UT NATUROPATHIC MEDICINE
DOCTORAL PROGRAM (NMDP)
STUDENT HANDBOOK
UT does not exclude from participating and do not reject benefits, nor discriminate against any person for reasons of ethnicity, sex, age, color, place of birth, origin or social condition, impairment or political, religious, social or labor views. Faculty, staff, and persons in the academic and clinical areas are treated in a nondiscriminatory manner—that is, without regard to race, color, religion, sex, national or ethnic origin, disability, age, sexual orientation, genetic information, citizenship, or status as a covered veteran. If our institution receives any complaint concerning discrimination, we manage each case based on SUAGM compliance resolution policy.
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Welcome to the Naturopathic Medicine Doctoral Program (NMDP), at the School of Health Sciences (SHS), Universidad del Turabo. Upon completion of the doctorate program of study, you will be awarded a Doctorate in Naturopathic Medicine degree (ND). This degree will prepare you to practice in a Naturopathic Medicine Physician role.

Today most illnesses are preventable and manageable through primary care, health promotion and disease prevention. However, the lack of access to primary care services many times leads to complications that are irreversible and ultimately lead to death. Overworked physicians in rural and urban underserved areas are unable to spend the needed time focusing on prevention and health promotion. The NMDP will educate health care professionals who can provide care among populations in rural and urban underserved areas to meet the current and emerging health care challenges in Puerto Rico.

We welcome you to our doctoral program and look forward to assisting you in achieving your goals.

Sincerely,

Nydia Bou
Nydia Bou, Ed.D.
Dean

Frank Valentin Silva
Frank Valentin Silva, MD
Program Director
Purpose of this Handbook

This handbook is an orientation guide to policies, procedures, and other information specific to the Program and the Institution. Information in this handbook is as accurate as is realistically possible; however, the contents may change periodically. Due notice will be given to all students when changes are made to policies contained in the handbook. If there are questions about any of the information contained in this document, do not hesitate to contact the program director.

Universidad del Turabo

Universidad del Turabo (UT) is a non-profit institution of higher education part of the Ana G. Méndez University System (S.U.A.G.M. for its Spanish acronym). It is located 15 miles southeast of San Juan within easy reach of the entire east-central part of the island. It offers its academic degrees at the Gurabo main campus and five university centers located in Yabucoa, Cayey, Barceloneta, Isabela, and Ponce. Additional Branch Campuses offer the SHS Nursing degrees at Metro Orlando, Tampa Bay, South Florida, Maryland, and Dallas, Texas.

UT offers a variety of academic degrees from certificates and associates all the way to doctoral degrees. The institution student body is diverse and comes mostly from the surrounding communities with a variety of economic, social, economic, and educational backgrounds and diversity. Founded in 1972, Universidad del Turabo has continued its steady growth and as of today has a student population of over 15,000 students.
Vision

To be the leading educational institution in teaching and research, which promotes innovation, entrepreneurship, internationalization, and sensibility towards cultural diversity and the environment.

Mission

To be an institution of higher education with broad academic offerings of the highest standards of quality. Committed to excellence in teaching, research, innovation, internationalization, and social-humanistic values for a diverse academic population, Universidad del Turabo forms global citizens with critical thinking skills which contribute to the development and well-being of Puerto Rico and other countries.
Values

Universidad del Turabo is committed to:

• freedom of thought and expression

• excellence in teaching and the pursuit, generation, dissemination and application of knowledge

• respect the dignity of the individual

• respect nature and the environment

• promote ethical, social and cultural values

• recognize and respect diversity

• promote institutional excellence in planning, operations and service

• promote human and esthetic sensibility

Accreditation and Affiliations

Universidad del Turabo is accredited by the Middle States Association of Colleges and Schools and the Puerto Rico Education Council.

The Naturopathic Medicine Doctoral Program has the status of candidacy with the Council on Naturopathic Medical Education (CNME).

Council for Naturopathic Medical Education
PO Box 178
Great Barrington, MA 01230
(413)-528-8877
http://www.cnme.org/programs.html
The NMDP was established in 2008 under the School of Health Sciences. In 2016, the first group of students completed the degree. The NMDP is the only program to offer the Naturopathic Medicine doctoral degree in the Caribbean and Latin-American. The program is the only one whose primary language of instruction is Spanish. The program received candidacy status from the Council on Naturopathic Medical Education (CNME) on 2015 and a reaffirmation of candidacy on 2017. The program is expected to undergo evaluation for full initial accreditation by the CNME on 2019.

The NMDP is a four-year academic program to train naturopathic medicine primary care physicians and prepare them to sit for the Naturopathic Medicine Licensing Examination (NPLEX) parts II and I and work in states and provinces that license ND’s (naturopathic doctors). The curriculum includes holistic approaches to healing with a strong emphasis on disease prevention and optimizing wellness. The program requires hands-on clinical experience with the different modalities (Traditional Chinese Medicine, Homeopathy, Botanical Medicine, and Physical Medicine among others).

The curriculum consists of 278 credits and students are required to complete a minimum of 1200 hours of clinical experience.
NMDP Vision 2023

To become an internationally recognized naturopathic medicine program to impact, as a social tool, the community healthcare model of Puerto Rico.

NMDP Mission 2023

Develop naturopathic physicians who will provide excellent patient care through the application of the naturopathic medicine principles and philosophy within an evidence-based and evidence-informed, integrative, and humanistic healthcare model.
The SHS academic offerings are organized in five academic areas/departments: (1) Nutrition (2) Nursing (3) Health Professions (4) Veterinary Technology and (5) Naturopathic Medicine. Administrative support includes one receptionist, three administrative assistants, one administrative director, one student services director, one student services official, and one academic advisor. Below is a program level organizational chart for information purposes.
Naturopathic medicine (NM) has its roots in old medical practices and modern biomedical sciences from which it has drawn its heart, spirit and structure. Based in profound human and nature health principles, the naturopathic medical profession has established six philosophical principles as its vision and objective when treating disease. These principles are based on the objective observation of the nature of health and disease and are examined continually in light of scientific analysis. These principles stand as the distinguishing marks of the profession:
THE HEALING POWER OF NATURE | Trust in the body’s inherent wisdom to heal itself.
IDENTIFY AND TREAT THE CAUSES | Look beyond the symptoms to the underlying cause.
FIRST DO NO HARM | Utilize the most natural, least invasive and least toxic therapies.
DOCTOR AS TEACHER | Educate patients in the steps to achieving and maintaining health.
TREAT THE WHOLE PERSON | View the body as an integrated whole in all its physical and spiritual dimensions.
PREVENTION | Focus on overall health, wellness and disease prevention.

https://aanmc.org/6-principles/

Naturopathic Doctors Licensing Information

At the moment 15 states, the District of Columbia, Virgin Islands, Puerto Rico, and some Canadian provinces have laws that license and regulate the practice of Naturopathic Medicine. All these places require an earned naturopathic doctorate degree from a full accredited -or candidate- CNME program. Most states, territories and provinces require that once the student obtains the ND degree they also need to approve a national board exam comprised of basic and clinical medical sciences, called the Naturopathic Physician Licensing Examination (NPLEX). The North American Board of Naturopathic Medical Examiners (NABNE) administers this exam.

North American Board of Naturopathic Examiners
Naturopathic Physician Licensing Examination (NPLEX)

NPLEX is a tow-part exam and is offered twice a year at different places including Puerto Rico since 2017.
<table>
<thead>
<tr>
<th>PART I</th>
<th>Biomedical Science Examination</th>
<th>Integrated case-based examination that covers the topics of anatomy, physiology, biochemistry &amp; genetics, microbiology &amp; immunology, and pathology. NABNE requires that the student passes the Biomedical Science Examination (Part I) and be graduated from a CNME accredited or candidate naturopathic medical college before he or she is eligible to take the NPLEX Part II or the Clinical Science Examination.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART II</td>
<td>Core Clinical Science Examination</td>
<td>Is an integrated case-based examination that covers the topics of diagnosis (Clinical and Physical Diagnosis, Clinical Laboratory and Imaging Diagnosis), botanical medicine, clinical nutrition, physical medicine, homeopathy, counseling, behavioral medicine, health psychology, emergency medicine, medical procedures, public health, pharmacology, and research. It also has an elective topic section that can be required by some jurisdictions. This part is called the Clinical Elective Examinations and essentially covers Minor Surgery and Acupuncture.</td>
</tr>
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</table>

Due to different local regulations regarding scope of practice, board exams, licensing issues, fees, policies, and procedures, applicants are advised to direct specific questions to state boards and associations of the jurisdiction where they plan to practice. Some guidance related to licensure, accreditation, and practicing may be directed to:

**Puerto Rico Association of Naturopathic Physicians (PRANP)**
P.O. Box 193659
Hato Rey, PR 00919-3659
P:787-368-9393
http://www.prnp.co/es/

**Association of Accredited Naturopathic Medical Colleges (AANMC)**
818 18th Street NW, Suite 250
Washington, DC 20006
P:800-345-7454
https://aanmc.org/about/
American Association of Naturopathic Physicians (AANP)
American Association of Naturopathic Physicians:
818 18th St. NW, Suite 250
Washington, DC 20006
P: 202-237-8150 Toll Free: 866-538-2267
F: 202-237-8152
https://www.naturopathic.org/contactaanp

Federation of Naturopathic Medicine Regulatory Authorities
Shannon Braden, ND
Administrative & Development Coordinator
shannonbraden@fnmra.org
503-244-7189
9220 SW Barbur Blvd., Suite 119, #321
Portland, OR 97219
https://www.fnmra.org/

Canadian Association of Naturopathic Doctors (CAND)
Canadian Association of Naturopathic Doctors
20 Holly St., Ste. 200
Toronto, Ontario, Canada M4S 3B1
P: 416-496-8633
P: 1-800-551-4381
F: 416-496-8634
https://www.cand.ca/contact-us/

North American Board of Naturopathic Examiners (NABNE)
Suite 119, #321
9220 S.W. Barbur Blvd.
Portland, OR 97219
P: 503-778-7990
Email: info@nabne.org
https://www.nabne.org/home/

Council on Naturopathic Medical Education
PO Box 178
Great Barrington, MA 01230
413-528-8877
https://cnme.org/

Meet the UT-NMDP Team:

Charles Andrews, ND
Clinical Director

Frank Valentin, MD
Program Director

Arysdelis Figueroa, ND
Clinical Coordinator

Fernando Janer, ND
Assistant Professor
The NMDP faculty hold the required professional qualifications, updated local and professional state licenses, and professional certificates appropriate to their discipline as required to provide clinical experiences. Faculty members for didactic and clinical courses are appropriately qualified for their roles in the NMDP. These qualifications include their knowledge of student evaluation and instructional methodology. This is done through a rigorous faculty evaluation procedure that includes the evaluation from the Dean, the Program Director, and Faculty peers.

The NMDP is composed of full time faculty, administrators, and a distinguished group of lecturers that include Doctors in Chiropractic (DC), Anatomists (Ph.D, MS), ND’s with a variety of specializations, and MD’s with diverse professional backgrounds. Clinical faculty is fully licensed with the required minimum of two years of clinical experience.

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<th>PRINCIPAL ROLE IN THE NMDP</th>
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<tr>
<td>NAME</td>
<td>SPECIALTY</td>
</tr>
<tr>
<td>Angel Rivera</td>
<td>MD</td>
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<tr>
<td>Arysdelis Figueroa</td>
<td>ND</td>
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<tr>
<td>Bolivar Arboleda</td>
<td>MD</td>
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<tr>
<td>Bruyanelis Ramos</td>
<td>ND</td>
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<tr>
<td>Charles Andrews</td>
<td>ND</td>
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<tr>
<td>Fernando Janer</td>
<td>ND</td>
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<tr>
<td>Frank Valentín</td>
<td>MD</td>
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### NMDP FULL TIME AND PART TIME FACULTY ROSTER

<table>
<thead>
<tr>
<th>NAME</th>
<th>SPECIALTY</th>
<th>CLINICAL</th>
<th>ADMINISTRATOR</th>
<th>ACADEMIC</th>
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<tr>
<td>Jason Fuentes</td>
<td>ND</td>
<td>X</td>
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<tr>
<td>Jeffrey Sepúlveda</td>
<td>ND</td>
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<tr>
<td>Juan Velázquez</td>
<td>DC</td>
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<tr>
<td>Katherine Smith</td>
<td>ND</td>
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<td>Lilifranceska Lebrón</td>
<td>ND</td>
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<tr>
<td>Nietzell Vázquez</td>
<td>PhD</td>
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<td>X</td>
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<tr>
<td>Yaisanet Oyola</td>
<td>MD, MS</td>
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<tr>
<td>Raul Guzman</td>
<td>ND</td>
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<td>X</td>
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<tr>
<td>Roberto Román</td>
<td>ND</td>
<td></td>
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<td>X</td>
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<tr>
<td>Steve Davis</td>
<td>ND</td>
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<td>X</td>
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<tr>
<td>Víctor Domínguez</td>
<td>DC</td>
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### NMDP Objectives

1. Provide a comprehensive education in Naturopathic and Oriental Medicine, through knowledge integration and application consistent with a holistic approach to medicine.

2. Advocate for professional and ethical standards applicable to local and global socio-political affairs regarding naturopathic professional integration in health care.
3. Utilize a service-model approach, which facilitates interdisciplinary collaboration, stressing the proper application of the scope of practice and its limitations, including appropriate referral criteria for integrated patient management.

4. Integrate throughout the curriculum the necessary skills to promote research oriented mindset in order to successfully critique existing research, their clinical application and the interest and proficiency in developing areas where research is needed.

5. Engage in individual student mentoring, prompting the development of excellent diagnostics and safe and effective therapeutic skills rooted in the philosophy and principles of naturopathic medicine.

6. Emphasize the importance of having a vast understanding of allopathic therapies, and the used of critical thinking regarding safety and therapeutic interactions.

7. Promote the development of broad and in-depth evidence-based knowledge of health promotion, risk reduction and disease prevention.

   **NMDP Curriculum**

   The program maintains accuracy and relevancy thru periodic revision of its curricular content.

   As of today, the curriculum consists of 278 credits. A comprehensive curricular revision is underway. All changes will be communicated to the students in a timely manner.

   **NMDP Plan of Study**

   Students, who follow the full-time sequence of courses as detailed in the plan of study and comply with all clinical requisites, may complete the program in 4 years. The current program of study
includes 278 credits. Clinical education complies with the minimum required by CNME (Std.VI.C.5a.5d.5e).

- **At least 1,200 clock hours** of clinical training involving patient contact in a clinical setting.
- Of the 1,200 hours, student clinicians must spend a **minimum of 850 hours involved in patient care**, in either a primary or a secondary capacity, under supervision of clinical faculty members, in a naturopathic clinic where clinical competencies are evaluated by the program.
- The **total number of patient interactions** that each student clinician, practicing in either a primary, secondary or preceptorship capacity, must attain by graduation is at least **450**.
- The **number of patient interactions** that each student clinician, working in a **primary capacity** involving assessment and/or treatment of patients under clinical faculty supervision, must attain by graduation is at least **225**.
- Of the required 1,200 hours of clinical education, **at least 900 clock hours are supervised by licensed/registered naturopathic physicians/doctors**.
- A minimum of **180 preceptorship** (observation) hours.
As a graduation requisite, students complete a clinical case research proposal. The program provides multiple opportunities for students to engage in research and research related professional presentations. The following is a simple guide for presenting the research proposal.

The research course faculty will provide any specific information or changes to the following information.

Research proposal

The research proposal consists of three chapters Chapter I Introduction; Chapter II Literature Review, and Chapter III Methodology. These three chapters need to be completed in order to approve the research course. The chapters may be presented in either English or Spanish and will be written in future tense following the American Psychological Association (APA – last edition) style. The proposal will include references as well as any other required documents as an appendix. Each chapter will start restating the research purpose and with a brief introduction which will follow specific sub-topics in each chapter.
<table>
<thead>
<tr>
<th>Chapter I Introduction</th>
<th>Chapter II Literature Review</th>
<th>Chapter III Methodology</th>
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<tbody>
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<td>Introduction</td>
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<td>Introduction</td>
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<td>Research purpose</td>
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<td>• Access to study subjects</td>
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<td>• Inclusion criteria</td>
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<td>• Exclusion criteria</td>
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<td>• Risks for subjects</td>
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<td>• Benefits for society</td>
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<tr>
<td>Justification</td>
<td>Basis and theories</td>
<td>Informed consent</td>
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<tr>
<td>Hypothesis (when they apply)</td>
<td>Research conducted previously</td>
<td>Confidentiality management</td>
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<td>Variables (when they apply)</td>
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<tr>
<td>Proposed research procedures</td>
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<td>Data collection</td>
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<td>Interviews (qualitative)</td>
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<tr>
<td>Instrument (quantitative)</td>
<td>Expert validation, purchase receipt or author approval for use</td>
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<td>Data analysis</td>
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<td>Trustworthiness (qualitative)</td>
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<td>Statistics (quantitative)</td>
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<tr>
<td>Research significance</td>
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The UT Naturopathic Medicine Clinic

The Naturopathic Medicine Clinic (NMDP-Clinic) is a teaching clinic that offers the full-range of naturopathic, complementary, integrative and alternative medicine services and treats patients of all ages and health conditions. Some of the treatments offered include clinical nutrition, lifestyle counseling, homeopathy, botanical medicine, constitutional hydrotherapy, physical medicine (hydrotherapy, naturopathic manipulation, massage, physical therapy), minor surgery, hypnosis, yoga, meditation, nutritional IV therapy, and traditional and Chinese medicine treatments (auricular therapy, electro acupuncture, acupuncture, Tui na, Chinese herbs, laser acupuncture, and cranio acupuncture).

Within the NMDP-Clinic there is a naturopathic dispensary that carries a selection of the highest quality natural medicines available including bulk herbs, herbal tinctures, creams, homeopathic medicines, and nutraceuticals. Contact information for the clinic is:
In their academic and independent research activities, students are expected to maintain high standards of honesty and integrity. Definitions of unacceptable academic behavior include:

**Plagiarism**

Taking credit for someone else’s ideas, words or statements or other works as one’s own without proper acknowledgment. Examples include:

- Word-for-word plagiarism – copying exactly from someone else’s text.
- Section-by-section plagiarism – lifting phrases from someone else’s text.
- Select-term plagiarism – lifting a special term from a text not one’s own.
- Paraphrasing – using someone else’s ideas as if they were one’s own thoughts.
- Borrowing facts, statistics, and other illustrative material – unless the information is common knowledge.

**Cheating**

Committing fraud on a record, report, paper, computer assignment, examination or other course requirement. Examples of cheating include:

- Using unauthorized notes, study aids or information from another student or student’s paper on an examination or any other course requirement, including giving or receiving assistance from another student without the instructor’s permission.
- Altering a graded work after it has been returned and then submitting the work for regarding.
• Allowing another person to do one’s work and to submit the work under one’s own name.

• Submitting two copies of the same or nearly similar papers to two professors without prior approval.

• Fabricating data in support of laboratory, research or fieldwork. Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

_Aiding and Abetting Dishonesty_

Providing material or information to another person with knowledge that the material or information will be used improperly.

_Falsification_

Without proper authorization. Altering documents affecting academic or University record; forging signatures of authorization; or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official University document.


For additional information on institutional sanctions and misdemeanor classifications, please refer to the SUAGM Institutional Student Handbook, located at the Vice-Chancellor of Student Affairs.

_Misuse_

The following actions are subject to disciplinary processes as established by the Institution.

_Misuse of computers:_ Violating the University’s “condition of use” statement.
**Misuse of available facilities**: Intentionally abusing available facilities (e.g. laboratories, classrooms and libraries).

*Confidentiality and privacy of client information*

Students must be especially careful regarding the invasion of the client’s privacy. Students should use only INITIALS of the client when completing history forms, care plans, and any other documents that are part of their educational experience. The doctoral student is particularly concerned with the process of informed consent in the implementation of research during completion of the research option.

**Drugs and alcohol**

Illegally using, selling, possessing or distributing any drugs or alcohol; or using prescribed and/or illicit substance or alcohol in such a manner as to impair one’s judgment or performance as a doctorate student. For additional information on the subject matter, please refer to SUAGM Drug Testing Policy and Program available at [http://ut.suagm.edu/sites/default/files/uploads/Asuntos-Est/srtk/Politica_para_una_Comunidad_Libre_de_Alcohol_Tabaco_y_Sustancias_Controladas.pdf](http://ut.suagm.edu/sites/default/files/uploads/Asuntos-Est/srtk/Politica_para_una_Comunidad_Libre_de_Alcohol_Tabaco_y_Sustancias_Controladas.pdf).

**Smoking**

Smoking including the use of electronic cigarettes is strictly prohibited in the UT SHS premises.

Additional information regarding expected student behavior may be found at [http://www.suagm.edu/uagmcv/msche/appendix/A-29%20SUAGM%20Student%20Regulations.pdf](http://www.suagm.edu/uagmcv/msche/appendix/A-29%20SUAGM%20Student%20Regulations.pdf)

**Reglamento de Estudiantes del SUAGM 27 de enero de 2016.**

**Conflict Management Policy**

Good communication skills allow healthy professional relations to develop. NMDP students are encouraged to resolve daily conflicts following professional and ethical standards of communication. The NMDP has an open door policy for communication. Students have access as individuals or as groups to the program or clinical director depending on the matter brought. After the issue is discussed and
alternatives explored, the program representative documents a meeting act and make it available either physically or thru electronic mail. The program director keeps a permanent record of conflicts management and their resolution at the NMDP office.

Improper actions such as discussing problems in front of patients, arguing in front of clients, use of social networks to post negative information about a situation of the program or the institution, or improperly arguing to faculty members will not be tolerated. If assumed by students such actions will be referred for the corresponding office for disciplinary sanctions.

If a student needs to appeal any program determination, he may contact the Vice Chancellor of Student Affairs office (http://ut.suagm.edu/es/asuntos-estudiantiles). This office handles student appeals depending on their nature, has established, and well defined procedures.

**OTHER NMDP MISCELLANEOUS POLICIES**

**Computer literacy**

Students must use word processing software when developing written materials. They are introduced to computerized statistical analyses in the research course and are expected to prepare and give PowerPoint presentations as part of their course work. Utilization of Internet is encouraged.

**Dress code**

- **Uniform**: the official UTNMDP uniform consist of a hunter green scrub, the School’s insignia, closed shoes (clean tennis shoes may be worn) and the student UT ID.

- **Jewelry**: Rings-engagement and wedding bands only may be worn since these may cause injury to clients and harbor organisms. Small earrings, whether posts or loop earrings. Only one earring per ear is allowed. No other body piercing jewelry may be worn in the clinical area.
✓ **Fragrances**: Use only sparingly. Strong odors can be objectionable to clients who are ill. The odor of a smoker is also apparent and offensive to some clients and others.

✓ **Hair**: Long hair must be pulled back from one’s face and should not be allowed to fall forward in a work area. Use discretion in hair accessories to maintain a professional appearance, safety, and hygiene.

✓ **Fingernails**: Short, clear or very light color polish is permitted.

✓ **Tattoos**: Any tattoo must be covered while in the clinical area.

✓ **Gum chewing**: Gum chewing is not allowed in the clinical area.

**Cellular phones, tablets, laptop**

The time spent in the classroom or clinical setting is very important and must be the primary focus of both the faculty and students involved. It is, therefore, necessary to prohibit the use of personal electronic disruptive equipment in the classroom and clinical settings. These may include cellular phones and smart watches with cellular functions.

When cellular phones are part of the communication within that clinical setting, an exception may be made. Should a student be in a situation where an emergency communication is pending, it should be brought to the attention of the faculty member or appropriate staff member.

**UT Doctoral Programs Policies**

Norms related to grading, evaluation, claims processes, course repetitions, attendance, and academic load among other may be found in detail at:

Disclosure Statement

Students should be familiar with doctoral program policies and review them periodically. The NMDP reserves the right to change the regulations and policies in the handbook at any time. Program changes may be made during a student’s program of study. Students are responsible for following the most recent revisions. Due notice of program changes will be given to all students.

Expectations from Students

UT NMDP students are expected to:

✓ Complete a course’s required prerequisites prior to enrolling in any course.

✓ Adhering to standards of naturopathic medicine practice appropriate to the student’s level

✓ Engage in independent learning activities.

✓ Placing proof of current CPR certification (professional level) when requested.

✓ Placing proof of other personal and health-related documents when requested (e.g., health, good conduct, Law 300 certificates).

Students are expected to abide to high ethical, moral, and conduct standards. Certain behaviors are considered as unsafe or unethical practices:

✓ Behaving in a disrespectful manner toward clients or other team members (supervisors, classmates, clinical coordinator, clinical director, program director). This includes verbal and written communication including electronic communication and social media.
✓ Performing activities for which the student is not prepared or which are beyond his capabilities.

✓ Performing activities that do not fall within the legal realm of professional naturopathic practice.

✓ Recording or reporting inaccurate data regarding client assessments, care plans, naturopathic interventions or client evaluations

✓ Failing to recognize or report own errors (incidents) performed in relation to client care.

✓ Having physical, mental or cognitive limitations, which endanger or impair the welfare of the client or others.

✓ Disclosing confidential or private information inappropriately.

**Residency – summer enrollment**

Completion of the program requirements takes considerable dedication of time. Students need to be available for related coursework and practicum experiences that are offered during the day as well as weekends and evening coursework. The program is designed as a full-time course of study and students are discouraged from working full-time.

Students must be available for summer courses and clinic shifts. Once assigned to clinical rotations, students will need to be available up to six days per week. In order to accommodate all the clinical requirements, flexibility regarding scheduling is necessary. Students are required to be in residency during the summer. Students are expected to complete all the academic and clinical requirements within the original period planned.

**Academic Program Plans**

Courses enrollment is conducted at the School of Health Sciences. Each student will follow the Program’s plan of study. Students **may not** choose to stay out of the plan or enroll in a part-time plan of study of their choosing. Special circumstances will be managed accordingly. Courses are offered once a
year only. If a student fails a course, he or she will need to wait until the course is offered to re-enroll. Students must not expect to complete the program within the original period if a course is failed.

When failing a course, the student will meet with the Program director to develop an individualized plan of study. Once a student fails a course, there is no future guarantee that the courses the student needs to take according to his individualized plan will not have a time meeting conflict. If time conflicts occur, the Program director will advise the student and will re-arrange his or her plan of study. Most likely Program completion dates will be affected by a revision of the plan of study.

**Confidentiality and policy for the retention and disposal of student’s academic records**

In accordance with federal statutes and regulations, student records are confidential. Students may have access to their record upon request. Disclosure of any information contained in student records to anyone other than the student will be made only with written permission of the student. A form for release or information is available from the SHS Student Services Director.

The Institutional Policy for the Retention and Disposal of Academic Records establishes the time for record retention:

- Registrar Office - for life
- Admission and Financial Assistance Office - 5 years
- Treasurer Office - 5 years if the student has no debt, if they have a debt with the Institution their record is retained for life.

### Special Admission Policies

### Readmission Policy

To be considered for readmission to the NMDP the candidate:

- Must have interrupted his/her studies for a full academic semester or more.
• Must have a cumulative grade point average equivalent to the retention index
• All candidates for readmission are subject to an interview with the appointed admissions committee. Candidates need to comply with the current admission requirements.
• Students who request readmission will be subject to the current curriculum of the NMDP.

**Transfer Students**

Students from other CNME accredited institutions must meet the following requirements for admission consideration:

• Must have completed six credits with a minimum 3.00 grade point average, at an accredited institution.
• Must not have been subjected to any academic or disciplinary sanctions and must be in good standing.
• Must meet the admission requirements of the NMDP.
• The conditions for courses approved in other university institutions are the following:
  • The recognition of courses takes into consideration each of the courses approved and their equivalence with the corresponding courses offered by the UT.
  • Only courses approved with a grade of "B" or better are considered. If a period greater than three (3) years from the date on which the course was approved, has passed the courses will have to be evaluated by the dean of the school.
  • The maximum number of credits to be recognized up to twelve (12) credits. Any exception will be evaluated and approved by the dean of the school.
  • Any specialized course (Yoga, Acupuncture, IV Therapy) for which students intend to claim credit will be evaluated in content, scope, and contact hours by the NMDP director. The director will make a recommendation to the dean for the approval of the course as academic credit for the program.
**International Students**

Admissions of International students will follow the established institutional guidelines and are subject to current immigration laws.

**Effective Dates**

Admission at UT will be valid for one semester of the academic year, beginning on the date it is granted.

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**Cost of Studies and Financial Aid**


**Misrepresentation statement**

*Universidad del Turabo* best policies and practices are developed to avoid any misrepresentation regarding the nature of its educational programs, its financial charges, or the employability of its graduates. *Universidad del Turabo*, at its best of knowledge, truthfully discloses student information, and policies and procedures under its “Student Right to Know” Financial Aid section published in its websites. [http://ut.suagm.edu/sites/default/files/uploads/Asuntos-Est/srtk/Misrepresentation.pdf](http://ut.suagm.edu/sites/default/files/uploads/Asuntos-Est/srtk/Misrepresentation.pdf).
Academic Courses Scheduling and Enrollment Policy

Course scheduling is done at the Naturopathic Medicine Doctoral Program. Students are expected to be available during the scheduled time and periods given. Students are expected to be enrolled annually for their courses including Saturdays (6-day week). All academic scheduling petitions will be handled by the Student Services Director, and then approved or disapproved by the Program Director.

Any petition regarding scheduling should meet the following elements:

1. It will be a signed petition in the form of a letter addressed to the Director of Student Services and the Program Director, with a statement of why consideration for the new proposed time is necessary.

2. The class should make available the corresponding time slots in which everybody is available, and include them in the letter.

3. A minimum of 3 months will be necessary for the Student Director to receive the letter. If submitted with less than the required period, the letter will be received but the decision will be based on the program faculty member’s roster availability.

4. The program will not accept changes at or after the first day of classes. If a class section is not filled by the beginning of the term, the Registrar’s office will close the section.

5. A student affairs act will document the decision and will be sent electronically to all who signed the petition.
Enrollment

Enrollment of the NMDP students occur at the School of Health Sciences thru the Office of the Director of Student Services. After the courses are programmed, students will be advised to come and complete the registration process.

Students are required to matriculate for each calendar period (four times per year plus summer). The Institution holds the right to change the time, the calendar, or the classroom of announced courses and to close or eliminate sections or courses from its academic offering.

Academic load

The minimum academic load of regular doctoral students is six credits per semester. Any exception to that rule needs the approval of the dean. Maximum academic load per part of term is 21 credits.

Attendance

Class attendance is required. Students are expected to be diligent in the pursuit of their studies and regular in their class and clinical attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence whenever possible. Policies for making up work missed as a result of an absence are at the discretion of the instructor. Students are responsible for the academic work done in class during their absence.

The NMDP in consultation with the faculty member(s) involved reserves the right to withdraw a student from a course because of excessive absences that interfere with the attainment of course objectives and the development of knowledge and skills. Clinical learning experiences represent a commitment and responsibility to clients as well as essential application of knowledge. Satisfactory demonstration of course requirements and clinical competency is necessary for successful completion of the course.
Evaluation and grading

During each term, the professors will evaluate their students based on a minimum of two evaluation components; at least one partial and one final. The evaluation and the mechanisms to be used are delineated in each course study guide. Students must complete each of the required evaluations within the given period. If a student does not complete a work within the required period, a student will receive a grade of zero. Student evaluation consists mostly of tests, projects, research papers, case studies or any other relevant activities based on the nature of the course. If a student has been absent for justified reasons, the professor has the authority to offer tests and other evaluation elements at a different date. Regarding distance education courses students may be involved in evaluation activities supervised in person by a professor or a University representative (proctoring).

The following is the grading system and values for the NMDP

<table>
<thead>
<tr>
<th>THEORETICAL COURSES</th>
<th>GPA</th>
<th>CLINICAL COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>P pass/approved</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>NP no pass/not approved</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

If a student thinks a mistake has occurred regarding a course grading, he may file an official grade claim at the UT Registrar’s Office by completing the required documentation. The Institution will contact the course professor and will communicate the final determination in written to the student’s address on file.

Students who fail to take the final examination and have at least one partial grade will receive an incomplete (I) grade. Students must give the professor valid reasons for the absence from the final
exam. It is the responsibility of the student to make the necessary arrangements with the professor to complete any final class requirements and/or take the final exam prior to the Institutional established date.

**Course repetition**

Students must repeat all required courses for graduation where a D, F, W, WF grade was earned. The institution will allow students to receive financial aid to repeat the course provided all applicable financial aid rules and regulations.

**Academic withdrawals**

Academic withdrawals are made through the Registrar’s Office or a failing grade will be recorded. The Institution each semester provides deadlines for withdrawal.

**Independent study**

Independent study coursework is an alternative for students who need to take courses that are not offered during their graduation term and that are necessary to complete their degree. There are specific rules students must comply when applying. In any case, the program director and the SHS evaluate an independent study application before approval.

**Graduation requirements**

The Naturopathic doctor degree will be awarded when students:

1. Complete 4400 academic hours.
2. Complete a minimum of 1200 clinical clock hours with a minimum of 450 patient contacts.
3. Complete 180 preceptorship hours.
4. Complete a naturopathic medicine research proposal.

Universidad del Turabo graduation is held once a year on June. Students who meet all the graduation requirements must apply for graduation according to the published dates.
GRIEVANCE POLICIES

Students or public may present information of any matter regarding the program in written to the following address

Universidad del Turabo
Naturopathic Medicine Doctoral Program
PO Box 3030
Gurabo PR 00778

All queries will be answered in written and will be archived in digital form at the program director office. The NMDP also has an open door policy to manage students and consumers grievances. All matters are managed according to institutional established procedures and documented in meeting acts. Matters regarding the program accreditation may be raised in written to:

Council on Naturopathic Medical Education
PO Box 178
Great Barrington, MA 01230

The written correspondence must clearly describe the specific nature of the complaint, the relationship of the complaint to the accreditation standards, and must provide supporting data for the charge.

STUDENT LIFE AND SERVICES

Ana G. Méndez University System Office of Research Compliance

The Office of Research Compliance is responsible for providing training and support to faculty, students, and staff in regulatory requirements for scientific research. Through three key committees and
related activities, the Office of Research Compliance develops, implements, and oversees University policies related to the following areas:

- Research involving humans (Institutional Review Board-IRB)
- Research involving animals
- Research involving hazardous materials, select agents or recombinant DNA
- Research standards of conduct

All research projects involving human subjects or using members of the academic community as subjects, conducted by employees or students of Universidad del Turabo or another external agency, must be approved by the University's Institutional Review Board (IRB). The responsibility of the Institution is to safeguard the rights and welfare of subjects in any research activity, whether financially supported or not, and regardless of funding source. The Chancellor of Universidad del Turabo has designated the IRB as the compliance committee responsible for reviewing and approving human subjects’ research. Faculty, staff, employee, or student may not undertake human subjects’ research activity unless the IRB has reviewed and approved the research prior to commencing it. This include research conducted as part of a class activity (e.g. surveys, interviews).

In accordance with the Department of Health and Human Services (DHHS), i.e., the Federal Policy 45 CFR 46, and the regulations of the Food and Drug Administration, 21 CFR 50, the IRB has the authority to review, approve, require modifications in, or disapprove all human-subjects research activities that fall within its jurisdiction. The jurisdiction of the University IRB is defined by its Federal-wide Assurance document with the DHHS and by the SUAGM and UT Institutional policies.

In order to engage in research activities students must comply with ethics in research, human subject’s protection, and other federal regulations as they apply to human subject’s research. Students will complete the HIPPA, IRB, and RCR Certifications as a requisite to engage in any research activity.
They will be responsible for collecting the current certificates from their research mentors, as mentors are required to complete the same certifications.

A one-day course to complete all the required certifications is held annually in any of the SUAGM Institutions. In addition, the certifications can be completed online through the following links:

- HIPAA (confidentiality)  [https://about.citiprogram.org/en/homepage/](https://about.citiprogram.org/en/homepage/)
- IRB (Institutional Review Board) human being protection  [https://phrp.nihtraining.com/#/login](https://phrp.nihtraining.com/#/login)
- RCR (Responsible Conduct in Research)  [https://about.citiprogram.org/en/homepage/](https://about.citiprogram.org/en/homepage/)

*Museum and Center for Humanistic Studies*  
(*Museo & Centro de Estudios Humanísticos Josefina Camacho de la Nuez*)

Founded in 1981 under José Juan Lamella as a Chancellor, the museum has become the keeper of the region’s cultural production. Originally the museum was established in one of the five houses that composed Hacienda Santa Juana; one of the largest sugar cane industries of the area during the 20th century. The original buildings built in the 1920’s remain as witness of Universidad del Turabo historical and cultural background. On 2004, the new building housing the museum was opened. The new facilities consist of an exhibition gallery, and an amphitheater. A new area of the museum was completed and inaugurated fall 2011.

*Virtual library*

Universidad del Turabo students have 24/7 access to UT Virtual Library at [http://bv.ut.suagm.edu/es](http://bv.ut.suagm.edu/es). UT Virtual Library is the biggest virtual library in Puerto Rico. It offers hundreds of electronic resources including the World ePublic Library database with over three million electronic books.

Through the library, students have access to periodicals, journals, references and other sources of information. Links are available for tutorials and on-line librarians. Students must have a valid SUAGM e-mail account and password to access services.
E-Campus

Blackboard (Bb) platform is used to support on-line, hybrid, and traditional courses. All course related documents are posted in Bb. Blackboard makes available virtual classrooms for our students. In these virtual classrooms, our Program students will have the opportunity for sharing content, complete course tests and evaluations, submit projects and special works, and establish virtual collaboration.

Services for students with disabilities

All students in the NMDP, including students with disabilities, are expected to meet the standards of Naturopathic Medicine upon graduation. If a student needs accommodations due to a disability in order to meet these standards, please contact UT office of services for students with disabilities (Oficina de servicios para estudiantes con impedimentos) http://ut.suagm.edu/es/asuntos-estudiantiles/calidad-de-vida/oficina-de-servicios-para-estudiantes-con-impedimentos. See also the document Blackboard Learn with the Original Experience WCAG 2.0 Level AA Support Statement May 2016 available at: http://ut.suagm.edu/sites/default/files/uploads/Calidad-de-vida/Documentos/Learn_9.1_WCAG_2.0_Level_AA_Support_Statement_%28May_2016%29.pdf.

Student association

Every student, in compliance with the rules of institutional order, may belong to student associations recognized by the institution. Every member of the board of the student association must comply with the rules of institutional order and with the Satisfactory Academic Progress Standard (NPAS). No association shall be accredited that promotes or practices any type of violence or discrimination, that has as purpose acts contrary to the Law or institutional order, or that is detrimental to the aims and objectives of the Institution (Student Regulations, Article IV, sec.2).

The Naturopathic Medical Student Association (NMSA) is an international, student-governed, 501(c)3 non-profit organization established to support naturopathic medical students at accredited schools in the USA, Canada, and Puerto Rico. They provide access to unique leadership experiences and
educational resources as well as increased access to information on how to succeed in our future careers as healthcare professionals. UT NMDP student association is affiliated and recognized by the NMSA (https://www.facebook.com/NMSATurabo/?hc_ref=ARQfmwb12s6BUG9amdTrVvhUy5dkd7D0ogSM_VKyZY6pMbsbemW6VN4OjSYFPdIzIvCY).
References


