim	President and Chief Executive Officer	B.Sc., DC, MBA, University of Toronto, Canadian Memorial Chiropractic College, University of Leicester
Manapat, Desil	Manager, Student Life	BA, MA, St. Paul University (Manila), University of the Philippines Diliman
Lander, Dan	Director, Integrated Cancer Centre	B.Sc., ND, University of Guelph, CCNM
Philogène, Simone	Chief Enrolment, Marketing & Communications Officer, President, CCNM Press	BA (Hons.), MA, University of Ottawa, McGill University
Prousky, Jonathan	Chief Naturopathic Medical Officer, Professor	B.Sc., BPHE, ND, M.Sc., MA, University of Toronto, Bastyr University, University of London, Yorkville University
Quayyum, Sarah	Legal Counsel	BHSc. JD, LLM, McMaster University, University of Ottawa, University of Toronto
Ramage, Chantelle	Assistant Registrar	BA, Columbia Bible College
Seely, Dugald	Executive Director, Patterson Institute for Integrative Oncology Research	B.Sc., ND, M.Sc. Acadia University, CCNM, University of Toronto
Tahiliani, Sasha	Program Manager, Continuing Education	B.Sc., ND, McMaster University, CCNM
Tokiwa, Jonathan	Associate Dean, Academic Education	B.Sc.N, RN, ND, M.Ed., University of Toronto, CCNM, University of Calgary
Wildeman, Reid	Director, Campus Operations and Academic Affairs	BA, B.Ed., M.Ed., University of British Columbia, Simon Fraser University
Young, Barbara	Executive Director, Human Resources	BA, York University
Zeifman, Mitchell	Associate Dean, Clinical Education	B.Sc., ND, University of Toronto, CCNM

## FACULTY

Name	Title	Credentials
Allen, Nathalie	Instructor	B.Sc., ND, McGill University, CCNM
Asasi, Mahsa	Instructor	Doctor of Pharmacology, Islamic Azad University
Azad, Pezhman	Clinic Supervisor, Instructor	MD, ND, Tehran University, CCNM
Barlow, Kerry	Instructor	B.Sc., ND, University of Guelph, CCNM
Bhim, Rick	Clinic Supervisor, Instructor	B.Sc., MD, ND, University of Waterloo, University of Sint Eustatius, CCNM
Bowler, Sarah	Clinic Supervisor	B.Sc., ND, University of Birmingham, CNNM
Brooks, Kristina	Clinic Supervisor	B.Sc., ND, University of Guelph, CCNM
Browman, Jessica	Instructor	BA, ND, MPH, University of Toronto, CCNM, University of Waterloo
Burns, Shelley	Clinic Supervisor	BA, ND, Wilfrid Laurier University, CCNM
Callas, Patrick	Instructor	BA, ND, University of Victoria, CCNM
Carlson-Rink, Cathy	Instructor	B.Sc., ND, University of Saskatoon, Bastyr University
Cashin, Carla	Clinic Supervisor	ND
Chow, Gabriella	IV Clinic Supervisor	B.Sc., ND, McGill University, CCNM
Chung, Katherine	Instructor, Clinic Supervisor	ND
Clifford, Jason	Instructor	B.Sc., ND, University of Guelph, CCNM
Cooper, Scarlett	Instructor	B.Sc., ND, University of British Columbia, CCNM
Creech, Allison	Instructor	BA, M.Ed., ND, Duke University, University of Virginia, CCNM
Dang-Tan, Thien	Instructor	B.Sc., DC, State University of New York, New York Chiropractic College
Davis, Paul	Clinic Supervisor	B.Sc., ND, University of Toronto, CCNM
DeMelo, Jaime	Clinic Supervisor	B.Sc., ND, University of Toronto, CCNM
Dhindsa, Navdeep	Clinic Supervisor, Instructor	B.Sc., ND, Simon Fraser University, CCNM
DiPieri, Lucy	Instructor	PhD, DCH
D'Onofrio, Philippe	Instructor	B.Sc., M.Sc., PhD, University of Toronto



## FACULTY cont'd

Name	Title	Credentials
Doroudi, Majid	Instructor	MSc., PhD
Earls, Aoife	Instructor	B.Sc., M.Sc., ND, McMaster University, CCNM
Facca, Melanie	Instructor	B.Sc., M.Sc., ND, University of Waterloo, D'Youville College, New York, CCNM
Famouri, Ali	Faculty TA	MD, ND, CCNM
Fontes, Mark	Clinic Supervisor	B.Sc., ND, McMaster University, CCNM
Fraser, Ian	Instructor	BA, M.Sc., PhD, University of Western Ontario, Dalhousie University
Fritz, Axel	Instructor	DC, Canadian Memorial Chiropractic College
Fung, Romi	Clinic Supervisor, Instructor	B.Sc., M.Sc., ND, University of British Columbia, Queens University, CCNM
Furze, Emma	Faculty TA	B.Sc., NM, CCNM - Boucher Campus
Gilbert, Cyndi	Clinic Supervisor	BA, ND, Trent University, CCNM
Gluvic, Brian	Instructor	B.Ed, BA, ND, University of Cariboo, Simon Fraser University, Bastyr University
Gowan, Matt	Instructor	B.Sc., ND, University of Waterloo, CCNM
Gratton, Adam	Clinic Supervisor, Associate Professor	B.Sc., M.Sc., ND, University of Toronto, University of Michigan, CCNM
Greenwood, Matt	Clinic Supervisor	B.Sc., ND, University of Guelph, CCNM
Grimwood, Ann	Clinic Supervisor, Core Faculty	BRM, ND, Brock University, CCNM
Godin, Hillary	Clinic Supervisor, Instructor	BA, ND, Simon Fraser University, CCNM
Goraya, Navkiran	Clinic Resident	B.Sc., ND, Brock University, CCNM
Hall, Alexander	Clinic Supervisor, Assistant Professor	B.Sc. (Eng.), P.Eng. MPH, ND, University of Guelph, University of Waterloo, CCNM
Hall, Jasmine	Clinic Supervisor	B.Sc., ND, University of Calgary, CCNM
Handford, Rebecca	Clinic Supervisor, Instructor	BRM, ND, Brock University, CCNM
Harbun, Kathryn	Clinic Supervisor, Instructor	B.Sc., ND, University of Manitoba, CCNM
He, Sen	Clinic Supervisor	ND, CCNM

# Administration and Faculty cont'd

## FACULTY cont'd

Name	Title	Credentials
Henry, Nicole	Clinic Supervisor, Coordinator, IMG	B.Sc., ND, McMaster University, CCNM
Hobson, Jessica	Core Faculty	B.Sc., ND, University of Fraser Valley, CCNM
Huff, Hal	Clinic Supervisor, Professor	BA, ND, M.Sc., Lakehead University, CCNM, McMaster University
Hurnik, Rhea	Core Faculty / Instructor	B.Sc., ND, University of Dalhousie, CCNM
Hussein, Hind	Medical Laboratory Technologist Lead	B.Sc., M.Sc., Omdurman Ahlia University, University of Khartoum
Iarz, Albert	Instructor	B.Sc., ND, York University, CCNM
Kassam, Neemez	Instructor	B.Sc., M.Sc., ND, University of British Columbia, Bastyr University, CCNM
Kato, John David	Instructor	B.Sc., DC, M.Sc., University of British Columbia, Palmer College of Chiropractic West, Ithaca College
Kawasaki, Misa	Clinic Supervisor	B.Sc., ND, University of Waterloo, CCNM
Kexel, Nadine	ICC Resident	B. Sc., ND, McMaster University, CCNM
Khalili, Afsoun	Clinic Supervisor, Associate Professor	B.Sc., ND, Concordia University, CCNM
Korsa, Jennifer	Instructor	B.Sc., ND, Simon Fraser University, CCNM - Boucher Campus
Kuprowsky, Stefan	Instructor	B.Sc., MA, ND, Trent Univrsity, University of British Columbia, CCNM
Lad, Ajay	Clinic Supervisor	B.Sc., ND, Queen's University, CCNM
Lefebvre, Giselle	Clinic Supervisor	B.Sc., ND, University of Calgary, CCNM - Toronto Campus
Lane, Ashleigh	Clinic Supervisor	B.Sc., ND, University of British Columbia, CCNM
Lowe, James	Instructor	BA, MA, University of British Columbia, Alder Professional School of Psychology
MacKenzie, Jennifer	Clinic Supervisor, Instructor	B.Sc., ND, Guelph University, CCNM
Marciano, Marisa	Instructor	BA, ND, Western University, CCNM
Marr, Jason	Instructor	B.Sc., ND, University of Xavier, CCNM
Martin, Sylvi	Instructor	B.Sc.N, ND, Laurentian University, CCNM
McConnell, Sean	Clinic Supervisor	BA, ND, Concordia University, CCNM

## FACULTY cont'd

Name	Title	Credentials
McCrindle, Louise	Clinic Supervisor, Instructor	B.Sc., ND, University of Alberta, CCNM
McParland, Andrew	Instructor, Clinic Supervisor	B.Sc., ND, CCNM - Boucher Campus
Meffe, Cristina	Clinic Supervisor	BPHE, ND, University of Toronto, CCNM
Mitha, Rupi	Clinic Supervisor	B.Sc., ND, University of Guelph, CCNM
Mohammed, Ehab	Clinic Supervisor, Instructor	MBBCh, MA, ND, Cairo University (Egypt), CCNM
Mohan-Ram, Sanjay	Instructor	B.Sc., ND, University of British Columbia, CCNM
Moore, Amber	Clinic Supervisor	B.Sc., ND, Wilfrid Laurier University, CCNM
Morales, Lara	Clinic Resident	B.Sc., MD, ND, University of Santo Tomas, CCNM
Moyer, Krista	Instructor / Clinic Supervisor	B.Sc., ND, Western University, CCNM
Nick, Peter	Instructor	B.Sc. (Hons.), PhD, Simon Fraser University
O'Halloran, Jane Rohon	Clinic Supervisor	RN, ND, St. Joseph School of Nursing, National University of Naturopathic Medicine
Osati, Farzaneh	Clinic Supervisor	B.Sc, M.Sc., PHD, ND, University of Beheshti, Michigan State University, CCNM
Pachkovskaja, Nellie	Professor, Senior Coordinator	MD, CMS (PhD), University of Medicine (USSR)
Parikh-Shah, Sejal	Clinic Supervisor	B.Sc., ND, University of Toronto, CCNM
Park, Eileen	Instructor	B.Sc. , M.Sc., ND, University of Toronto, CCNM
Parmar, Gurdev	Instructor	B.Sc, ND, CCNM - Toronto Campus
Patel, Rita	Instructor, Clinic Supervisor	B.Sc., M.Ed., ND, University of Toronto, University of Calgary, CCNM
Pickrell, Chris	Clinic Supervisor, Instructor	B.Sc., ND, University of Calgary, CCNM
Pirani, Tasneem	Core Faculty, Instructor	M.Sc., ND
Pitfield, Rebecca	Instructor	B.Com., ND, University of Victoria, CCNM
Popov, Larissa	Instructor	B.Sc., ND, University of Waterloo, CCNM
Poulton, Krista	Instructor	B.Kin, Dip.Phyt, RHT
Psota, Erin	Clinic Supervisor	B.Sc., ND, University of Waterloo, CCNM

# Administration and Faculty cont'd

## FACULTY cont'd

Name	Title	Credentials
Ragbir, Rajesh	Clinic Supervisor	B.Sc., ND, University of West Indies, CCNM
Raina, Romi	Clinic Supervisor	B.Sc. & BA, ND, McMaster University, CCNM
Richea, Michelle	Clinic Supervisor, Associate Professor	B.Sc., ND, University of Toronto, CCNM
Roberts, Chris	Clinic Supervisor, Instructor	B.Sc., B.Ed., ND, University of Toronto, CCNM
Saunders, Paul	Clinic Supervisor, Adjunct Professor	PhD, ND, DHANP, Duke University (USA), OCNM, National College of Naturopathic Medicine, Diplomate Homeopathic Academy of Naturopathic Physicians
Shapoval, Maria	Clinic Supervisor, Instructor	B.Sc., ND, University of Toronto, CCNM
Sheridan, Jon	External Site Coordinator and Core Clinical Faculty	B.Sc., ND, Mount Allison University, CCNM
Singh, Onkar	Clinic Supervisor	B.Sc., ND, McMaster University, CCNM
Solomonian, Leslie	Clinic Supervisor, Professor	B.Sc., ND, MPH, University of Guelph, CCNM, University of Toronto
Smulders, Fiona	Instructor	BA, ND, Western University, CCNM
Stephens, Rebecca	Instructor	Dr.TCM/R.Ac.
Teasdale, Tracey	Clinic Supervisor, Instructor	B.Sc., ND, McMaster University, CCNM
Truscott-Brock, Erin	Clinic Supervisor	B.Sc., ND, University of Toronto, CCNM
Uraz, Zeynep	Clinic Supervisor, Associate Professor	B.Sc., ND, Acadia University, CCNM
Vargo, Andrew	ChairBiomed / Instructor	B.Sc, MD, University of Saskatchewan
Vedadi, Hanieh	Clinic Supervisor	B.Sc., ND, Azad University, CCNM
Viinberg, Rachelle	Clinic Supervisor	B.Sc., ND, University of Victoria, CCNM
Villegas, Pilar	Clinic Supervisor	B.Sc., ND, University of Toronto, CCNM
Vizniak, Nik	Instructor	B.Sc., DC, Thompson Rivers University, University of Western State
Vu, Alan	Clinic Supervisor, Instructor	B.Sc., ND, University of Toronto, CCNM
Willms, Heidi	Clinic Supervisor	BA, ND, McGill University, CCNM
Wilson, Sherry	Clinic Supervisor, Instructor	B.Sc., ND, University of Calgary, CCNM

# Administration and Faculty cont'd

## FACULTY cont'd

Name	Title	Credentials
Wong, Aaron	Clinic Supervisor, Instructor	B.Sc., ND, University of British Columbia, CCNM
Wong, Ellen	Clinic Supervisor, Associate Professor	B.Sc., ND, University of Waterloo, CCNM
Ytsma, Natalia	Clinic Supervisor	B.Sc., ND, McMaster University, CCNM

**Note:** This list was accurate at time of creation, but is subject to ongoing change.

TORONTO CAMPUS



CCNM



TORONTO  
CAMPUS

# Appendix A



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

# Doctor of Naturopathy Degree (Toronto Campus) Program Objectives – Years 3, 4, IMG1, IMG2

Through excellence in health education, clinical services and research that integrate mind, body and spirit, CCNM's Doctor of Naturopathy degree 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:
  - Traditional Chinese medicine and acupuncture
  - Botanical medicine
  - Clinical nutrition
  - Counselling and health psychology
  - Homeopathic medicine
  - Lifestyle modification
  - Nature cure
  - Pharmaceuticals
  - Physical medicine
9. Identify the need for urgent and emergent health care and direct appropriate resolution.
10. Establish and manage a naturopathic practice.
11. Manage chronic disease.
12. Demonstrate leadership in health advocacy and environmental stewardship.
13. Collaborate effectively and work in partnership with other health-care practitioners.
14. Demonstrate commitment to the advancement of the naturopathic profession.

CCNM's four-year accredited professional program in naturopathic medicine provides more than **3,000 hours of classroom training and 1,200 hours of clinical experience.**



# Doctor of Naturopathy Degree – Years 3, 4, IMG1, IMG2

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

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

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

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

## BIOMEDICAL SCIENCES

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

## CLINICAL SCIENCES

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

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

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

## ART AND PRACTICE OF NATUROPATHIC MEDICINE

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

## NATUROPATHIC THERAPEUTICS - AN OVERVIEW

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

## TRADITIONAL CHINESE MEDICINE/ ACUPUNCTURE

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

## BOTANICAL MEDICINE

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

## CLINICAL NUTRITION

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

## HOMEOPATHIC MEDICINE

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

## PHYSICAL MEDICINE

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

## HEALTH PSYCHOLOGY AND LIFESTYLE COUNSELLING

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

## 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. The international medical graduate (IMG) cohort becomes 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 25,000 patient visits per year and furnished with 38 patient treatment rooms and nine 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.

The CCNM's Brampton Naturopathic Teaching Clinic (BNTC) is a satellite clinic of the Robert Schad Naturopathic Clinic. Located in Urgent Care Centres in Brampton, patients can see a naturopathic clinic intern and supervisor team.

Clinical interns are also expected to complete at least one 12-month placement in an external community health-care clinic site, where they gain in-depth knowledge of the practice of community-based medicine. The external sites are located in seven community health centres:

- Sherbourne Health Centre
- LAMP Community Health Centre
- Parkdale Community Health Centre
- Queen West Community Health Centre
- Flemingdon Health Centre
- Rexdale Jamestown Hub
- Unison Health and Community Services
- Scarborough Centre for Healthy Communities

The clinical education program has established five focused care clinics in the RSNC:

- sports medicine and pain management
- pediatrics
- mental health
- fibromyalgia and chronic fatigue
- reproductive health/fertility

These areas of focus were created to address the specific need for an introduction to focused training of clinical interns and specialized care of individuals in these demographic groups and/or affected populations. Successful clinical intern applicants are led by naturopathic doctors who have extensive experience in their respective areas of interest.

# Course Listing for Doctor of Naturopathy Program – Years 3, 4, IMG1, IMG2

## 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			
BAS	Basic Science	NAS	Biomedical Integration
BOT	Botanical Medicine	NMS	Naturopathic Practice Management Skills
CLE	Clinical Education	NPH	Naturopathic History and Philosophy
CLS	Clinical Science	NPS	Naturopathic Practice Clinical Skills
CPH	Community and Public Health	NUT	Nurition
ECE	Elective - Clinical Education	PHM	Physical Medicine
ETE	Elective - Naturopathic Therapeutics Education	PSY	Psychology
FNM	Foundations of Naturopathic Medicine	RES	Research
HOM	Homoepathic Medicine	TCM	Traditional Chinese Medicine and Acupuncture

## Course Listing for Doctor of Naturopathy Program – Years 3, 4, IMG1, IMG2 cont'd

THIRD Year Required Courses		
Course Code	Course Name	Credit Hours
BOT303	Botanical Medicine III	3.0
CLE303	Primary Care	2.5
CLE310	Clinic III	3.5
CLS301	Pregnancy, Labour and Newborn Care	2.0
CLS302	Pediatrics	2.0
CLS304	Emergency Medicine	1.5
CLS308*	Sexual and Reproductive Health I	3.0
NMS310	Practice Management I	2.0
NPH306	Integrated Therapeutics I	5.0
NPH316	Integrated Therapeutics II	5.0
NPS315*	In-Office Procedures I	2.5
NUT303	Clinical Nutrition III	3.0
PHM301*	Naturopathic Manipulation II	3.0
PSY303	Health Psychology III	2.5
TCM304*	Traditional Chinese Medicine III	3.0
<b>TOTAL YEAR THREE (without electives): 43.5</b>		

\* Courses designated with an asterisk (\*) must be taken no more than six months prior to commencing CLE404. If more than six months has elapsed from the time a student completed these courses to the commencement of CLE404, the student will be required to pass the Clinic Entrance Readiness Examination to demonstrate their 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.*

Students in Year 3 of the program need to complete all the required courses and a minimum of two electives before entering their clinical internship. The standard load of electives in Year 3 is three. **Four electives are required to graduate.** One of the four electives **must** be a therapeutic-focused (i.e., ETE designated) course. Students can take more than four electives if schedule permits.

## Course Listing for Doctor of Naturopathy Program – Years 3, 4, IMG1, IMG2 cont'd

Electives		
Course Code	Course Name	Credit Hours
ECE301	Naturopathic Integrative Fertility	3.0
ECE311	Fibromyalgia and Myalgic Encephalomyelitis	3.0
ECE321	Naturopathic Integrative Oncology	3.0
ECE331	Pediatrics	3.0
ECE341	Sports Medicine	3.0
ECE351	Mental Health	3.0
ETE300	Special Topics in Traditional Chinese Medicine	3.0
ETE310	Special Topics in Botanical Medicine	3.0
ETE320	Special Topics in Homeopathic Medicine	3.0
ETE330	Special Topics in Clinical Nutrition	3.0
ETE340	Special Topics in Physical Medicine	3.0
<b>TOTAL YEAR THREE (with three electives): 52.5</b>		

FOURTH Year Required Courses		
Course Code	Course Name	Credit Hours
CLE404	Clinic IV	17.5
CLE412	Clinic V	17.5
CLE450	Clinic VI	17.5
CLS408	Sexual and Reproductive Health II	2.5
NMS410	Practice Management II	2.5
NPS402	In-Office Procedures II	1.0
<b>TOTAL YEAR FOUR (with one elective): 58.5</b>		

**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.

# Course Descriptions for Doctor of Naturopathy Program – Years 3, 4, IMG1, IMG2

## IMG1

### **BOT101i: Botanical Medicine I**

This course is designed for medical professionals with a solid biomedical and clinical background, and discusses concepts of herbal prescribing in managing patient conditions commonly encountered in naturopathic practice. The focus of the course is on matching the medicinal actions of classes of botanical constituents with common patient presentations.

### **HOM100: Homeopathic Medicine I**

This introductory course in homeopathic medicine introduces the basic concepts of homeopathy, including: an introduction to the history, principles, and philosophy of homeopathic medicine; repertory; principles of homeopathic treatment; first aid prescribing; acute prescribing; and basic case-taking. course concludes with a mock entry-to-practice multiple choice progress exam.

### **NMS101i: Ethics and Jurisprudence**

This course is designed for the international medical graduate cohort where the medico-legal aspects of naturopathic practice in Ontario and other Canadian provinces are examined. The emphasis is on identifying and discussing the ethical duties of naturopathic physicians to their patients, other medical practitioners and to society.

### **NPH101: Naturopathic History, Philosophy and Principles**

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

### **NPH102: Art and Practice of Naturopathic Medicine**

This course explores the many facets of naturopathic medicine, including its major modalities and the manner by which they are incorporated into a unified approach to healing. The major qualities and skills required for naturopathic medicine are addressed in the context of the program, as well as the ongoing experience necessary to cultivate those skills and qualities. The principles discussed in NPH101 are applied in a small group setting. (Prerequisite or Corequisite: NPH101/NPH101i)

### **NUT102i: Clinical Nutrition I**

This course is the first of three nutrition courses and lays the foundations for analyzing nutritional approaches to health with an emphasis placed on rational and evidence based strategies for dietary recommendations in both the average patient population and special populations. This course is designed for medical health professionals, and examines the structure and function of macro and micro nutrients required for human health and assessing nutritional status.

### **PHM104i Massage and Hydrotherapy**

This course is designed for the international medical graduate student. The relationship between structure and function are explored in the physical medicine stream. Students apply their physical assessment skills in diagnosing pathology, and administer/prescribe therapeutic intervention using physical agents. In this course, students will clinically assess soft tissues and administer hydrotherapy and massage treatments. In supervised hands-on classes, students learn the therapeutic value of touch and bodywork by giving and receiving massage, and the importance and healing power of water is experienced through the exchange of naturopathic hydrotherapy treatments. There is an emphasis on developing self-awareness, presence, respect, and healing intent as key therapeutic tools, as well as the communication skills necessary to properly guide and instruct the patient in a clinical setting.

### **TCM102: Traditional Chinese 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 diagnosis medicine, are discussed. Acupuncture channels, pulse and tongue as well as other therapies employed in traditional Chinese are introduced.

### **TCM103: Acupuncture 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: TCM102, BAS120)



## YEAR 3

### **BOT303: Botanical Medicine III**

This course continues the examination of herbs based on their clinical effects on different body systems, focusing on indications, dosage, contraindications, interactions and associated pharmacological data. Empirical data on the traditional uses of plants as medicines is integrated with scientific research on their pharmacological and clinical actions. Formulation and prescribing principles are presented. (Prerequisites: BAS209, BOT203, CLS216 for non IMGs)

### **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: CLS215, CLS216, CLS223, CLS224; Corequisite: CLE310, NPH306/316)

### **CLE307i: Clinic Bridging I**

This course is the first of a series of three courses that is designed specifically to support the success for the international medical graduate in the ND program. Clinic Bridging I incorporates course competencies associated with Clinic I (CLE100), Principles in Research (RES100) and Physical and Clinical Diagnosis (CLS223/224). The course introduces the international medical doctor to the professional roles and competencies expected of naturopathic doctors in Canada, including review of interview, charting, physical exam, diagnosis, assessment and treatment; students also are provided the opportunity to shadow RSNC faculty as they supervise fourth-year primary interns over two clinic shifts. In addition, they will review evidence-based medicine.

### **CLE308i: Clinic Bridging II**

This course is the second in a series designed specifically to support the success for the international medical graduate in the ND program. It incorporates elements of Clinic I, II and III, as well as provides a review of course competencies from courses in the four-year ND program (Public Health).

During the fall term of Clinic Bridging II, students continue the development of their clinical skills through the observation and mentorship of fourth-year interns. Students spend time observing and working with fourth-year interns for four weeks, and are expected to perform portions of the patient intake and physical exam with RSNC patients. Students are assessed on clinical competencies such as patient rapport, intake skills, professionalism and medical record keeping.

### **CLE310: Clinic III**

To prepare for their role as primary intern, third year students enter the clinic in a mentored environment. Together with fourth year students and supervised by a naturopathic doctor, these secondary interns co-manage patients at the Robert Schad Naturopathic Clinic where they are able to apply their skills in physical examination, medical history taking, case analysis and treatment planning and delivery. (Prerequisites: CLE201, CLS215, CLS216, CLS223, CLS224; Corequisite: CLE303)

### **CLS301: Pregnancy, Labour and Newborn Care**

Students are provided with the fundamental knowledge of prenatal, labour, birth, and postpartum physiological processes. An emphasis is placed on birth being a normal physiological process rather than a pathological one. The diagnosis and treatment of common complaints of pregnancy and postpartum periods are addressed including both allopathic and integrative approaches. Complications that can arise in the childbearing year are also discussed to give students a foundation in understanding when referral is necessary. (Prerequisites: CLS216, CLS224)

### **CLS301i: Pregnancy, Labour and Newborn Care**

This course is designed for medical health professionals. Emphasis will be placed on naturopathic and conventional medical management of common complaints of pregnancy and postpartum periods, including in-depth discussions of contraindications and criteria to identify the possible presence of a condition requiring referral and collaborative care.

## YEAR 3 cont'd

### **CLS302: Pediatrics**

This course examines the growth, development and health promotion of pediatric patients. It also examines common and critical pediatric conditions with respect to case management. Students practice their skills in taking a medical history and performing a physical exam on children of varying ages. They learn how to manage the application of naturopathic principles and therapies to pediatric practice, and how to engage in effective parent education. Emphasis is placed on developing a creative and flexible approach to pediatric care and the importance of referral and contraindications to treatment. (Prerequisites: CLS216, CLS224)

### **CLS302i: Pediatrics**

This course for medical health professionals with a background in biomedicine and clinical sciences will focus on naturopathic management of the pediatric population. Students will appreciate pediatric care through the examination of well-child development, health promotion, and management of illnesses common in pediatric practice. Emphasis is placed on working with the family unit, interpreting the evidence for naturopathic modalities to children, and applying naturopathic principles to treating the whole child.

### **CLS304: Emergency Medicine**

Students learn the key principles of basic life support and develop thought processes required to effectively handle emergency situations. Clinically relevant case scenarios and supervised practical sessions are presented. The RSNC emergency procedures are incorporated to prepare students to implement protocols during their internship. Successful graduates will possess the knowledge, skill and experience to develop emergency protocols for their clinical practice. (Prerequisites: CLS216, CLS224)

### **CLS306i: Sexual and Reproductive Health**

This course provides students with a medical background, a comprehensive overview of the most commonly seen health concerns related to men's and women's health in clinical practice. Students will review conventional approaches, and apply naturopathic treatment options to men's and women's health concerns based on levels of evidence that currently exist. Students will identify, apply and perform sex-specific and age-based physical exams and screening tests based on current research and regional guidelines.

### **CLS308: Sexual and Reproductive Health I**

This course provides students with a comprehensive overview of the most commonly seen health concerns related to men's and women's health in clinical practice. Students are able to identify and apply gender-specific and age-based screening tests based on current research and regional guidelines. They develop skills in performing gender-specific physical examinations and interpreting relevant lab results. Therapeutic management of gender-specific health concerns is emphasized. (Prerequisites: CLS216, CLS224)

### **NMS310: Practice Management I**

The goals of the practice management modules are to provide students with a general knowledge of business concepts, practices and activities and to give them a framework for understanding the steps in the development of their future business as a naturopathic doctor. The course will guide the student towards understanding the business purpose, targeting patient segments, attracting and retaining patients, marketing, professionalism, and designing the patient experience. Students will be introduced to accounting and finance and develop a personalized portfolio that will capture their successes/qualifications for their career choices as well as document a plan for post-graduation career success.

### **NPH306: Integrated Therapeutics I**

This course is a companion to Primary Care (CLE303). Integrated Therapeutics I discusses and evaluates the best practices in therapeutic intervention for commonly seen conditions in primary care. Naturopathic principles and philosophy are aligned in patient management, and the naturopathic therapeutics including, but not limited to traditional Chinese medicine, botanical medicine, clinical nutrition, counselling, homeopathic medicine, lifestyle modification, nature cure, pharmaceuticals, and physical medicine. Students will attain skills to appropriately prescribe pharmaceuticals and monitor therapy to ensure safe and effective treatment for various medical conditions. These are discussed in the context of commonly seen conditions. (Prerequisites: TCM202, BAS209, HOM207, NUT202, PHM204, PSY203, RES100; Corequisite: CLE303; NUT202i, TCM202)

## YEAR 3 cont'd

### **NPH316: Integrated Therapeutics II**

Integrated Therapeutics II is a continuation of NPH306, and is a companion course to Primary Care (CLE303). The objective is to discuss and evaluate the best practices in therapeutic intervention for commonly seen conditions in primary health care. Naturopathic principles and philosophy are aligned in patient management, and the naturopathic therapeutics including, but not limited to traditional Chinese medicine, botanical medicine, clinical nutrition, counselling, homeopathic medicine, lifestyle modification, nature cure, pharmaceuticals and physical medicine. Students will attain skills to appropriately prescribe pharmaceuticals and monitor therapy to ensure safe and effective treatment for various medical conditions. These are discussed in the context of commonly seen conditions, and independent clinical learning projects enhance student knowledge for patient case preparation and treatment. Primary, secondary and tertiary prevention strategies are also discussed. (Prerequisite: NPH306; Corequisite: CLE303)

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

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

### **NUT303: Clinical Nutrition III**

The application of biomedical and clinical sciences to nutrition offers students valuable perspectives on the treatment and prevention of disease, and health optimization. This course is taught in modules, including biochemical individuality, clinical nutritional examination and the toxicology of commonly used vitamins. (Prerequisites: CLS216, NUT202)

### **PHM301: Naturopathic Manipulation II**

This course exposes students to the clinical assessment and mobilization techniques of the cervical, thoracic, lumbar and sacro-iliac segments of the axial skeleton, as well as costo-sternal, costo-vertebral and peripheral articulations. Clinical assessment of the spine primarily involves the use of motion palpation of these areas, augmented with instruction in static palpation and basic visual assessment techniques. Treatment is accomplished by high velocity, low amplitude spinal and manipulative techniques. Indications, contraindications, and appropriate referral for spinal and peripheral joint manipulative therapy will also be discussed. (Prerequisite: PHM204/204i)

### **PSY303: Health Psychology III**

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

### **TCM304: Traditional Chinese Medicine III**

#### **Clinical Applications**

Various allopathic diagnoses are considered from a traditional Chinese medicine perspective. Common pathologies are discussed in terms of their etiology, pathogenesis, TCM pattern identification, acupuncture treatment prescriptions, and adjunct treatment options. Students are taught the main TCM patent herbal formulas used in clinical practice. Adjunct therapies such as cupping, moxibustion, scalp acupuncture, auricular acupuncture and various needling techniques are taught. (Prerequisites: TCM202, TCM203, TCM204/ASM204, CLS216)

**Note:** Courses designated with an asterisk (\*) in the course listing section must be taken no more than six months prior to commencing CLE404. If more than six months have elapsed, the student is required to pass the Clinic Entrance Readiness Examination to demonstrate competency prior to starting CLE404. Additionally, if a student is away from clinic for greater than six months for any reason, the student will be required to pass the Clinic Entrance Readiness Examination before resuming as a primary intern.

## ELECTIVES

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### **ECE301: Naturopathic Integrative Fertility**

The fertility elective examines the various etiologies, diagnostic tests and procedures, and management of individuals or couples seeking to conceive. Conventional and naturopathic treatments will be reviewed so students understand the full range of treatment options available to the couple/individual at pre-conception, conception, and pregnancy. Naturopathic treatment plans will be outlined using evidence-informed medicine. (Prerequisite: NPH306, CLS308 or concurrent with CLS306i)

### **ECE311: Fibromyalgia and Myalgic Encephalomyelitis**

The fibromyalgia elective is designed to enhance knowledge in assessing, diagnosing, and treating complex chronic illnesses, in particular myalgic encephalomyelitis (ME) and fibromyalgia (FM). Students will develop clinical skills and academic knowledge required for best practices in naturopathic ME and FM care. The treatments used will rely on evidence-based medicine as well as functional medicine and traditional healing methods. The main goal of the course is to achieve the integration and enhancement of academic knowledge with naturopathic clinical skills in working with this patient population. (Prerequisite: NPH306)

### **ECE321: Naturopathic Integrative Oncology**

This course examines the etiology, diagnosis, natural history, and management of the most commonly occurring cancers. Naturopathic integrative approaches and innovative therapeutics are discussed and a comprehensive approach to patient management is emphasized. Conventional treatments will be reviewed to understand the full range of treatment options for individuals living with cancer. Naturopathic treatment plans will be outlined using evidence-based, empirical, and case-based medicine. Students will learn the necessary research skills to assess oncology cases and cancer therapeutics to create a comprehensive integrative management plan. The fundamental goal of this course is to provide clinically relevant information to allow interns to more effectively support patients with cancer. (Prerequisite: NPH306)

### **ECE331: Pediatrics**

The Pediatrics elective is designed to enhance the knowledge gained by students in CLS302 (Pediatrics) with a focus on selected topics that are of significance to the naturopathic doctor when treating children. The range of topics will include evidence-based therapeutics for more complex pediatric conditions, while traditional healing methods will be discussed. (Prerequisite: NPH306, CLS302/CLS302i)

### **ECE341: Sports Medicine**

The Sports Medicine elective course provides students an opportunity to acquire knowledge, learn and practice skills as they relate to sports medicine. Special emphasis is given to evidence-based performance-nutrition strategies that range from daily nutrition requirements to very specific ergogenic sport supplementation. Soft/connective tissue injury assessment and rehabilitation strategies are taught to treat conditions regularly experienced by a vast array of athletes, from "weekend warriors" to world champions. (Prerequisite: NPH306, PHM204/324/324i)

### **ECE351: Mental Health**

The mental health elective course will examine naturopathic care in the treatment of chronic mental illness with an emphasis on clinical nutrition and botanical medicine from an evidence-informed perspective. Students will further develop their skills in establishing effective clinician-patient relationships, practical counselling techniques, completing a thorough intake from a mental health perspective, conducting a mental status examination, understanding mental disorder diagnoses, critically assessing the current biomedical model, and learning about other mental health resources. (Prerequisites: NPH306, NUT303, PSY303, NPH306)

### **ETE300: Special Topics in Traditional Chinese Medicine**

The elective course provides the student with more in-depth knowledge of topics related to traditional Chinese medicine and acupuncture. Students will continue to develop their skills in patient analysis and management from a TCM perspective, and explore some of the research behind this naturopathic therapeutic. (Prerequisite: TCM302/302i/302i, TCM303, or TCM304)

## ELECTIVES cont'd

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### **ETE310: Special Topics in Botanical Medicine**

This course is designed for students and practitioners who wish to significantly improve their ability to prescribe botanicals in clinical practice. The focus of this course is the deepening of the practitioners understanding for the rationale of how and when and why any specific herb is chosen, and the ability to put this knowledge into immediate clinical application. (Prerequisite: BOT302/302i or BOT303)

### **ETE320: Special Topics in Homeopathic Medicine**

The homeopathic medicine elective course provides the student with more in-depth knowledge of topics related to homeopathy. Students will develop their skills in constitutional homeopathic case-taking and analysis, expand their *materia medica* knowledge, and explore some of the research behind this naturopathic therapy. (Prerequisite: HOM205/205i or HOM207)

### **ETE330: Special Topics in Clinical Nutrition**

The clinical nutrition elective course provides the student with more in-depth knowledge of topics related to this subject area. Students will develop their skills in patient analysis and management from a clinical nutrition perspective, while exploring the evidence supporting the use of this naturopathic therapy. (Prerequisite: NUT302/302i or NUT303)

### **ETE340: Special Topics in Physical Medicine**

The physical medicine elective course will explore several topics relevant in the assessment and management of patients with biomechanical pathologies. Concepts, skills and procedures previously taught in the physical medicine stream will be reinforced and built upon, while additional techniques that would be useful in the naturopathic management of patients with MSK complaints will be explored. (Prerequisite: PHM301)

## YEAR 4

### **CLE404: Clinic IV**

Students work as primary interns under the supervision of licensed NDs and are responsible for managing the care of patients in the RSNC and its satellite teaching clinics. Students are required to demonstrate the competencies outlined in the Primary Intern Manual and to complete all relevant requirements. (Prerequisite: successful completion of courses in Years 1, 2 and 3 as per clinic entry requirements in academic calendar)

### **CLE412: Clinic V**

Students further develop their skills as primary interns treating patients in the Robert Schad Naturopathic Clinic and its satellite teaching clinics, supervised by licensed naturopathic doctors. Students are required to demonstrate the competencies outlined in the Primary Intern Manual and to complete all relevant requirements. (Prerequisite: CLE404)

### **CLE450: Clinic VI**

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

### **CLS408: Sexual and Reproductive Health II**

This course provides students with a comprehensive overview of the most commonly seen health concerns related to men's and women's health in clinical practice. This course is intended as a continuation of CLS308. Students will further develop their ability to perform sex-specific physical examinations and interpret relevant lab results. They will also be exposed to a variety of primary care and alternative treatment options. They will be able to apply naturopathic treatment options based on levels of evidence that currently exist. By the end of this course, the student will be able to work up and manage a patient case, from a naturopathic perspective based on the topics covered. (Prerequisite: CLS308).

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

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

### **NMS410: Practice Management II**

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

### **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 a foreign body or performing a biopsy/removal of suspected skin lesions.

The use and application of general/local and topical anesthetics and proper use of basic surgical instruments are reviewed as well as principles of asepsis, antisepsis and sterilization. (Prerequisite: NPS316)

# Course Listing for International Medical Graduate (IMG) Bridge

FIRST Year Required Courses		
Course Code	Course Name	Credit Hours
BOT101i	Botanical Medicine I	2.5
BOT203i	Botanical Medicine II	3.0
BOT303	Botanical Medicine III	3.0
CLE307i	Clinic Bridging I	3.0
CLE308i	Clinic Bridging II	1.5
CLE310	Clinic III	3.5
CLE303*	Primary Care	2.5
CLS301i	Pregnancy, Labour and Newborn Care	2.0
CLS302i	Pediatrics	2.0
CLS306i	Sexual and Reproductive Health	5.0
HOM100	Homeopathic Medicine I	2.0
HOM206	Homeopathic Medicine II	2.0
HOM207	Homeopathic Medicine III	2.0
NMS101i	Ethics and Jurisprudence I	1.0
NMS310	Practice Management I	2.0
NPH101	Naturopathic History, Philosophy, Principles	2.0
NPH102	The Art and Practice of Naturopathic Medicine	2.0
NPH306	Integrated Therapeutics I	5.0
NPH316	Integrated Therapeutics II	5.0
NUT102i	Clinical Nutrition I	3.0
NUT202i	Clinical Nutrition II	3.5
NUT303	Clinical Nutrition III	3.0

## Course Listing for IMG Bridge cont'd

FIRST Year Required Courses (con't)		
PHM104i	Massage/Hydrotherapy	2.0
PHM204i	Physical Medicine	3.5
PHM301	Naturopathic Manipulation II	3.0
PSY203	Health Psychology II	1.5
PSY303	Health Psychology III	2.5
TCM102	Traditional Chinese Medicine I	2.0
TCM103	Acupuncture I	1.0
TCM202	Traditional Chinese Medicine II	2.5
TCM203	Acupuncture II	1.0
TCM204	Acupuncture III	1.0
TCM304	Traditional Chinese Medicine III	3.0
<b>TOTAL YEAR ONE (with three electives): 92.5</b>		

Electives (winter term)		
Course Code	Course Name	Credit Hours
ECE301	Naturopathic Integrative Fertility	3.0
ECE311	Fibromyalgia and Myalgic Encephalomyelitis	3.0
ECE321	Naturopathic Integrative Oncology	3.0
ECE331	Pediatrics	3.0
ECE341	Sports Medicine	3.0
ECE351	Mental Health	3.0
ETE300	Special Topics in Traditional Chinese Medicine	3.0
ETE310	Special Topics in Botanical Medicine	3.0
ETE320	Special Topics in Homeopathic Medicine	3.0



## Course Listing for IMG Bridge cont'd

Electives (winter term) (con't)		
ETE330	Special Topics in Clinical Nutrition	3.0
ETE340	Special Topics on Physical Medicine	3.0

The standard load of electives in Year 1 for IMG students is three. The minimum number of electives to complete before entering their clinical internship is two. To graduate students must complete a minimum number of four electives. One of the four electives must be a therapeutic-focused (i.e., ETE designated course). Students can take more than four electives if schedule permits.

SECOND Year Required Courses		
Course Code	Course Name	Credit Hours
CLE404	Clinic IV	17.5
CLE412	Clinic V	17.5
CLE450	Clinic VI	17.5
FNM201	Foundations of Naturopathic Medicine	2.0
NMS401	Ethics and Jurisprudence II	1.0
NMS410	Practice Management II	2.5
<b>TOTAL YEAR TWO (with one elective): 60.0</b>		

BOUCHER CAMPUS



CCNM



BOUCHER  
CAMPUS

# Appendix B



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

# Doctor of Naturopathic Medicine – Years 3, 4 (Boucher Campus)

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

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

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

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

## BIOMEDICAL SCIENCES

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

## CLINICAL SCIENCES

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

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

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

## ART AND PRACTICE OF NATUROPATHIC MEDICINE

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

## NATUROPATHIC THERAPEUTICS - AN OVERVIEW

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

## TRADITIONAL CHINESE MEDICINE/ ACUPUNCTURE

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

## BOTANICAL MEDICINE

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

## CLINICAL NUTRITION

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

## HOMEOPATHIC MEDICINE

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

## PHYSICAL MEDICINE

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

## HEALTH PSYCHOLOGY AND LIFESTYLE COUNSELLING

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

# Course Descriptions

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

## Course Descriptions cont'd

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 FALL (TERM 7)</b>	Homeopathic Medicine VII	1.5	NMHO737	18	Homeopathy VII focuses on case management and follow ups visits for both acute and chronic cases. Students will learn the theoretical and clinical applications in approaching the second prescription, explore posology and prognosis, understand the effects of the prescription. Through study of The Organon, students will learn about aggravations and proving of the remedy and how to manage these. Students will further enhance their knowledge of homeopathic remedies through study of the Materia Medica.
	Naturopathic Clinical Arts and Sciences I (NCAS I)	3	NCAS711	36	The NCAS I course introduces students to integrative medicine and functional disorders of the gastrointestinal system and the microbiome and their role in neurodevelopmental disorders. Endocrine system disorders will be reviewed including adrenal, thyroid, and reproductive disorders. Autoimmune dysfunction and common dermatological conditions with a focus on identification and lab diagnosis will be discussed. Students will learn the indications and contraindications of injectable vitamins and practice phlebotomy, and vitamin B12 Injections.
	Naturopathic Manipulation I	3	NMNM711	36	Through lecture and practical labs, Naturopathic Manipulation I provides students the knowledge and skills to perform an assessment of a regional joint complex and surrounding structures, discuss and identify the significance of regional normal versus pathological end-feels associated with joint dysfunction (subluxation), perform regional joint play mobilizations for assessment and treatment, perform palpation, stretching, strengthening and muscle testing for regional therapeutic applications and demonstrate a high velocity, low amplitude thrusts as indicated.



## Course Descriptions cont'd

	Course	Credits	Code	Hours	Course Description
<b>YEAR 3 FALL (TERM 7)</b>	Nutrition VII	1.5	NMNU737	18	In Nutrition VII, students will learn dietary and nutritional support for reproductive/hormone disorders such as metabolic syndrome, insulin resistance, menopause, PMS, estrogen dominance, progesterone deficiency and hypothyroidism. Dietary and nutritional support of detoxification pathways are reviewed with consideration of the digestive, hepatic, and renal systems.
	Research III	1.5	PDRS723	18	Students will develop the ability to effectively search medical literature and databases and summarize and critically appraise medical research. They will appraise the validity and relevance of clinical studies key to developing research literacy in naturopathic medicine. The fundamentals of performing a literature review as well as designing and writing a publishable case study will be taught. Students will write a short literature review on a topic relevant to naturopathic medicine.
	Traditional Asian Medicine VII	1.5	NMAM737	18	TAM V focuses on Liver, Gallbladder, San Jiao & Pericardium acupuncture points locations & functions. Students will learn to safely locate and needle acupuncture points on the Bladder meridians and will be able to list the indications and contraindications for these points. Students will develop knowledge of TAM symptom pattern and diagnosis for the Liver, Gallbladder, organs from a TAM perspective. Practical classes will focus on tongue and pulse diagnosis and needling techniques.
	Clinic Assistant	18	CPCE701	72	Clinic assistant rotations provide the novice secondary intern an introduction to clinic operations and include duties in the lab, and dispensary. Students develop their clinic operations skills under the mentorship of the Dispensary Manager and Lab Technicians.
	Clinic Secondary	6	CPCE501	96	Students are enrolled as secondary interns in the teaching clinic in their third year of the program. Over the course of three terms the secondary intern assumes increasing responsibility in patient care including physical exam, interviewing and charting, patient research and case presentation.
<b>TOTAL</b>		<b>105</b>		<b>420</b>	

## Course Descriptions cont'd

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



## Course Descriptions cont'd

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

## Course Descriptions cont'd

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

## Course Descriptions cont'd

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

## Course Descriptions cont'd

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

## Course Descriptions cont'd

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

## Course Descriptions cont'd

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

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

## Course Descriptions cont'd

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

## Course Descriptions cont'd

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



## Course Descriptions cont'd

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

## Course Descriptions cont'd

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

# Clinic Requirements

## CLINICAL EDUCATION PROGRAM

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

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

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

## CLINICAL COMPETENCIES

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

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

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

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

## TRANSITION TO SECONDARY CLINICIAN REQUIREMENTS

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

*Note: View the full Transition to Secondary Clinician Requirements on page 153 of the Student Handbook located in eCampus.*

## TRANSITION TO PRIMARY CLINICIAN REQUIREMENTS

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

## COMPLETION REQUIREMENTS

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

A minimum of 1400 hours broken down as:

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

All clinical competency sign offs completed;

A minimum of 225 patient contacts as a primary clinician;

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

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

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

Successful completion of all competency requirements.

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

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

### PRECEPTORSHIPS

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

### PRECEPTORSHIP POLICY

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

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

*Note: View the full policy and procedures on page 167 of the Student Handbook located in eCampus..*

### EXTERNSHIPS

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

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

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

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

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

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

### STUDENT PRACTICE POLICY

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

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

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





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