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**NOTE:** This Academic Program bulletin summarizes College policies, procedures and services. It is not intended to be a complete description of all College policies and procedures, nor is it intended to be a contract or guarantee. The provisions in the bulletin are subject to change without notice, and may be revised by the College at any time.
A Message from the CEO

You have the unique opportunity to become part of one of the fastest growing healthcare professions — Naprapathic Medicine, a system of manual medicine, nutritional counseling, and therapeutic exercises. With the advances in medical technology, such as Magnetic Resonance Imaging (MRI), Naprapaths are now able to empirically validate connective tissue disorders and the basic principles upon which Naprapathic manual medicine was founded over a hundred years ago — gentle, effective correction of connective tissue disorders. Today Naprapathic Medicine enjoys increased recognition within the healthcare community and the public at large.

Having the ability to use both manual medicine and nutritional counseling increases our results dramatically when treating connective tissue disorders. As a result, there is an ever-increasing demand for qualified licensed Naprapaths. Individuals seeking a career as licensed practitioners specializing in manual medicine and nutritional counseling will find Naprapathic Medicine to be a dynamic opportunity. It was a decision I made nearly thirty years ago, and I continue to fulfill my personal and professional goals.

If you are a committed and qualified individual seeking to help others through a meaningful, effective and monetarily rewarding future in healthcare, then the National College of Naprapathic Medicine and Clinic can be your stepping stone toward a challenging, exciting career and fulfillment of your life’s professional goals. Don’t miss what may be your opportunity of a lifetime. Become a licensed Doctor of Napraphy.

Your future is in your hands!

Paul J. Maguire Jr., D.N.
CEO and Chairman of the Board
About the NCNM

The National College of Naprapathic Medicine is chartered by the State of Illinois and recognized by the Illinois Board of Higher Education to grant the degree, Doctor of Naprapathy (D.N.), and to offer postgraduate continuing education. The program is approved by the Illinois Department of Professional Regulation, and approved for Veteran’s Benefits. Graduates of the college are eligible to take the Illinois Written Clinical Competency Examination to become a licensed Doctor of Naprapathy. The doctoral license is similar to the limited doctoral licenses that are granted to Optometrists, Podiatrists, and Dentists.

The first school was chartered in 1908 in Chicago, Illinois and was named “Oakley Smith School of Naprapathy,” becoming the Chicago College of Naprapathy in 1912. Another school, the National College of Naprapathy, was founded in Chicago in 1949. The two schools combined in 1971, and exist today as the National College of Naprapathic Medicine.

The Naprapathic doctoral degree is a full-time, four year program. Students take three or four classes per semester for the first three years. Upon successful completion of the coursework, students sit for the NCNM Naprapathic Board of Examiners Examination. After earning Board Certification, students will serve a 12-month clinical internship allowing them to apply their knowledge, professional skill, and therapeutic techniques on patients in a supervised clinic setting.

MISSION and SCOPE

To train Doctors of Naprapathy to practice in allied healthcare, using specialized connective tissue manipulation according to the Oakley Smith Naprapathic Method®, integrating the basic human sciences with the unique art of manual medicine, and to teach essential adjunctive protocols for Naprapathic evaluation and treatment, nutritional counseling, principles of rehabilitation, therapeutic exercise, and application of physical modalities. The College also offers instruction and continuing education programs to expand professional competencies in the area of practice management, connective tissue manipulation, therapeutic and rehabilitative exercise, postural counseling, nutritional counseling, and use of modalities such as: massage, heat, cold, light, water, radiant energy, electricity, sound and air, and assistive devices for the purpose of preventing, correcting and alleviating physical ailments and disabilities.
NON-DISCRIMINATION

It is the policy of the National College of Naprapathic Medicine not to discriminate against any individual on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or veteran status in matters of admissions, employment, services, or in the educational programs or activities that it operates.

A PHILOSOPHY OF NAPRAPATHIC EDUCATION

Naprapaths hold that almost all functional disorders of the human body result from distortions in the interrelated structural, biochemical and emotional balance of the normally self-regulating human body. Naprapathic evaluation focuses on abnormal contracture of the ligaments, tendons and muscles connected to the spinal column affecting spinal nerves, and consequently, affecting the normal functioning of their target tissues such as organs, glands, blood vessels and lymphatic structures. Using specialized manipulative therapeutic techniques, these connective tissue abnormalities can be corrected, resulting in improved neurological functioning.

In 1905, a charting system unique to Naprapathy was developed by Dr. Oakley Smith, DN to record specific findings as well as the therapeutic responses consistent with each type of connective tissue syndrome. Specific, reliable Naprapathic analysis and the system of recording those findings continue to guide today’s Naprapathic evaluation.

Just as the early years of research and clinical application developed the structural phase of therapeutics, the mid-twentieth century incorporated the biochemical phase of treatment, recognizing the importance of nutritional support to the recovering neuro-musculoskeletal systems, as well as the integral balancing role of hormones, enzymes, metabolic by-products and end-products.

The late twentieth and early twenty-first centuries brought an enhanced professional education to the field of Naprapathy consistent with established allied healthcare practices in the United States. Twenty-first century Naprapaths are known as complementary manual medicine specialists. Naprapaths remain person-oriented, taking time to explain procedures and conditions to the patient, inviting the patient’s participation in acquiring healthy habits of proper exercise, correct posture, sound body mechanics and optimal nutrition.
ADMISSION and REGISTRATION INFORMATION

DEGREE SEEKING CANDIDATES
The specific requirements for entrance into the Doctor of Naprapathy degree program are:

1. Completion of a Bachelor of Arts or Bachelor of Science degree from an accredited post-secondary institution with a GPA of at least 2.0 on a 4.0 scale. Degrees from all academic disciplines can be accepted as long as the following general education courses are included with a GPA of 2.0/4.0 or better:
   a. English Composition (6 semester hours)
   b. Humanities*
   c. Social Sciences*
   d. Biology
   e. Chemistry
2. Submission of official transcripts from all colleges and universities attended, directly forwarded from the institution to the Registrar.
3. An admissions interview

*Humanities: Ancient and modern languages, linguistics, literature, history, law, performing and visual arts, philosophy, religion, classical studies, music, dance, etc.

*Social Sciences: Anthropology, cultural studies, criminology, communications, developmental studies, economics, education, geography, political science, psychology, sociology, etc.

APPLICATION PROCEDURES
Applications for admission are to be addressed to the Admissions Department. Applications are not considered until completed, including:

1. Completed application form
2. Application fee (non-refundable)
3. Two personal references (Applicant Evaluation Forms) submitted directly to the Admissions Department from non-family references, preferably supervisors, instructors, or colleagues
4. Official transcripts of previous college work, sent to Registrar
5. Results from the TOEFL for those applicants who have not attended high school or college in the United States for a minimum of 2 years
6. Interview with admissions counselor

All documents submitted in support of an application for admission will become part of the College records and cannot be returned to the applicant.
OTHER REQUIREMENTS
Applicants must be able to communicate effectively in oral and written English, must be physically able to perform all evaluative and manual techniques taught in the curriculum, and be prepared to receive and to give treatments to men and women of all ages and ethnic backgrounds.

CLEP - COLLEGE CREDIT BY EXAMINATION
NCNM follows the recommendations of the Commission of Educational Credit and Credentials of the American Council on Education (ACE) in accepting general education credits through CLEP. The student will be expected to provide an official transcript of scores to the Registrar for consideration by the Admissions Committee. Exam scores will be accepted for credit only as prerequisites for the Naprapathic program.

SELECTION OF CANDIDATES
Applicants are selected on the basis of their aptitude for graduate level study and previous academic achievement. Persons with experience in the health care professions are encouraged to apply.

REGISTRATION INFORMATION
Registration for each term is held in the eleventh week of the preceding term. Responsibility for proper registration rests with the student. Each person is responsible for satisfying the College curriculum and graduation requirements. At the time of registration students are issued their schedules, which then serve as an admission slip to all registered classes. The student, upon enrollment, enters into a voluntary agreement with the College. Inherent in this agreement is the obligation that the student will abide by the policies and the rules and regulations that govern the institution.

LATE REGISTRATION
All students who register after the eleventh week of the preceding term will be charged a late fee. Late registration continues through the second week of the term only. All schedule changes must be approved by the Registrar. During this time, students wishing to add or drop courses must contact the Registrar.
REGISTRATION RESTRICTIONS
A student who is past due in his or her tuition an fees, has failed to return College property or for similar reasons may be denied the privilege of registering or having a schedule revised. Official transcripts will not be released unless the student has met all financial obligations.

READMISSION TO NCNM
The curriculum committee considers eligibility for re-admission and determines course equivalencies if the curriculum has been modified since the individual had been on leave.

1. **Voluntary Leave**
   a. The student must petition the Dean of Academics in writing and complete a new application.
   b. Pay a readmission fee of $100.00 (if leave is over two years).
   c. The student is expected to conform to the curriculum and policies in effect upon re-enrollment

2. **Return to NCNM after dismissal** for financial, academic or disciplinary reasons
   a. The student must petition the Dean of Academics in writing and complete a new application
   b. Must demonstrate reasons for re-acceptance into the program
   c. Must receive the approval of the curriculum committee
   d. Re-admission is based upon the decision of the Board of Directors
   e. A readmission fee of $100.00 is charged.

CONTINUING EDUCATION
The NCNM Continuing Education program is approved by the State of Illinois to offer Continuing Education to Naprapaths (Illinois license number 241-000002), Dietitians and Nutritionists (Illinois license number 199-000107), Massage Therapists (Illinois license number 245-000028) and Physical Therapists and Physical Therapy Assistants (Illinois license number 216-000114). CEU content is centered on standard and best practices in health care, but also includes new and innovative therapeutic treatments, administrative methods, and complementary approaches to health care. Programs are presented at various times on and off campus.

MENTORED LEARNING
Mentored Learning is available as an alternative to regularly scheduled classes when a student must retake a course in which a satisfactory grade was not earned or in cases where a regularly scheduled course does not fit the demands of a student’s schedule. A course taken as mentored learning will have academic requirements identical to those demanded in a regularly scheduled course, and the grades and credit earned will carry equal weight. Mentored learning courses are generally offered on a one-to-one basis. An additional tuition fee will be assessed for the mentored learning at the time of registration.
INTERNATIONAL STUDENTS

LANGUAGE REQUIREMENTS
International students applying to NCNM are required to present proof of proficiency in the English language by the following scores on the test of English as a Foreign Language (TOEFL):

- Paper-base total: 500
- Computer-base total: 180

RECORDS
An official transcript, with the school seal affixed, along with an official, certified, and notarized English translation of the transcript, must be submitted to the Registrar. These records must be evaluated for U.S. equivalency from an approved agency, such as:

World Educational Services, Inc.
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087

Chicago telephone number: (312) 222-0882
Fax: (312) 222-1217
e-mail: info@wes.org

An official copy of the evaluation must be sent directly to the Registrar’s Office of NCNM.

F-1 VISA
Form I-20, "Certificate of Eligibility for Nonimmigrant (F-1) Student Status" will be issued only when the following criteria have been met:

- Written application has been completed and non-refundable $100.00 application fee has been submitted.
- Official transcripts have been translated and evaluated
- Proof of financial responsibility has been demonstrated
- Qualifications have been reviewed, all essential paperwork completed
- Official acceptance for a full course of study at NCNM
STUDENT COSTS

TUITION - Tuition for the entire Naprapathic program is approximately $58,240.00. This amount does not reflect the cost of lab fees or books. Tuition per semester is approximately $2,730.00 (when three classes are taken; $3,640.00 when four classes are taken) per semester. This breaks down to $910.00 per 3-credit hour class, payable in advance each semester. The following fees may also apply:

FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Instruction Materials Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>(up to and including first week of class)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>(during second week)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Clinic Materials Fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>In-term Registration Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50.00 per week</td>
</tr>
<tr>
<td>Payment Plan Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>PSLP (loan) Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fee for NSF checks</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lab Fee for selected Courses</td>
<td>$10 to $300</td>
</tr>
</tbody>
</table>

Tuition for non-credit prerequisite courses in Biology and Chemistry: $350.00 per class.

NOTE: Above rates are subject to change at any time without notice.

PAYMENT PLAN

Payment plans may be arranged through the Registrar’s office for a $50 service charge. If a student elects to follow a payment plan, he or she will be required to make a down payment of at least 34% of the total tuition and fees at the time of registration. The student will then sign a contract for the next two payments; the first in 30 days, the second in 60 days. Finally, the student will either 1) approve an authorization on their credit card for the dates and amounts of the next two payments, or 2) provide the Registrar or other college official (Asst. Registrar, CEO, or CFO) with two signed, postdated checks completed with the agreed-upon amounts and dates of deposit. Students may consult the “NCNM Payment Plan Contract” for more details on the terms of the payment plan.

WITHDRAWAL AND REFUND POLICY

A withdrawal slip must be completed and filed with the office of the Registrar before a student can be considered withdrawn. Students withdrawing from classes prior to the first day of instruction are entitled to a full refund of tuition and fees less the $25.00 registration fee. Subsequent refunds are pro-rated as follows:*:

- Withdrawals during first week = 90% refund of tuition
- Withdrawals during second week = 80% refund of tuition
- Withdrawals during third week = 70% refund of tuition
- Withdrawals during fourth week = 60% refund of tuition
- Withdrawals during fifth week = 50% refund of tuition
- Withdrawals during sixth week = 40% refund of tuition

Late registrants are subject to the same refund policy regardless of registration date. There will be NO tuition refund after the sixth week of classes.

Lab fees involve contractual obligations with other institutions and are therefore not refundable. Students withdrawing from the College because they have been called into the Armed Services of the United States will receive a tuition credit to be applied to a retake of the course when they return from active duty. Registration fees, payment plan fees, and admission and loan application fees are non-refundable. *Note: Students receiving veteran’s benefits have a different refund schedule. Please see page 9 of this bulletin for full details.
Financial Assistance
NCNM Student Loan Program (SLP)

SLP Features -

- Monthly payments as low as $300 for full time first year students
- Payments increase slightly after graduation
- Fixed interest rate for life of Loan that is lower than many third party lenders.
- 10-year term means you pay less interest and will be out of debt sooner!
- Tuition increases don’t affect monthly payments amount while in school*
- Manage your credit well and you can qualify for lower interest rates.
- No prepayment penalty

To apply for the NCNM Student Loan Program, or if you have general questions about financial assistance, loans, and other funding opportunities, call (773) 282-2686, ext. 16. Or email info@napmed.edu.

*Additional principal is deferred and will therefore increase the amount due after graduation
The NCNM reserves the right to limit the number of applicants eligible for this program.

For more information or to apply, please visit: http://napmed.edu/admissions/financial-assistance/

VETERANS BENEFITS

NCNM is approved by the Illinois Department of Veterans’ Affairs, State Approving Agency for the training of eligible persons. The veteran (or veteran’s dependent) must submit one of the following applications (for the category that applies to the applicant) to the Veteran’s Administration to initiate benefits:

22-1990 (first-time application)
22-1995 (student has used benefits in the past)
22-5490 (first-time dependent app.)
22-5495 (dependent, change in program/training)

These forms can be completed online at www.gibill.va.gov

Note: it is extremely important that the College name and program title are correctly entered on all forms: College Name: National College of Naprapathic Medicine

Program Title: Doctor of Naprapathy (D.N.)

When this process is completed, a “Certificate of Eligibility” will be issued to the applicant by the Veteran’s Administration. The applicant must present the Certificate of Eligibility to the NCNM Registrar to be eligible to register for classes.

The veteran/dependent must advise the College of any changes he/she wishes to make in his/her schedule, e.g., dropping or adding classes or withdrawal from the College. If a student is not in attendance over a four week period, it will be assumed that the student has withdrawn, and the Registrar’s office will submit a Notice of Change in Student Status to the Veteran’s Administration. If a reservist is activated and has to return to service while a semester is in session and is unable to complete the semester, the paid tuition will be credited.
to his or her account and may be used when they return to the program. No cash refunds will be given.

**Policies for Students Receiving VA Benefits**

Students receiving educational benefits from The U.S. Department of Veteran’s Affairs (VA) are required to comply with all policies set by the VA. There may be occasions where VA policies differ slightly from the standard policies of the National College of Naprapathic Medicine. In all cases where these differences may occur, the student will be required to follow, and the NCNM will enforce the VA policy. Below are several examples where NCNM students receiving VA benefits will be required to comply with the VA policy rather than standard NCNM policies appearing elsewhere in this *Bulletin*.

**Attendance Progress**

A student must maintain a minimum of 75% attendance average each month in order to be considered making satisfactory progress, i.e., minimum of 9 sessions out of any 12-week course. Any student absent for 14 consecutive days will be terminated from the GI Bill program.

The VA will not pay for a course that needs to be repeated due to the student's failure to meet the attendance requirement. Students must attend at least 75% of class sessions. If a student exceeds that, they will fail the course. Repeatedly failing courses (for poor attendance or otherwise) will jeopardize a student’s GPA. If a student falls below a 3.0 GPA (B average), he or she will be at risk for academic probation or dismissal.

**Refund Policy**

Students receiving VA benefits are entitled to refunds according to the following pro-rata refund policy and will be paid no later than 40 days from date of cancellation:

<table>
<thead>
<tr>
<th>Percentage of days in class completed at notice of cancellation*</th>
<th>Percentage of tuition and instructional charges that school may retain</th>
</tr>
</thead>
<tbody>
<tr>
<td>In excess to 5% to 10%</td>
<td>15%</td>
</tr>
<tr>
<td>In excess to 10% to 15%</td>
<td>20%</td>
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<tr>
<td>In excess to 15% to 20%</td>
<td>25%</td>
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<td>In excess to 20% to 25%</td>
<td>30%</td>
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<td>In excess to 25% to 30%</td>
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<td>In excess to 30% to 35%</td>
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<td>In excess to 35% to 40%</td>
<td>45%</td>
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<td>In excess to 40% to 45%</td>
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<td>75%</td>
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<td>In excess to 70% to 75%</td>
<td>80%</td>
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<td>In excess to 75% to 80%</td>
<td>85%</td>
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<tr>
<td>In excess to 80% to 85%</td>
<td>90%</td>
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<tr>
<td>In excess to 85% to 90%</td>
<td>95%</td>
</tr>
<tr>
<td>In excess to 90%</td>
<td>100%</td>
</tr>
</tbody>
</table>
*In terms of NCNM attendance, this translates to:*

Withdrawal after –
- 1st session (8%), 85% refund
- 2nd session (17%), 75% refund
- 3rd session (25%), 70% refund
- 4th session (33%), 60% refund
- 5th session (42%), 50% refund
- 6th session (50%), 45% refund
- 7th session (58%), 35% refund
- 8th session (67%), 25% refund
- 9th session (75%), 20% refund
- 10th session (83%), 10% refund
- 11th session (92%) or 12th session (100%), no refund

**DEPARTMENT OF VOCATIONAL REHABILITATION**

The Naprapathic program has been approved by the Illinois Department of Vocational Rehabilitation for eligible students. Applications must be directed to the Illinois Department of Vocational Rehabilitation.

**ACADEMIC PROGRAM STANDARDS**

The four-year academic program of the College serves as a sound educational experience for engaging in the practice of Naprapathic Medicine. The program provides for 66 credit hours in the Basic Sciences and 64 credit hours in the Naprapathic Sciences, for a total of 130 credit hours in academic work. Clinical experience provides for 60 credit hours of the 190 total credit hours required for graduation and involves a minimum of 350 evaluations during the 1000 contact hours served in the clinic.

The annual academic calendar provides for two weeks vacation in the summer and two weeks at the winter holidays. Class hours are from 6:00 p.m. to 9:30 p.m. Monday through Friday; daytime and Saturday classes will be announced.
ACADEMIC POLICIES

Grading Scale
A 90-100 4 points - Consistently superior performance
B 80-89 3 points - Above average achievements
C 70-79 2 points - Average performance; lowest grade accepted for credit in all courses
D 60-69 0 points - Unsatisfactory performance; quality of work is below expectations for graduate-level study. Coursework must be repeated at student's expense in order to obtain credit.
F 59 or below 0 points - Failure: unsatisfactory performance; Coursework must be repeated at student's expense in order to obtain credit.
P/F Some courses involve content that does not lend itself well to the use of regular grades of A, B, C, and D, and instead use a Pass/Fail mode of grading. Instructors award a “P” or “F” at the conclusion of the course. P/F grades are offered for elective, non-credit courses only. Courses which fulfill a requirement cannot be taken as P/F.

Grade Point Average
A student’s academic progress is measured by his or her Grade Point Average (GPA). The cumulative GPA indicates the level of achievement in all the courses attempted save those currently in progress. Students are required to maintain a 3.0 ("B") or higher cumulative GPA in order to remain in the program. A CUMULATIVE GPA LOWER THAN 3.0 IS CAUSE FOR DISMISSAL. Grades of A through F are computed in the GPA. (Note: A grade of “D” carries zero grade points, i.e., it is equivalent to an “F”)

Grade Reports
Grade reports are issued each term to report to the student his/her progress. Reports are not released until all the grades are recorded and all tuition requirements are fulfilled.

Dean's Honor List
Students who earn a 3.50 grade point average for the semester with no grade less than "C", will be named to the Dean's Honor List.

Class Scheduling
It is recommended that students take Naprapathic classes in sequence. Failure to do so may delay graduation. Students will be directed to take courses in the appropriate sequence in order to complete all requirements prior to entrance into the Clinic. Note: any course may be cancelled due to insufficient enrollment.

Class Attendance
Courses meet for twelve weeks. Forty-eight contact hours is the standard for each course for each semester. Class attendance is determined by instructor of the class and will be reflected in the course syllabus.

Note to VA students:
The VA will not pay for a course that needs to be repeated due to the student's failure to meet the attendance requirement. Students must attend at least 75% of class sessions. If a student exceeds that, they will fail the course. Repeatedly failing courses (for poor attendance or otherwise) will jeopardize a student’s GPA. If a student falls below a 3.0 GPA (C average), he or she will be at risk for academic probation or dismissal.
Withdrawal
Within the first seven weeks of attendance, a student may withdraw officially from a class or from the College, and the status will be recorded as a "W." Request for course withdrawals must be made in writing to the Registrar. Failure to do so will result in a failing grade, which may affect the student's re-enrollment. Late withdrawal (after the seventh week) due to special circumstances may be permitted upon approval of the Dean of Academics. A student's failure to attend classes or to pay tuition and fees does not constitute withdrawal. Failure to follow proper procedure may result in a failing grade and extra tuition charges.

WP
The irregular grade of WP signifies an authorized withdrawal from a course after the end of the seventh week of the semester where the student's coursework has been accomplished at a passing level. The WP grade may be used only for courses graded on the A,B,C scale.

WX
This irregular grade results from a student's unauthorized withdrawal from a course or suspension from a course as a result of College disciplinary action.

Incomplete
"I" indicates that the course is still incomplete. "I" grades must be approved by the Dean of Academics. If the incomplete grade remains for more than 7 days after the semester ends, because the student has not taken an authorized examination or completed a major assignment, an "F" will be entered on the permanent record, and the student will be required to repeat the course at an additional financial obligation.

Examinations, Testing Procedures, and Missed Examinations
Students are expected to be present for all quizzes, mid-term examinations and other scheduled assignments. Should a bona fide emergency arise, the student will inform the instructor, and offer verifiable proof of the inability to take the quiz or examination at the scheduled time. It is the student’s responsibility to make up all quizzes and examinations within a stipulated time period. A missed quiz or examination is to be taken within one week of the original presentation at a cost of $25.00. If the student delays taking the missed quiz or examination for more than 7 days, he or she will receive a grade of F for the missed examination.

Clinic Eligibility
To be eligible for Clinic practice/internship, a student must have satisfactorily completed all academic requirements with a minimum “B” grade average, and must have passed all final examinations. Proficiency in all Naprapathic subjects must be demonstrated prior to gaining entrance into the internship portion of the program. The required passage of the National Board of Naprapathic Examiners Examination, Parts I and II and IIb further qualify the student to enter Clinic practice. In addition, the candidate must have successfully fulfilled all unresolved admission criteria and financial obligations. A certificate of eligibility will be issued from the Registrar to all eligible candidates. Interns are subject to all Clinic and College policies while serving their internship.
ACADEMIC PROBATION, SUSPENSION, DISMISSAL

Probation

Probation is a trial period of a student who is being permitted to redeem academic failure or misconduct. A student is placed on probation if the GPA falls below 2.0. During this time of probation, the student must earn a 3.0 (“B”) average for the following semester, or he/she will be placed on special probation. If the GPA is not raised to a 2.0 during the semester of special probation, the student will be subject to academic dismissal from the College by action of the Board of Directors.

At the mid-term, if a student is not performing satisfactorily, the instructor will notify the Dean of Academics and the Registrar by filling out a Precautionary Warning Form. The instructor will meet with the student to determine reasons for poor performance, and will attempt to provide the appropriate type of remediation if possible. When the Registrar and Dean of Academics receive notification of the student’s academic risk, the Dean of Students is notified, and an appointment is made for the student to see the Dean of Students. The Dean of Students will communicate with the Instructor and the Dean of Academics as necessary.

If dismissal is necessary for academic reasons, the student may petition the Dean of Academics for readmission in writing, demonstrating legitimate reasons for re-acceptance. The Curriculum Committee has the final decision, and may place conditions upon the returning student. The student is expected to conform to the curriculum and policies in effect upon re-enrollment. A readmission fee of $100.00 is charged.

Suspension

A student is subject to suspension for:

1. Failure to honor financial commitments
2. Failure to meet and comply with requests of an instructor, College staff officer or other school official regarding the student’s status
3. Inappropriate attitudes and deportment

Coursework missed during the period of suspension must be completed. Incomplete grades, or missed/retake examinations must be resolved. Failure to do so will result in a failing grade.

Dismissal

A student is subject to dismissal for:

1. Failure to maintain adequate academic standards
2. Failure to comply with College academic, financial and operational policies
3. Inability to respond to counseling and other assistance necessary to maintain satisfactory academic progress
4. Failure to maintain professional conduct while a student at the College is cause for dismissal regardless of academic performance

A student may be dismissed from the College by the action of the Board of Directors upon the recommendation of the Dean of Academics and the appropriate academic chairperson. The student may petition the Board for a hearing prior to Board action.
Student Code of Conduct

The following code of conduct is established to ensure that all students at the National College of Naprapathic Medicine may pursue their studies in a safe, civil and professional environment.

Consequences for violating this Code may include warnings, suspension or expulsion.

Part I. Jurisdiction of the College

For the purpose of this Code, the jurisdiction of the National College of Naprapathic Medicine will be limited to college premises, including all classrooms, labs, lounges, treatment rooms, common and study areas, offices and parking lots, as well as off-campus sites where College activities are being conducted, such as laboratory classes or seminars taught at other institutions.

Part II. Rules and Regulations

All students are expected to conduct themselves with honesty, civility, respect and professionalism. Examples of prohibited behavior can be found in the following list. Disciplinary action for the violation of any infraction(s) below can be found in Part III.

1. Academic dishonesty, including but not limited to plagiarism, submitting work not completed by the student turning in the work for grading, violation of copyright and cheating on exams.
2. Submitting false documentation or making untrue statements on documents submitted to the college for admissions, scholastic awards or any other purpose. In general terms, providing false information to any College faculty member, staff member or administrative officer.
3. Unprofessional language, either written or verbal, intended to offend, insult or threaten, or unintended, resulting in the same, directed at racial groups, physical characteristics, religion, ethnicity, gender or sexuality of any individual or group.
4. Disruptive behavior – any behavior that disrupts the educational or clinical missions of the college, whether directed at another student, staff or faculty member, administrative officer, patient or guest.
5. Physical action (aggressive or inappropriate touching), verbal abuse, threats, intimidation, harassment, coercion, sexual assault and/or other conduct which threatens or endangers the health or safety of any person.
6. Attempted or actual theft of and/or damage to property of the College or property of another student or College employee, patient or guest.
7. Illegal activity – any violation of federal, state or locals laws on College premises or at College-sponsored activities. Illegal activity taking place off-campus or not at a College-sponsored activity may be deemed as unprofessional conduct and disciplinary action may be pursued.
8. Any other activity determined to be disruptive or detrimental to the educational or clinical mission of the College, fellow students or employees.

Part III. Disciplinary Action

All complaints of violations on the above Student Code of Conduct will be reviewed by the Dean of Students. The Dean of Students will conduct an investigation to determine if an infraction has occurred. The investigation will include taking statements and gathering evidence from all involved parties. The Dean of Students will provide a report on the findings of this investigation to the College Executive Board. If the Executive Board decides an infraction has occurred, a hearing will be called where the accused student will be required to
explain his or her actions and provide any defense he/she believes relevant. The accused student may bring one representative to this hearing, who may also speak on the student’s behalf. Witnesses may be called at the request of the accused or at the discretion of the College. After hearing the student’s defense, the Executive Board will rule on whether or not an infraction has occurred. The student will be informed of disciplinary action within 48 hours of the conclusion of the hearing. Depending on the severity and frequency of the offense(s), disciplinary action may include a written warning, demand for reimbursement in cases of stolen or damaged property, the requirement of a formal apology, suspension ranging from one week to one academic year, or dismissal from the college.

**PRIVACY OF STUDENT RECORDS**

Annually the National College of Naprapathic Medicine informs students of its compliance with the amended Family Educational Rights and Privacy Act of 1974. The Act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of this policy are available in the Administrative Office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

**REQUIREMENTS FOR GRADUATION**

Candidates for graduation must have satisfactorily completed the required course of study, passed the National Board of Naprapathic Examiners Examination (Parts I, II and IIb), completed the clinical internship, complied with all the rules and regulations of the College, and paid the full amount of tuition and fees. A Certificate of Academic Completion is presented to the student upon completion of all academic, clinical, and financial requirements. The Doctor of Naprapathy degree is conferred upon the graduating student. NCNM's graduation ceremony is held on the second weekend of November each year.

**AWARDS**

*Honors for Academic Achievement* - is presented to the graduating student for attainment of a 3.50 or higher cumulative grade point average in the Basic and Naprapathic Science courses.

*Highest Honors for Academic Achievement* - is presented to the graduating student for attainment of a 3.75 or higher cumulative grade point average in the Basic and Naprapathic Science courses.

*The Special Clinic Award* - is presented to the graduating student for attainment of 425 or more patient points while an Intern in the Clinic.
STUDENT SERVICES

STUDENT ADVISEMENT
A Dean of Students is available to assist students with regularly scheduled interviews, and with ongoing and/or short term advising with course work.

LEARNING RESOURCE CENTER
The purpose of the Learning Resource Center is to provide quality learning resources that encompass traditional and complementary health care sciences and to address the unique needs of the student of connective tissue, faculty member and professional. Current faculty, students and alumni are allowed borrowing privileges. Computer learning resources are available.

HEALTH SERVICES
Students are entitled to receive Naprapathic treatments at considerably reduced rates as part of their educational experience. Treatments will afford valuable insight into the "patient's point of view", and may be viewed as a positive health factor in sustaining the pace of a rigorous academic program. Students also receive a discount on vitamin and mineral supplements and health care products.

IDENTIFICATION CARDS
Students will receive a photo I.D. card. I.D.’s are valid for each year that the student is enrolled, and useful for a variety of social discounts and access to other libraries and information centers. Students are expected to wear I.D. badges at all times when on College premises.

STUDENT COUNCIL
All students currently enrolled in NCNM are considered part of the electorate responsible for the election of the Student Council. The primary purpose of the Student Council is to present the views and ideas of the student body to the Administration. It seeks to foster close personal as well as professional relationships among its members. The Student Council sponsors open houses and special health symposia, educating the community and general public regarding the special contribution that Naprapathy offers in maintaining and achieving good health.

STUDENT LOUNGE
The student Lounge is located on the lower level. This is the only area of the building where food is permitted.

AVENUES OF COMMUNICATION
Students are provided with an NCNM email address throughout their tenure at NCNM to facilitate communication. It is the student's responsibility to check both their email account regularly for notices and communication. No unauthorized materials, i.e., solicitations, may be sent via NCNM email accounts.
STUDENTS WITH SPECIAL NEEDS

Disability Support Services

Students seeking information, referral for testing or reasonable accommodations under the Americans with Disabilities Act of 1990 should contact the Dean of Academics, extension 19. Staff with special needs should contact the Registrar/Office Manager, extension 13.

Procedure to Obtain Accommodation for a Disability

1. Anyone seeking accommodations must provide documentation of an existing disability.
2. Official documentation should be submitted to the Dean of Academics or Registrar/Office Manger, and consist of the following:
   a. A recent assessment (no more than 3 years old) performed by a licensed or certified professional documenting the nature of the disability (i.e., diagnosis)
   b. The assessment should include recommendations for a range of accommodations explaining how they effectively enable the individual to perform responsibilities satisfactorily.
3. Following review of documentation, a meeting will be scheduled with appropriate personnel to review the recommendations, discuss their effectiveness in fulfilling program requirements, and the reasonable accommodations the College can provide. Each case will be handled on its own merits.
4. Administration will clearly describe the accommodations the College will provide in writing.
5. Students are not obligated to use the accommodations, but it is the student’s duty to communicate with the instructor if he/she expects to use the accommodations.
6. Instructors will be notified of the accommodations required by the first week of class. Upon receiving notification, it shall be the instructor’s duty to ensure accommodations are available in the class.
7. If any individual feels his/her disability has not been reasonably accommodated, the issue should be addressed through the following grievance procedure:
   a. Discussion of the issue with the Dean of Academics or Registrar/Office Manger, who shall seek to resolve it informally.
   b. If this fails, a report of the dispute will be submitted to the CEO.
   c. The Chief Executive Officer will make a final decision and notify the individual of the outcome.
CURRICULUM

Through classroom, laboratory and clinical training, the curriculum equips the Naprapathic student with the basic academic, clinical and professional competence needed to engage in successful professional practice. The curriculum encompasses a systematic educational program that includes human physical structure, biochemical/nutritional constituents of optimal balance, and functions interrelated with the nervous system. Students are taught specific evaluation of connective tissue abnormalities, and specialized, corrective manipulative procedures according to the Oakley Smith Naprapathic Method®. Additionally, students learn skills of prescribing therapeutic exercise, nutritional counseling, use of therapeutic physical modalities, postural screening and principles of entrepreneurship and practice management.

BASIC SCIENCE CURRICULUM

Since Naprapathy is a specialized health science, it requires a curriculum that meets the criteria of doctoral study in the human sciences. The program includes the study of Anatomy, Biochemistry, Histology, Kinesiology, Neuroscience, Nutrition, Pathology, and Physiology. These basic sciences are taught primarily in relation to human anatomy and physiology, since Naprapaths must understand the structure, functions and dysfunctions of human organs and systems, and the ways that these dysfunctions can manifest themselves. The primary human drive for homeostasis is stressed throughout the course of study.

The basic science course content is reviewed and updated on an ongoing basis, with input from the Naprapathic and basic science faculty through the Curriculum Committee. Basic science and naprapathic courses are designed to complement one another. The curriculum strives to integrate both approaches to learning.

Course Descriptions

ANAT 501 ANATOMY I 3 credits A study of the gross anatomy and biomechanics of the human anatomy, including the back and extremities, and brachial and lumbosacral plexi. Case studies specific to the structure and function of the extremities are presented. Instructional methods include lectures, cadaver specimens, and presentations of human dissection.
Prerequisite: College level Biology or its equivalent

ANAT 502 ANATOMY II 3 credits Gross anatomy of the skull foramina, human brain, spinal cord and vertebral column, special senses, heart and circulation, and respiration. Instructional methods include lectures, lab specimens, models and cadaver study.
Prerequisite: College level Biology or its equivalent

ANAT 503 ANATOMY III 3 credits A study of the structure and function of the regional areas of the human viscera with emphasis on systems: Digestive, Reproductive, and Urinary. Also included are structures of the head and neck, cervical, brachial and lumbosacral plexi. Case studies specific to the viscera are presented. Instructional methods include lectures, cadaver specimens and models.
Prerequisite: College level Biology or its equivalent
**APBM 500 APPLIED BIOMECHANICS 3 credits** The laws of human movement are presented. Students study the structure and function of human joints in the thorax, vertebral column and extremities. Students are introduced to postural analysis and the evaluation of specific work environments for ergonomic risk factors and appropriate corrective measures. **Prerequisite:** KINE 500 Kinesiology, EPBM 500 Exercise Physiology/Biomechanics

**BCHM 501 BIOCHEMISTRY I 3 credits** Studies the structures and functions of proteins and enzymes such as amino acids and peptides; the metabolism of carbohydrates and lipids, the respiratory chain, oxidative phosphorylation, citric acid cycle, glycolysis, ketogenesis and the synthesis of cholesterol. Included are the biosynthesis of essential and non-essential amino acids and the catabolism of amino acids. **Prerequisite:** Biology and Chemistry

**BCHM 502 BIOCHEMISTRY II 3 credits** Describes the structure, function and replication of macromolecules: extracellular and intracellular communication, actions of the pituitary, hypothalamus, thyroid, adrenal cortex, adrenal medulla, gonads and pancreas. Special topics covered are nutrition, metabolism of xenobiotics, cancer, genetic basis of the disease. **Prerequisite:** Biology and Chemistry

**EPBM 500 EXERCISE PHYSIOLOGY/ BIOMECHANICS 3 credits** A specific approach for understanding the various control systems that integrate the function between the nervous and endocrine systems at rest and as they adapt to the various stresses. These fundamental physiological principals are presented in a biomechanical context with an emphasis on the laws governing force vectors and their effects in acquiring appropriate axial and appendicular skeleton joint mobility and range of motion. **Prerequisite:** One semester of Physiology

**HIST 500 HISTOLOGY 3 credits** Microscopic study of tissues and how they form organs and organ systems. Provides a foundation for further study of physiology and pathology. **Prerequisite:** College level Biology

**KINE 500 KINESIOLOGY 3 credits** An interdisciplinary study stressing principles of human biomechanics. An analysis of the interactions of the bone, joint, muscle and nerve morphophysiology as they affect the mechanisms of human movement, in order to provide a basis upon which to differentiate normal from pathophysiologically altered motion. **Prerequisite:** ANAT 501 Anatomy I

**LISY 500 LABORATORY INTERPRETATION and SYMPTOMOLOGY 3 credits** An introduction to the methods used in evaluation and management of common conditions in a combined didactic and practical course, focusing on skills in interpretation and correlation of normal and abnormal physical and laboratory findings. The purpose of the course is to differentiate symptoms that indicate the need for referral from those cases treatable by Naprapathic means. This is an advanced level course. **Prerequisite:** PATH 501 and 502 Pathology I and II
MTGE 500 MEDICAL TERMINOLOGY/GENETICS/EMBRYOLOGY 3 credits The structure and formation of technical terms used in the health sciences, based on roots and elements from Greek and Latin. Study in the structural and functional characteristics of embryological development, with emphasis on the first trimester of pregnancy, the principles of genetics are explored to understand the anomalies and their effects on individuals. **Prerequisite:** None

MPHE 500 MICROBIOLOGY AND PUBLIC HEALTH 3 credits A fundamental approach focusing on select organisms and the diseases they cause. Some topics include classification and taxonomy, microbial genetics, infection, and resistance. Taught in lecture format. Case studies relevant to Doctors of Naprapathy are presented. **Prerequisite:** Physiology I, II, and credit or concurrent registration in Physiology III.

NEUR 501 NEUROSCIENCE I 3 credits Emphasis placed on the structure and function of the cerebellum, basal ganglia, cranial nerves, cerebral cortex, hypothalamus and special senses. Case studies relevant to specific neurological disorders are presented. **Prerequisite:** ANAT 501 Anatomy I

NEUR 502 NEUROSCIENCE II 3 credits The basic organization and neurophysiology of the central nervous system are presented. Topics include anatomy of the brain stem, spinal cord, and blood circulation, cerebrospinal fluid dynamics, spinal nerve reflexes, descending and ascending pathways. Case studies specific to the function of the nervous system are presented. **Prerequisite:** ANAT 502 Anatomy II

PATH 501 PATHOLOGY I 3 credits The first of a two semester sequence introducing concepts of inflammation, neoplasia, pathogenesis and clinical presentation of various organic disease processes. Topics include: arteriosclerosis, angina, vascular disease and myocardial infarction. Lecture format with case study presentation. **Prerequisite:** HIST 500 Histology, Anatomy I, II, & III, Physiology I, II & III

PATH 502 PATHOLOGY II 3 credits As a continuation of PATH 501, the course includes a study of the kidneys, liver and pancreas, lungs and pleura, central and peripheral nervous systems, musculoskeletal disorders, male and female genitourinary disorders, and diseases of the female breast. **Prerequisite:** HIST 500 Histology, Anatomy I, II, & III, Physiology I, II & III

PHYS 501 PHYSIOLOGY I 3 credits Physiological processes of the organ systems and the drive toward homeostasis. Study of structure and function of cells, movement of molecules across cell membranes, nerve transmission and the autonomic nervous system, cellular metabolism and genetic information. Lab included. **Prerequisite:** College level Biology and Chemistry
PHYS 502 PHYSIOLOGY II 3 credits Study of control mechanisms: Chemical messengers, membrane potentials, synapses, hormones. Determinant factors of body movement, consciousness, behavior, sensory systems. Includes laboratory experiences. **Prerequisite:** College level Biology and Chemistry

PHYS 503 PHYSIOLOGY III 3 credits Cardiovascular patterns in health and disease: covers circulation, regulation of blood pressure, respiration, digestion and absorption, regulation of metabolism, reproduction, and defense mechanisms. Includes issues of homeostasis in relation to kidney function, blood volume, etc. **Prerequisite:** College level Biology and Chemistry

SNDI 501 SCIENCE OF NUTRITION AND DIET I 3 credits Part 1 of a 4-part nutrition series. Overview of proteins, fats, carbohydrates, vitamins, nutrients and metabolism. **Prerequisite:** BCHM 501 & 502 Biochemistry I and II

SNDI 502 SCIENCE OF NUTRITION AND DIET II 3 credits A comprehensive study of the basic principles of nutrition; biochemical classification of foods and dietary supplements to promote and maintain wellness. Focuses on the function of proteins, carbohydrates, lipids, vitamins and minerals. Discusses consequences of vitamin and mineral deficiencies. **Prerequisite:** BCHM 501 & 502 Biochemistry I and II

SNDI 503 SCIENCE OF NUTRITION AND DIET III 3 credits The course incorporates the study of food and food supplementation as related to health and prevention of disease. Presents essentials of therapeutic nutritional programs, dietary counseling, and nutritional health disorders. **Prerequisite:** BCHM 501 & 502 Biochemistry I and II

**BASIC SCIENCE ELECTIVE COURSES** (noncredit)

BIOL 300 BIOLOGY Noncredit elective offered as a prerequisite for the basic sciences at NCNM. The course covers the complexity and organization of life including concepts of elementary molecular biology, cell, tissue and organ systems, homeostasis, reproduction, heredity, and growth, with an emphasis on human structure, function and development. Laboratory experiences provide a foundation for scientific principles. **Note:** Naprapathic program applicants are expected to have a course in basic biology as part of the pre-professional entrance requirements. This elective is offered as a review, or to supplement limited experience.

CHEM 300 CHEMISTRY Noncredit elective offered as a prerequisite for the basic sciences at NCNM. Basic principles of chemistry are introduced including: atomic and molecular structures, bonding, states of matter, the periodic table, redox, acid-base and other inorganic reactions, chemical equilibrium and nuclear chemistry. Lectures provide information in lieu of lab. **Note:** This course is offered as a review or to supplement limited experience. Students are encouraged to have taken this course as part of their pre-professional entrance requirements.
NAPRAPATHIC SCIENCE CURRICULUM

The course of study in naprapathic theory and practice includes a logical sequence of study with increasing emphasis placed on the development of clinical skills.

Building upon the knowledge of anatomical structure and function, as well as physiological response, the naprapathic courses train the student to evaluate connective tissue disorders and how these disorders affect neurological control of the connective tissues. They lay a foundation for the proper application of naprapathic therapeutic techniques.

Additionally, the student is introduced to techniques of nutritional counseling and patient education, and the ethical, legal and management skills required in clinical practice.

By the time students enter their internship, they have thoroughly studied human structure, function, and dysfunction and developed analytical and manipulative skills using the charts and symbols of Naprapathy, sufficient to apply their knowledge and skill in a supervised clinical setting.

CLINICAL EXPERIENCE

This phase of the Naprapathic education provides the students with direct clinical experience. The clinical internship develops confidence, refines Naprapathic skills, and provides the students with opportunities to experience common patient situations that arise in the everyday Naprapathic practice.

The intern is supervised by the clinic faculty, licensed Naprapaths, who impart their knowledge and expertise in practical problem-solving skills, patient rapport, and adjunctive therapies. The clinical faculty members on duty provide the interns with an ongoing progress report daily in areas of naprapathic technique, professionalism, nutritional counseling and other clinic activities.

Semester examinations are administered by the clinic faculty to reinforce naprapathic skills. During the fourth semester the intern is required to complete a final thesis/research project on a related topic which is pre-approved by the clinic director.
Course Descriptions

ACTC 601 ACCESSORY TECHNIQUE I Lab 3 credits - Presents methods of joint and soft tissue examination including range of motion, kinesiological and neurological testing as well as Naprapathic palpation. Instruction emphasizes research developments in all areas of spinal and extra-spinal manipulation particularly as they apply to Naprapathic principles. Course content includes lecture, demonstration, and practicum on such topics as spinal articular facet and disc problems, inflammatory connective tissue disorders, analysis and treatment of the extremities and rib cage, and TMJ syndrome. A hands-on practicum provides the opportunity to apply principles of spinal and extra-spinal manipulation. Prerequisites: NTEC 601 Naprapathic Technique I and CEVL 601 Naprapathic Clinical Evaluation I

ACTC 602 ACCESSORY TECHNIQUE II Lab 3 credits An advanced integration of therapeutic measures used by the Naprapath including: manipulation, diet and exercise counseling, use of physical modalities, non-pharmaceutical and hygienic interventions. Includes demonstrations and practical applications. Prerequisites: ACTC 601 Accessory Technique I, CEVL 602 Naprapathic Clinical Evaluation II

ANST 600 3 credits NAPRAPATHIC THERAPEUTICS This course will focus on learning and practicing the Naprapathic nerve function principal to positively affect the autonomic nervous system utilizing manual medicine, various modalities, nutritional counseling, and therapeutic exercise. Prerequisites: SANC 401 Spinal Anatomy/Naprapathic Chartology, CEVL 601-603 Naprapathic Clinical Evaluation I-III,SNDI 501 & 502 Science of Nutrition and Diet I and II, THEX 600 Therapeutic Exercise

ATAT 701, 702, 703 ACCESSORY TECHNIQUE/ ADJUNCTIVE THERAPY I, II, III Lab 3 credits These three (one credit) courses, taught during the Clinic Internship, include lectures, demonstrations and hands-on Intern participation. Material covered includes, but is not limited to: Rose Technique, trigger point therapy, PNF, Lymphatic massage, and pediatric and geriatric treatment approaches. Classes are taught by various Naprapathic practitioners and guest instructors of other disciplines. Some classes will consist of "Clinic Review", providing Interns a forum for discussing individual patient cases with other Interns and a Clinician, thereby exchanging ideas and other problem-solving techniques. The clinical application of these therapies do not supplant, but rather complement the Oakley Smith Naprapathic Method® of treatment. Prerequisite: Intern status

CPRP 600 CLINICAL PREPARATION 3 credits A composite of Naprapathic subjects presented as an eight week review. The students are examined through discussion, quizzes and practical demonstrations in Naprapathic Charting, Naprapathic evaluation, Naprapathic techniques and Nutritional counseling. The course trains the students for the correct use of Naprapathic Case Records, clinical conduct and procedures, as well as providing clinical observation. Presented immediately prior to entrance into the year of Internship, the course is designed to refresh and prepare the student for practical application of academic studies. Prerequisite: Approval of Dean of Academics and Registrar

CNTR 603 CLINICAL NUTRITION-APPROACH TO WELLNESS Lab 3 credits Emphasizes current issues in nutrition and diet with special consideration for clinical management of nutritional problems. Includes an introduction to health benefits of botanicals, nutrition for male, female, pediatric health as well as nutritional needs of specific organ systems. Nutritional requirements for sports participation is included. Prerequisites: SNDI 501 & 502 Science of Nutrition and Diet I and II.
CONE 602 CLINICAL ORTHOPEDIC AND NEUROLOGIC EVAL  Lab 3 credits  Teaches the evaluation of spinal and extra-spinal neuron-musculoskeletal conditions. Provides a hands-on review by body region in which the student carries out ortho/neuro examinations for clinical evaluations. **Prerequisite:** Advanced Status

CPRC 701, 702, 703, 704 CLINICAL PRACTICE  15 credits  Mandatory sequence of Naprapathic program for students who have completed the academic portion of the program, as well as successful passage of Parts I. and II. of the National Naprapathic Board Examinations. Interns use their Naprapathic skills to evaluate patients, administer specific treatments for the presenting connective tissue disorder, and provide appropriate counsel. Successful completion of the internship includes one calendar year (four semesters) served: (a) minimum of 20 hours per week in supervised clinic practice; (b) administration of 350 full evaluations; (c) performance of 100 nutritional counseling sessions; (d) successful completion of clinical examinations; (e) attendance at all intern seminars; (f) satisfaction of all clinic academic requirements as assigned. Interns are required to maintain a “B” average for clinic work. **Prerequisite:** Intern Status

CTDY 501 CONNECTIVE TISSUE DYNAMICS  3 credits  This course integrates the basic science of connective tissues with the Naprapathic approach to soft tissue evaluation and manipulation. The formation of scar tissue adhesions, nerve entrapments, pain syndromes and various other soft tissue disorders are studied experientially. Lectures and hands-on lab present different types of connective tissues in health and disease. Laboratory gives the student experience in palpation of the physiological states of various types of connective tissues. **Prerequisite:** ANAT 501 Anatomy I, HIST 500 Histology

CSEM 701, 702, 703 INTEGRATIONAL CLINIC SEMINARS  4 credits  Designed to prepare Interns to assume a professional role. Seminars are mandatory and are held on a regular basis. Topics include: Effective business and practice management, principles of effective professional communication, insurance management and business management for setting up private practice. Other topics include, but are not limited to: nutritional counseling, physiological therapeutics, orthoses, extremity rehab, protocols for pediatric and geriatric treatments. **Prerequisite:** Intern Status

CEVL 601 NAPRAPATHIC CLINICAL EVALUATION I  Lab 3 credits  A study of Naprapathically ascertained syndromes of vertebral and extra-vertebral articulations, evaluation of particular types of soft and osseous tissue disorders found to exist, and the determination of a specific treatment for each type of involvement. Students become proficient in the use of signs, symbols, charts and definitions used by Naprapaths to record specific findings in the evaluation of the pelvic and sacral syndromes. **Prerequisite:** SANC 401 Spinal Anatomy/Naprapathic Chartology

CEVL 602 NAPRAPATHIC CLINICAL EVALUATION II  Lab 3 credits  A continuation of Naprapathic Clinical Evaluation 501 with emphasis on the thoracic and lumbar areas. Hands on evaluation of the thoracic/lumbar spinal articulations to determine pathological syndromes. **Prerequisite:** SANC 401 Spinal Anatomy/Naprapathic Chartology and CEVL 601 Naprapathic Clinical Evaluation I.

CEVL 603 NAPRAPATHIC CLINICAL EVALUATION III  Lab 3 credits  Emphasis is placed on the cervical region and an integrated analysis of individual syndromes in the context of the whole body, finishing with the performance of fully charted treatments. **Prerequisite:** SANC 401 Spinal Anatomy/Naprapathic Chartology and CEVL 602 Naprapathic Clinical Evaluation II.
CPEV 600 CLINICAL PROTOCOLS AND EVALUATION Lab 3 credits is designed to present students with integrative protocols to develop a foundational understanding for treating connective tissue related disorders. Evaluation is based on signs and symptoms, utilizing orthopedic and neurological evaluation, Naprapathic manipulative therapy, nutrition, therapeutic modalities and therapeutic exercises. **Prerequisite:** Intern Status

**HPEJ 600 NAPRAPATHIC HISTORY, PRINCIPLES, PHILOSOPHY, ETHICS AND JURISPRUDENCE** 3 credits Presents the rationale for Naprapathic principles, theories and techniques. Covers the history of Naprapathy from its origins up to the present, evolution of its philosophy principles and an introduction to the ethical principles of Naprapathic treatment as well as the legal parameters of the Naprapathic Practice Act. **Prerequisite:** None

**NTEC 601 NAPRAPATHIC TECHNIQUE I** Lab 3 credits
Instruction and demonstration in the use of the hands and body to apply manipulative pressure to specific areas of an individual's body should a condition exist that prevents normal functioning. The goal of Naprapathic technique is to restore homeostasis. Application of specific Naprapathic techniques to the thoracic and Lumbo-sacral areas. **Prerequisite:** CEVL 601 Naprapathic Clinical Evaluation I and SANC 401 Spinal Anatomy/Naprapathic Chartology

**NTEC 602 NAPRAPATHIC TECHNIQUE II** Lab 3 credits
Continuation of Technique 501 with emphasis on refining and correlating application of the Naprapathic Technique especially for the cervical and pelvic areas. Students will be introduced to the Nerve Function Principle of Dr. Ford Roberts, DN, from the historical document, Naprapathic Therapeutics **Prerequisite:** NTEC 601 Naprapathic Technique I & CEVL 602 Naprapathic Clinical Evaluation II

**PHYT 600 PHYSIOLOGICAL THERAPEUTICS** Lab 3 credits Includes theory, practice and use of physical agents such as heat, light, sound, electricity, and related modalities in the treatment of neuro-musculoskeletal disorders in a clinical environment. **Prerequisite:** PATH 501 Pathology I

**REHB 600 PRINCIPLES OF REHABILITATION** Lab 3 credits An overview addressing the problem of de-conditioning that accompanies most persistent pain syndromes and disuse atrophy. Students learn the art of blending passive and active care of the patient, evaluation of deficits in activities of daily living, functional restoration or accommodation, and the need for patient education in the management of exercise, joint protection, and environmental and intrinsic stressors—a companion course to Therapeutic Exercise. **Prerequisites:** SANC 600 Spinal Anatomy/Naprapathic Chartology, THEX 600 Therapeutic Exercise or consent of Instructor

**SANC 600 SPINAL ANATOMY/NAPRAPATHIC CHARTOLOGY** Lab 3 credits A comprehensive study of the anatomical structures and functional dynamics of the spine and the associated structures both intrinsic and extrinsic, as well as Naprapathic connective tissue terminology. Identification and usage of the charting system for recording the Naprapathic examination and treatment plan. **Prerequisite:** ANAT 502 Anatomy II, PHYS 502 Physiology II
SEIA 600 SPORTS AND EXERCISE INJURY ASSESSMENT AND TREATMENT Lab 3 credits
An overview of sport and exercise injury assessment, treatment protocols and various forms of rehabilitation. Prerequisite: Advanced status

THEX 600 THERAPEUTIC EXERCISE Lab 3 credits
Emphasis is placed on integrating specific exercises into the treatment session and customizing home exercise to facilitate the attainment of treatment objectives and goals. General fitness, preventive/maintenance exercises are included to enhance a patient's rehabilitation and prevent injury—a companion course to Principles of Rehabilitation. Prerequisite: None

NAPRAPATHIC ELECTIVE COURSES (noncredit)

ICBR 800 ILLINOIS COMPETENCY BOARD REVIEW Offered during the Fall Semester (12 weeks). Lecture approach to the problem solving and test taking skills as they pertain to the Illinois Naprapathic licensure exam. All Naprapathic coursework is reviewed and practice exams given to sharpen test-taking skills in preparation for the Naprapathic Clinical Competency Examination.

CPRS 300 CARDIOPULMONARY RESUSCITATION Guidelines of the American Heart Association are followed. Participants learn how to clear a blocked airway, the correct placement of hands during chest compression, where to locate a pulse, and how and when to give rescue breathing. A certificate in CPR is required for entrance to the Clinic learning experience.

PROFESSIONAL PRACTITIONERS' PROGRAM
This unique program is offered to practicing and/or licensed health care professionals who have previously passed board examinations in the basic sciences in their field of specialty. Requirements of the program are the same as for the established Doctor of Naprapathy program, including 64 credit hours in the Naprapathic sciences, with clinical experience providing for an additional 60 credit hours and encompassing 350 patient treatments and 1000 hours of direct patient contact. The program will require 25 months of study; classes meet one full weekend per month for a total of 25 classroom hours of mandatory attendance each weekend. Supplemental required take-home assignments include study guides, worksheets, proficiency exams and eleven research papers.

At the completion of the academic portion of the program, participants must pass a Naprapathic Board Examination administered by the National Board of Naprapathic Examiners (NBNE) prior to entrance into the clinic portion of the program. At the completion of the clinic experience, and after receiving their degree, the participants will be eligible to sit for the State of Illinois Naprapathic Written Clinical Competency Examination for licensure.
## FULL-TIME DOCTORAL PROGRAM (Four Calendar Years)

### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>Anatomy I</td>
<td>Anatomy II</td>
<td>Anatomy III</td>
<td>Biochemistry II</td>
</tr>
<tr>
<td>Histology</td>
<td>Therapeutic Exercise</td>
<td>Biochemistry I</td>
<td>Exercise Physiology/</td>
</tr>
<tr>
<td>Naprapathic History/Principles/Philosophy/</td>
<td>Medical Terminology /Genetics/Embryology</td>
<td>Microbiology and Public Health</td>
<td>Biomechanics</td>
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<td>Ethics/Jurisprudence</td>
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<td></td>
<td>Physiology I</td>
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<td></td>
<td>Pathology I</td>
<td>Pathology II</td>
<td>Clinical Lab Interp &amp;</td>
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<tr>
<td></td>
<td>Physiology II</td>
<td>Pathology II</td>
<td>Symptomology</td>
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<tr>
<td></td>
<td>Spinal Anatomy and Chartology</td>
<td>Physiology III</td>
<td>Naprapathic Clinical</td>
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<td></td>
<td>Principles of Rehabilitation</td>
<td>Eval II</td>
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<td>Naprapathic Technique I</td>
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### Second Year

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<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>Applied Biomechanics</td>
<td>Pathology I</td>
<td>Naprapathic Clinical</td>
<td>Clinical Lab Interp &amp;</td>
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<tr>
<td>Connective Tissue</td>
<td>Physiology II</td>
<td>Evaluation I</td>
<td>Symptomology</td>
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<tr>
<td>Dynamics</td>
<td>Spinal Anatomy and Chartology</td>
<td>Pathology II</td>
<td>Naprapathic Clinical</td>
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<td>Physiology I</td>
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<td>Physiology III</td>
<td>Eval II</td>
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<td></td>
<td>Principles of Rehabilitation</td>
<td>Naprapathic Technique I</td>
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### Third Year

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<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>Science of Nutrition &amp; Diet I</td>
<td>Accessory Technique I</td>
<td>Accessory Technique II</td>
<td>Clinical Preparation</td>
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<tr>
<td>Naprapathic Clinical Eval III</td>
<td>Neuroscience II</td>
<td>Science of Nutrition &amp; Diet III</td>
<td>Clinical Orthopedic and</td>
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<tr>
<td>Naprapathic Technique II</td>
<td>Science of Nutrition &amp; Diet II</td>
<td>Naprapathic Therapeutics</td>
<td>Neurological Eval</td>
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<tr>
<td>Neuroscience I</td>
<td>Principles of Physiological Therapeutics</td>
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<td>Clinical Nutrition</td>
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<td>Approach to Wellness</td>
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<td>Sports and Exercise</td>
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<td>Injury Assessment</td>
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### Fourth Year

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<tr>
<th>Fall through Summer (18 credit hours each term)</th>
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<tbody>
<tr>
<td>Clinical Practice I thru IV</td>
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<tr>
<td>Clinic Seminar (fall, winter, spring)</td>
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<tr>
<td>Accessory Techniques/Adjunctive Therapies (fall, winter, spring)</td>
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<tr>
<td>Principles of Business Management (summer)</td>
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# National College of Naprapathic Medicine

## College Calendar 2017 – 2018

### FALL SEMESTER  
**September 25, 2017 - December 15, 2017**

- **National College of Naprapathic Medicine**
- **Board of Naprapathic Examiners Exam**: To be announced
- **Last Day to Add classes**: Monday, October 9, 2017
- **Mid - Term Exams**: Oct. 30 – Nov. 3, 2017
- **Graduation**: To be announced
- **Thanksgiving Holiday**: November 23-24, 2017
- **(Closed the day after Thanksgiving)**
- **Winter Semester Registration**: December 4 – December 8, 2017
- **Final Exams**: December 11 – 15, 2017
- **Winter Vacation**: December 18, 2017 – Jan. 1, 2018

### WINTER SEMESTER  
**January 2, 2018 - March 23, 2018**

- **Last Day to Add Classes**: Monday, January 15, 2018
- **Mid - Term Exams**: February 5 – 9, 2018
- **Spring Semester Registration**: March 12 – 16, 2018
- **Final Exams**: March 19 – 23, 2018

### SPRING SEMESTER  
**March 26, 2018 - June 15, 2018**

- **Last Day to Add Classes**: Monday, April 9, 2018
- **Mid - Term Exams**: April 30 – May 4, 2018
- **Memorial Day Holiday**: May 28, 2018
- **Summer Semester Registration**: June 4 – 8, 2018
- **Final Exams**: June 11 – 15, 2018
- **Summer Vacation**: June 18 – June 29, 2018

### SUMMER SEMESTER  
**July 2, 2018 – September 21, 2018**

- **Independence Day**: Wednesday, July 4, 2018
- **Last Day to Add Classes**: Monday, July 16, 2018
- **Mid - Term Exams**: August 6 – 10, 2018
- **Labor Day Holiday**: September 3, 2018
- **Fall Semester Registration**: September 10 – 14, 2018
- **Final Exams**: September 17 – 21, 2018

### FALL SEMESTER  
**September 24 - December 14, 2018**
INSTRUCTOR CREDENTIALS

BASIC SCIENCE FACULTY

Rajko Bisevac, DN ABAAHP, FAARFM
N.D., Naturopathy, Marusevec College, Yugoslavia
Board Certification in Anti-Aging and Regenerative Medicine,
The American Academy of Anti-Aging Medicine
Master of Theology, Andrews University

Carlos Boileve, D.C., MCS-P,* D.N.(Hon)
B.S., Human Biology, National University of Health Sciences
D.C. Doctor of Chiropractic, National University of Health Sciences
*Medical Compliance Specialist-Physician

Vadim Dekhtyar, M.D.
M.D., Kaunas Medical Academy, Lithuania

Neil Meccia, Ph.D., D.N.
D.N., National College of Naprapathic Medicine, 2001
Ph.D., Health Services Administration, University of Southern California, 1988
M.P.A, Health Services Administration, University of Southern California, 1980
M.A., Anthropology, Northern Illinois University, 1978
B.A., Anthropology, Northwestern University, 1976
NAPRAPATHIC SCIENCE FACULTY

Mary Ellen Boyte, D.N.
D.N., National College of Naprapathic Medicine

Tamika Burruss, D.N.
D.N., National College of Naprapathic Medicine

Charles Greer, D.N.
D.N., National College of Naprapathic Medicine

LaVonne L. Hill, D.N.
D.N., National College of Naprapathic Medicine
B.S., Education, Chicago State University
Leonard J. Korona, D.N.
D.N., National College of Naprapathic Medicine

Paul Maguire, D.N.
D.N., National College of Naprapathic Medicine
B.S., Naprapathy, National College of Naprapathic Medicine
Professor of Naprapathic Medicine, National College of Naprapathic Medicine
Licensed Dietitian/Nutritionist
Diplomat, American Academy of Pain Management
President Emeritus, American Naprapathic Association
Highest Award of Achievement, Illinois Naprapathic Association
Physicians Course in Acupuncture Therapy, Midwest Center for the Study of Oriental medicine.

Neil Meccia, Ph.D., D.N.
D.N., National College of Naprapathic Medicine, 2001
Ph.D., Health Services Administration, University of Southern California, 1988
M.P.A., Health Services Administration, University of Southern California, 1980
M.A., Anthropology, Northern Illinois University, 1978
B.A., Anthropology, Northwestern University, 1976

Don Pellegrini, D.N.
D.N., National College of Naprapathic Medicine
B.S., Naprapathy, 1976, National College of Naprapathic Medicine
Lisa Sherman, D.N.
D.N., National College of Naprapathic Medicine

Warren Szkudlarek, D.N.
D.N., National College of Naprapathic Medicine

Tina Taylor, D.N.
D.N., National College of Naprapathic Medicine
B.S. Biology, Mundelein College, Chicago

CLINIC FACULTY

Mary Ellen Boyte, D.N. Clinic Director
D.N., National College of Naprapathic Medicine
Tamika Burruss, D.N.
D.N., National College of Naprapathic Medicine

Ashley Ellis, DN
D.N., National College of Naprapathic Medicine

Hector Gonzalez, D.N.
D.N., National College of Naprapathic Medicine
B.S., Electrical Engineering Technology, DeVry Institute of Technology

LaVonne L. Hill, D.N.
D.N., National College of Naprapathic Medicine
ORGANIZATION AND ADMINISTRATION
The National College of Naprapathic Medicine is governed by a Board of Directors:

BOARD OF DIRECTORS

Dr. Carlos Boileve, DC, DN(Hon), Chairman

Dr. Paul Maguire, DN

Neil Meccia, Ph.D., D.N.
D.N., National College of Naprapathic Medicine, 2001
Ph.D., Health Services Administration, University of Southern California, 1988
M.P.A, Health Services Administration, University of Southern California, 1980
M.A., Anthropology, Northern Illinois University, 1978
B.A., Anthropology, Northwestern University, 1976

Dr. Elena Oreshkin, D.N.,
D.N., National College of Naprapathic Medicine

Tina Taylor, D.N.,
D.N., National College of Naprapathic Medicine
Responsibility for the overall management of the College rests with the administrative staff:

**Administrative Staff**

Dr. Carlos Boileve, DC, Dean of Academics  
Dr. Henry Hill, D.N., Chief Financial Officer  
Dr. Leonard J. Korona, D.N., President, Student Advisor  
Dr. Paul Maguire, D.N., Chief Executive Officer, Acting Admissions Director