Mission Statement

Southwest University of Naprapathic Medicine positions itself as a premier healthcare university. Our graduates become Doctors who are non-surgical, drug free, fascia, and connective tissue specialists and anti-inflammatory nutritionists, educated to take the lead role in the world of Integrative Medicine. SUNM graduates are uniquely trained and qualified to deliver value-based healthcare focusing on treating the cause of neuromuscular pain and inflammation, not the symptoms.

SUNM aspires to establish Naprapathic Medicine as the science-based standard in drug free fascia and connective tissue manipulation and anti-inflammatory nutrition.

2006 Botulph Rd Suite A
Santa Fe, New Mexico 87505
Main: (505) 467-8777 – Fax: (505) 424-6377

WWW.SUNM.EDU

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This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Southwest University of Naprapathic Medicine (SUNM) to make changes to this catalog due to the requirements and standards of the state licensing agency, the accrediting agency, or the U.S. Department of Education, or due to market conditions, employer needs or other reasons. When changes to the catalog are necessary, SUNM will publish an addendum that will be emailed to students, faculty, and staff, via University email. The addendum will also be published on the SUNM website. SUNM reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. SUNM also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

Dear Future Naprapaths and Anti-Inflammatory Nutrition Specialists,

In this catalog you will find a wealth of information about SUNM. As you explore this catalog, you will discover SUNM's mission, goals, and objectives along with its history, governance, policies, procedures and services available to you. SUNM is committed to each student's success. I know you will be deeply impressed as I am by our faculty and staff who are all committed to providing you with a superior learning experience.

Dr. Patrick Nuzzo, DN

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About Southwest University of Naprapathic Medicine (SUNM)

SUNM was incorporated and licensed by New Mexico in 2006. Since then, curriculum has been developed, and a strong faculty and management team has been put in place. The first class began in the Fall of 2010. The first graduating class was in the Fall of 2014.

Doctor of Naprapathic Medicine Program

Although Naprapathic Medicine is over 100 years old, New Mexico is only the second state to license the profession. In 2024, Naprapathy became a licensed profession in Nevada making it the third state to license the profession.The New Mexico Naprapathic Practice Act was signed into law in 2004. During the four years of lobbying it took to pass the act, a commitment was made with several New Mexico Legislators that a University of Naprapathic Medicine would be opened in their state. SUNM fulfills that commitment and has been educating future Naprapaths since 2010.

The SUNM Doctor of Naprapathic Medicine is unique in three ways:

- It is one of two schools of Naprapathic medicine in the United States. SUNM is the only school of Naprapathic Medicine which is accredited and recognized by the Department of Education.

- The DN program is offered primarily online with 75% of the program delivered online and 25% is conducted in a face-to-face setting, exclusive of internship credit hours. While students are required to complete clinical and internship activities in our Naprapathic campus clinic in a face-to-face setting, they also complete online assignments during these courses. The institution has been successful in creating programs and services to serve the public and has become the prominent voice in the field of Naprapathic medicine.

- The Master of Science in Anti-Inflammatory Nutrition is the first of its kind and entirely online.The target population for enrollment into the Doctor of Naprapathic Medicine program are adults who have earned at minimum a bachelor’s degree and are interested in pursuing a degree in manual medicine.

Master of Science in Anti-Inflammatory Nutrition

Within the scope of practice for a Doctor of Naprapathic Medicine (DN) is nutritional counseling. Naprapaths treat inflammation using manual techniques on the soft tissue and providing nutritional guidance to patients. The Master of Science in Anti-Inflammatory Nutrition is designed for individuals interested in anti-inflammatory nutrition for professional or personal reasons. SUNM’s program is on the cutting edge of this emerging nutrition field.

Statement Of Purpose

Our educational philosophy guides the programs and makes us unique. This philosophy maintains that learning is best accomplished by doing. The curriculum is designed to couple knowledge with experience, reinforcing information learned so that it becomes a working body of knowledge that is used and applied. The educational format strives to develop professionals capable of independent thinking, collaborative learning, analytical ability, self-evaluation, self-education, and skills that the students can cultivate and use throughout their professional lives. The number of students accepted into programs is limited to ensure optimal student-teacher ratios as a step towards the personalized education needed to develop outstanding professionals.

Statement Of Ownership

Southwest University of Naprapathic Medicine is a C corporation owned by Dr. Patrick Nuzzo, Tracy Ryan, and Lou Polito.

Institution's Governance

Board Of Directors

Dr. Patrick Nuzzo - Chairman
Dr. Kirsten LaVista - Director
Dr. Beau Hightower - Director
Dr. Kristi Bordelon - Director
Lou Polito – Director
Harold Dixon – Director

Advisory Board Members

Dr. Patrick Nuzzo, DN, President
Dr. Kirsten LaVista, DN
Rick Miera, Former State of New Mexico Representative
John Blum, Professor of Health Law Policy at Loyola University Chicago
LeAnne Smith, MFA, Case Reserve University
Tanya L Haggins, JD, LLM, President and Founder of Lakewood University

DN Curriculum Advisory Committee

Dr. Joseph Oliaro, DN
Dr. Michael Widener, DN
Dr. Patrick Nuzzo, DN
Dr. Kristi Bordelon, Ph.D.

MSAIN Curriculum Advisory Committee

Dr. Joseph Fraley, DC, DN

Dr. Denise Gabaldon-Thronas, DN
Dr. Travis Mason, DC, DN
Dr. DP Khalsa, DO

Mission Statement

Southwest University of Naprapathic Medicine (SUNM) positions itself as a premier healthcare university. Our graduates become Doctors who are non-surgical, drug free, fascia and connective tissue specialists and anti-inflammatory nutritionists, educated to take the lead role in the world of Integrative Medicine. SUNM graduates are uniquely trained and qualified to deliver value-based healthcare focusing on treating the cause of neuromuscular pain and inflammation, not the symptoms.

SUNM aspires to establish Naprapathic Medicine as the science-based standard in drug free fascia and connective tissue manipulation and anti-inflammatory nutrition.

Vision

SUNM aspires to educate students to become Naprapaths and help make Naprapathic medicine the premier health management leader in the field of drug-free manual medicine. SUNM aspires to educate students to become leaders in the field of Anti-Inflammatory Nutrition to reduce inflammation related illness caused by nutritional choices.

Values

- Integrity
- Ethical Behavior
- Commitment to Excellence
- Collaboration
- Empowerment and Responsibility

SUNM Campus

SUNM is located in Santa Fe, New Mexico.

SUNM Technology Requirements

During their program of study, students attend online classes through the Learning Management System (LMS). The minimum system recommendations to access online courses are:

- Windows 7, 10, Mac OSX Sierra, iPad IOS10
- A broadband connection
- The latest versions of Chrome, Firefox, Internet Explorer, Microsoft Edge, or Safari

Approval And Licensing Disclosure Statement

SUNM was granted Institutional Licensure Approval from the State of New Mexico Licensing and Regulation in 2006. Southwest University of Naprapathic Medicine is licensed by the New Mexico Higher Education Department. License Number 157.

SUNM is approved to offer the degree of Doctor of Naprapathic Medicine and Master of Science in Anti-Inflammatory Nutrition. This four-year academic program that is only offered in a 3-year accelerated version, serves as a sound educational experience for engaging in the practice of Naprapathy.

New Mexico statute requires that a student who successfully completes a course of study be awarded an appropriate degree verifying the fact. Prospective students are encouraged to contact representatives of the school to discuss personal educational and occupational plans with school personnel prior to applying. All information in the contents of this school catalog is current and is so certified as true by Dr. Patrick Nuzzo, founder and president.

The Nevada Legislature declared that the practice of Naprapathy is a learned allied profession affecting the safety, health and welfare of the public. This website will provide Nevadans with information about what Naprapaths do and how they are regulated by the state. This site also contains information Naprapaths will need to become licensed and remain licensed to practice in Nevada.

SUNM DN Licensure Disclosure and Attestation

SUNM offers a Doctor of Naprapathic Medicine (DN), which is accredited by the Distance Education Accrediting Commission (DEAC). Graduates of this program meet both the didactic education and supervised training requirements to be eligible to take the licensing examination conducted by the National Board of Naprapathic Examiners.

This Disclosure is strictly limited to SUNM's determination of whether DN, if successfully completed, would be sufficient to meet the educational requirements for licensure or certification in a State, as defined as 34 C.F.R. § 600.2.

NOTE: This Disclosure does not provide any guarantee that any particular State licensure entity will approve or deny your application for certification or professional licensure.

Furthermore, this Disclosure does not account for changes in state law or regulations that may affect your application for certification or licensure or occur after this disclosure has been made.

If your career plans include pursuing professional licensure or certification in your chosen field, it is important to become educated on the credentialing requirements of the state in which you hope to practice by contacting the state's licensure entity.

State licensure or certification requirements can vary from state to state, including the practice of telehealth (delivering services over state boundaries) depending on each State's laws and regulations.

The State licensure entities are responsible for overseeing the educational and

non-educational requirements for licensure or certification for their State.
We encourage all enrolled students and prospective students to contact their applicable State licensure entities to familiarize themselves with the specific professional licensure or certification requirements. For information on how to contact State licensure entities, please visit the U.S. Department of Education State Contacts webpage at:
https://www2.ed.gov/about/contacts/state/index.html?src=contact-us

If you have trouble obtaining the information you need, or if you have any other questions regarding certification, please contact Dr. Kristi Bordelon at kbordelon@sunm.edu

In accordance with 34 C.F.R. § 668.43, SUNM has determined whether the Program satisfies State educational requirements for licensure as follows. The profession of Naprapathy is licensed in three states.

DN Professional Licensure
• Illinois
• Nevada
• New Mexico

Accreditation Statement

SUNM is accredited by the Distance Education Accrediting Commission (DEAC). DEAC is listed by the US Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

Doctor Of Naprapathic Medicine (DN) Program

SUNM's DN academic program serves as a sound educational experience for engaging in the practice of Naprapathy. Students complete courses focused on Basic Sciences, Naprapathic Sciences, Research, and Professional Skills Practice Development. During the third year, students participate in a Clinical internship, which involves interning in the clinic under supervision of a licensed DN. The total program consists of 190 quarter credit hours.

Program Outcomes

Program Outcome 1 - Synthesize a breadth and depth of basic science knowledge to provide proper assessment and treatment for a patient.

Foundation - It is crucial to a patient's disease diagnosis for a Naprapath's sustained focus on specific tissues involved in a disease process. Naprapaths must be able to synthesize knowledge of basic science and the effect of biological concepts, which will contribute to the delineation of which specific exercises are appropriate to the tissues under consideration. Naprapaths apply this broad range of base knowledge to set the patient on the road to recovery and ultimately return them to a realistic or previous level of physical performance.

Program Outcome 2 - Conduct a thorough patient assessment utilizing an evidence-based approach to differential diagnosis.

Foundation - Subjective and objective approaches are used during treatment. Naprapaths must use both approaches to properly determine exact patient issues and then calculate how to appropriate each step of the treatment protocol to fit into the allotted treatment time resulting in measurable successful outcomes for the patient.

Program Outcome 3 - Create therapeutic nutritional protocols and provide dietary intervention and nutritional counseling for various local and systemic imbalances.

Foundation - Many patient issues can be traced to an improper diet therefore supplements and dietary counseling are an integral part of patient success. It is imperative for a Naprapath to differentiate what part of the patient's diet needs to be addressed and how supplements play a specific role in quickly reducing the patient's complaint.

Program Outcome 4 - Demonstrate the application and pragmatic use of Naprapathic principles, theories, and techniques in a safe, effective, and professional manner.

Foundation - Naprapathic theory is based on the theory of balance in the soft tissues of the body. Ligamentous tissues are stressed heavily as their imbalance causes muscles and fascia to vacate their movements and functional hydraulics in the body. These concepts are paramount to the Naprapath when diagnosing and treating specific areas of pain or discomfort.

Program Outcome 5 - Students will apply an evidence-based approach to a problem of practice.

Foundation - Part of the mission of SUNM is to grow the profession. Further research in the various aspects of the art of Naprapathy will encourage ongoing profound interest in the art for present and past practitioners. The Naprapathic Research Project can be utilized to promote the profession and SUNM, contributing to building confidence and knowledge in the art by both practitioners and the general public.

Students successfully graduating from the SUNM DN program will:

- Be eligible to complete the National Board of Naprapathic Examiners exam.
- Acquire the skills and knowledge necessary for success in the profession of Naprapathy.
- Be confident to practice as a Doctor of Naprapathic Medicine as a professional healthcare provider.

The SUNM Doctor of Naprapathic Medicine Program consists of four types of courses:

- Basic Science, Naprapathic Science, Evidence-Based Practice Research, and Professional Skills.
- The Basic Science courses are taught in relation to the human organism with a stress on homeostasis. Naprapaths must understand the structure and function of the organs' bodily dysfunctions and the ways these dysfunctions can manifest themselves.
- Naprapathic Science courses blend theory and practice focusing on methods to evaluate connective tissue disorders, assess how these disorders affect neurological control of the connective tissues, properly apply Naprapathic therapeutic techniques, and provide nutritional counseling.
- Evidence-Based Practice Research courses are scaffolded to introduce students to the basics of information literacy, assess ethics in research practices, review and evaluate research, and culminate in students conducting a Naprapathic Research Project. SUNM students will be contributing to the field of manual medicine research. Evidence-based practice techniques are woven throughout the Basic and Naprapathic Science courses. Students are introduced to the foundations of research and use research in evidence-based practice during the first year of the program. Courses are designed to assist students in exploring possible topics for their Naprapathic Research Project. At the beginning of the second year, students will review the components and requirements for the Naprapathic Research Project, create a proposal, and begin working on the Naprapathic Research Project. Students will complete, present, and publish their Naprapathic Research Project Naprapathic Research Project will have to obtain Institutional Review Board (IRB) approval as part of the project proposal process.
- Professional Skills courses are designed to guide students through the day-to-day activities of a Naprapath. While in these courses, students will act as medical professionals, and learn to build their own practice.

Course Descriptions Year 1 Quarter 1

HPP 600 NAPRAPATHIC HISTORY, THEORIES, AND PRINCIPLES - 3 credits – Online

Presents the rationale for Naprapathic principles, theories, and techniques. Covers the history of Naprapathy from its origins up to the present, the evolution of its philosophy principles and an introduction to the ethical principles of Naprapathic treatments. This course prepares students to better understand some of the fundamentals of Naprapathic Medicine including the principles of Naprapathic Chartology and the founder of Naprapathy, Dr. Oakley Smith. Prerequisite: None.

ANAT 501 ANATOMY I - 3 credits – Online
Students study the muscular and skeletal systems and bony landmark trails of the shoulder, arm, and hand. Students focus on using this anatomical knowledge to assess patients as a Naprapath. Prerequisite: College Level Biology or its equivalent.

PHYS 501 PHYSIOLOGY I - 3 credits – Online
In relation to manual medicine, students study cells, tissues, membranes, and the integumentary system. Prerequisite: College Level Biology or its equivalent.

CTDY 501 CONNECTIVE TISSUE DYNAMICS I - 3 credits - Hybrid
This is the first of a three-quarter course which integrates the basic science of connective tissues with the Naprapathic approach to soft tissue evaluation.
Lectures and hands-on practice present different types of connective tissues in health and disease. The laboratory gives the student experience in palpation of the physiological states of various types of connective tissues.

METE 500 Medical Terminology 3 credits - Online
The structure and formation of technical terms used in Naprapathy as well as in the health sciences, based on roots and elements from Greek and Latin.
Prerequisite: None.

EBPN 500 EVIDENCE-BASED PRACTICE FOR THE NAPRAPATHIC PROFESSIONAL - 3 credits - Online
This course will set the foundation for students to become evidence informed practitioners through problem synthesis, hypothesis generation, reflective practice and decision making. During this course, students will be introduced to analysis of evidence and research design.

Course Descriptions Year 1 Quarter 2

ANAT 502 ANATOMY II - 3 credits – Online
Students study the muscular and skeletal systems and bony landmark trails of the spine, thorax, head, neck, and face. Students focus on using this anatomical knowledge to assess patients as a Naprapath. Prerequisite: ANAT 501 Anatomy I

CTDY 502 CONNECTIVE TISSUE DYNAMICS II - 3 credits - Hybrid
Lectures and laboratories provide in-depth experience of connective tissue: loose, dense, etc. The formation of scar tissue adhesions, nerve entrapments, pain syndromes and various other soft tissue disorders are studied experientially. An introduction to the treatment of soft tissue disorders in the upper body is an integral part of the course.

PHYS 502 PHYSIOLOGY II – 3 credits – Online
In relation to manual medicine, students study frameworks of movement,

communication, and control. Prerequisite: PHYS 501 Physiology I.

SANC 600 SPINAL ANATOMY - 3 credits - Hybrid
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.

HTGE 500 HISTOLOGY-GENETICS-EMBRYOLOGY- 3 credits - Online
Microscopic study of tissues and how they form organs and organ systems. Provides a foundation for further study of physiology and pathology. 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.

ILEB 500 INFORMATION LITERACY FOR EVIDENCE-BASED PRACTICE – 3 credits – Online
This course will assist students in developing the information literacy skills needed to utilize an evidence-based approach to their practice and studies. Included in the course topics will be use of the library resources, identification of non-library resources, an introduction to scholarly writing and academic integrity/ethics.

Course Descriptions Year 1 Quarter 3

ANAT 503 ANATOMY III - 3 credits – Online
Students study the muscular and skeletal systems and bony landmark trails of the pelvis, thigh, leg, and foot. Students focus on using this anatomical knowledge to assess patients as a Naprapath. Prerequisite: ANAT 502 Anatomy II and PHYS 502 Physiology II.

BCHM 501 BIOCHEMISTRY I - 3 credits – Online
This course reviews 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 nonessential amino acids and the catabolism of amino acids. Prerequisite: College Level Biology and Chemistry.

PHYS 503 PHYSIOLOGY III - 3 credits – Online
In relation to manual medicine, students study circulation, body defense, metabolic processes, elimination, and reproduction. Prerequisite: ANAT 502 Anatomy II and PHYS 502 Physiology II.

CTDY 503 CONNECTIVE TISSUE DYNAMICS III - 3 credits - Hybrid

This is the last of a three-quarter class sequence. Lectures and hands-on practice provide in-depth experience of connective tissue: loose, dense, etc. The formation of scar tissue adhesions, nerve entrapments, pain syndromes and various other soft tissue disorders are studied experientially. An introduction to the treatment of soft tissue disorders in the lower body is an integral part of the course.

REHB 600 PRINCIPLES OF REHABILITATION - 3 credits - Hybrid
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 Prerequisites: SANC 600 Spinal Anatomy.

SID 500 SCHOLARLY IMPLEMENTATION AND DISSEMINATION – 3 credits - Online
The course focuses on the development and implementation of data collection skills and the evaluation of the quality and equity of data related to research design and methodology.

Course Descriptions Year 1 Quarter 4

BCHM 502 BIOCHEMISTRY II - 3 credits – Online
This course reviews 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, and the genetic basis of the disease. Prerequisite: BCHM 501 Biochemistry I.

EPBM 500 EXERCISE PHYSIOLOGY/BIOMECHANICS - 3 credits – Online
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 principles 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.

KINE 500 KINESIOLOGY - 3 credits – Online
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 503 Anatomy III and PHYS 503 Physiology III.

NTEC 601 NAPRAPATHIC TECHNIQUE I - 3 credits - Hybrid

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. Topics include contact points, palpation techniques, and application of specific Naprapathic techniques to the thoracic and Lumbosacral areas. Students will be required to observe treatments being given in the SUNM Intern Clinic.

CEVL 601 NAPRAPATHIC CLINICAL EVALUATION I - 3 credits - Hybrid
A discussion of Naprapathically ascertained syndromes of vertebral and extra-vertebral articulations, a generalized evaluation of particular types of soft and osseous tissue disorders known to exist, and the discussion of a specific treatment for each type of involvement. Emphasis is placed on the pelvic region. Students begin proficiency in the use of signs, symbols, charts, and definitions commonly used by Naprapaths to record specific physical findings in the evaluation of pelvic and sacral disorders. Students will be required to observe treatments being given in the SUNM Intern Clinic. Prerequisite: SANC 600 Spinal Anatomy.

NRPP 600 NAPRAPATHIC RESEARCH PROJECT PROPOSAL – 4 credits - Online
Students will develop a three-chapter proposal utilizing a problem statement, literature review and methodology approach to a proposal.

Course Descriptions Year 2 Quarter 1

MPHE 500 MICROBIOLOGY AND PUBLIC HEALTH - 3 credits - Online
A fundamental approach focuses on select organisms and the diseases they cause. Some topics include classification and taxonomy, microbial genetics, infection, and resistance. Case studies relevant to Doctors of Naprapathy are presented. Prerequisite: ANAT 503 Anatomy III and PHYS 503 Physiology III.

NEUR 501 NEUROSCIENCE I - 3 credits - Online
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 503 Anatomy III and PHYS 503 Physiology III.

NTEC 602 NAPRAPATHIC TECHNIQUE II - 3 credits - Hybrid
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 from the historical document, Naprapathic Therapeutics. Prerequisite: NTEC 601 Naprapathic Technique I.

CEVL 602 NAPRAPATHIC CLINICAL EVALUATION II - 3 credits - Hybrid

A continuation of Naprapathic Clinical Evaluation 601 with emphasis on the thoracic and lumbar areas. Hands-on evaluation of the thoracic/lumbar spinal articulations to determine pathological syndromes, finishing with the performance of comprehensively charted thoracic/lumbar treatments. Prerequisite: SANC 600 Spinal Anatomy.

APBM 500 APPLIED BIOMECHANICS - 3 credits – Hybrid
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.

NRPC 600 NAPRAPATHIC RESEARCH PROJECT COMPONENTS – 3 credits - Online
In this course students will be introduced to the components of the Naprapathic Research Project: Abstract, Introduction, Problem Statement, Purpose of the Study, Research Question, Hypothesis, Literature Review, Methodology, Results, and Discussion.

Course Descriptions Year 2 Quarter 2

CEVL 603 NAPRAPATHIC CLINICAL EVALUATION III - 3 credits - Hybrid
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 comprehensively charted cervical treatments. Prerequisite: SANC 600 Spinal Anatomy.

THEX 600 THERAPEUTIC EXERCISE - 3 credits - Hybrid
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.

NEUR 502 NEUROSCIENCE II - 3 credits - Online
The basic organization and neurophysiology of the central nervous system are presented. Topics include anatomy of the brain stem, spinal cord, 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: NEUR 501 Neuroscience I.

PATH 501 PATHOLOGY OF HUMAN DISEASES I - 3 credits - Online
The first of a two-quarter sequence, the course includes fundamental concepts of pathology, the integumentary system, musculoskeletal system, nervous system, circulatory system, lymph system, and immune system. Prerequisite: HIST 500 Histology, ANAT 503 Anatomy III, and PHYS 503 Physiology III.

SNDI 501 SCIENCE OF NUTRITION AND DIET I - 3 credits – Online
A comprehensive study of the basic principles of nutrition; the processes of digestion, absorption, transport; and metabolism; and the role of carbohydrates, lipids, proteins, and vitamins. Prerequisite: BCHM 502 Biochemistry II.

SDR 500 SCHOLARLY DESIGN AND REVIEW – 3 credits - Online
This course will focus on the skills necessary to develop scholarly writing and reasoning related to research planning and design. Building upon the outcomes of Evidence-Based Practice for Naprapaths, students will progress through an evaluation of practice focused research, development of the framework for a scholarly project/study and will begin to integrate analysis of research into a literature review.

Course Descriptions Year 2 Quarter 3

PATH 502 PATHOLOGY OF HUMAN DISEASES II - 3 credits - Online
As a continuation of PATH 501, the course includes a study of the respiratory, digestive, endocrine, urinary, and reproductive systems in relation to CAM treatments for disorders related to those systems. Prerequisite: PATH 501 Pathology of Human Diseases I.

SNDI 502 SCIENCE OF NUTRITION AND DIET II - 3 credits – Online
The course incorporates the study of minerals; the impact of diet on health, eating disorders, nutritional needs through the lifespan, food safety, and global nutrition. Prerequisite: SNDI 501 Science of Nutrition and Diet I.

ACTC 601 ACCESSORY TECHNIQUE I - 3 credits - Hybrid
An advanced integration of therapeutic modalities incorporated by Naprapaths over the decades of their clinical research and practice. Material covered includes, but is not limited to: Trigger Point Therapy, Trigger Point tools, Myofascial Trigger Point Therapy, and therapeutic stretches. Additional topics may include PNF, Cupping, and Gua Sha. A hands-on practicum provides the opportunity to apply principles of spinal and extraspinal manipulation.
Prerequisites: NTEC 601 Naprapathic Technique I and II and CEVL 601 Naprapathic Clinical Evaluation I, II, and III.

CONE 600 CLINICAL ORTHOPEDIC AND NEUROLOGICAL EVALUATION - 3 credits - Hybrid
This course is designed to prepare students to be able to properly administer and interpret orthopedic and neurological tests. It will also help students determine which orthopedic and neurological tests should be administered in different situations. Being knowledgeable in orthopedic and neurological testing will help students be able to better communicate with the medical community as a whole.

RAD 600 RADIOLOGICAL REPORT INTERPRETATION AND NORMAL RADIOGRAPHIC ANATOMY - 3 credits – Online
This course is an overview addressing normal skeletal radiology with an emphasis on radiological report interpretation and clinical case correlation. Special tests to be covered include primarily plain film x-ray and MRI, but also CT, Diagnostic Ultrasound, and DEXA exams as well. Student goals should be interpretation of radiological reports to be able to make clinical decisions based on said reports and translate said reports to patients for their clinical benefit. Population studies will be discussed as well as the degree of certain radiological abnormalities and their relation to Naprapathic treatment. Prerequisite: Path 501 Pathology I.

NRP 701 NAPRAPATHIC RESEARCH PROJECT I – 4 credits - Online
Students will develop a Naprapathic Research Project, under the supervision of a Naprapathic Research Project Committee. Learning to think independently when approaching connective tissue problems and developing a personal process for problem solving are important parts of lifelong Naprapathic education. Each Naprapathic student at the Southwest University of Naprapathic Medicine is required to successfully complete a Naprapathic Research Project. The Naprapathic Research Project should be a culmination of theory synthesis, application of intervention, analysis of outcomes and dissemination. The educational goal of the Naprapathic Research Project is for each student to learn the importance and the process behind an evidence-based approach to healthcare. The Naprapathic Research Project consists of two elements: A communication component where the student must present the Naprapathic Research Project orally or in poster format before a committee composed of three qualified members, as well as a written component.

Course Descriptions Year 2 Quarter 4

STBD 500 STRESS AND THE BODY - 3 credits – Online
Students examine what it is that makes psychological stressors stressful, and its relevance to depression, anxiety, and addiction and how Naprapaths use this knowledge to treat patients. Each week, students will research different stress relief techniques, evaluate their effectiveness, and assess if and how they would recommend the techniques to patients. Prerequisite: PATH 502 Pathology of Human Diseases II.

CPRP 600 CLINICAL PREPARATION - 3 credits - Hybrid
The students research and practice Naprapathic Charting, Naprapathic evaluation, Naprapathic techniques and nutritional counseling. The course prepares the students for the proper creation of Naprapathic Case Records using One Touch, standard clinical conduct and protocols are introduced. 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.

MBME 603 MIND-BODY MEDICINE - 3 credits – Online
Mind-body medicine focuses on the interactions among the brain, the rest of the body, the mind, and behavior. The ways in which emotional, mental, social, spiritual, experiential, and behavioral factors can directly affect health. Students will explore various medical models, including the holistic models. During this course, students will evaluate the use of different models in different medical situations. Prerequisite: PATH 502 Pathology of Human Diseases II.

ACTC 602 ACCESSORY TECHNIQUE II **(Peripherals)** - 3 credits - Hybrid
Presents advanced methods of joint and soft tissue examination including mastery of PRRT techniques, cervical spinal manipulation, techniques for upper and lower cervical tissues Naprapathic motion analysis, cervical /thoracic kinesiological tests and treatment, upper and lower thoracic rotations, lumbar and pelvic trend examination and treatment, lumbar primary pathologies, primary pelvic pathologies, acute pelvic rotations, iliopsoas and piriformis contractures, shoulder pathologies, knee pathologies, carpal tunnel and wrist pathologies. The class will include use of various other physical modalities and tools, nonpharmaceutical and diet interventions. Includes demonstrations and practical applications. Prerequisites: ACTC 601 Accessory Technique I, NTEC 601 Naprapathic Technique I and II and CEVL 601 Naprapathic Clinical Evaluation I, II, and III.

SEIA 600 SPORTS AND EXERCISE INJURY ASSESSMENT AND TREATMENT - 3 credits - Hybrid
This course is an overview of sport and exercise injury assessment, treatment protocols and various forms of rehabilitation.

NRP 702 NAPRAPATHIC RESEARCH PROJECT II – 4 credits - Online
Students will develop a Naprapathic Research Project, under the supervision of a Naprapathic Research Project Committee. Learning to think independently when approaching connective tissue problems and developing a personal process for problem solving are important parts of lifelong Naprapathic education. Each Naprapathic student at the Southwest University of Naprapathic Medicine is required to successfully complete a Naprapathic Research Project. The Naprapathic Research Project should be a culmination of theory synthesis, application of intervention, analysis of outcomes and dissemination. The educational goal of the Naprapathic Research Project is for each student to learn the importance and the process behind an evidence-based approach to healthcare. The Naprapathic Research Project consists of two elements: A communication component where the student must present the Naprapathic Research Project orally or in poster format before a committee composed of three qualified members, as well as a written component.

Course Descriptions Year 3 Quarter 1

CPPH 700 CLINICAL PROTOCOLS AND PUBLIC HEALTH - 3 credits - Online
The goal of this class is to familiarize students with the day-to-day operations of a typical Naprapathic Clinic. Students review and discuss the SUNM Naprapathic Intern Clinical Manual of Policy and Procedures on a weekly basis. Patient cases are consistently reviewed in a roundtable milieu with the instructor leading the discussion. This class is designed to present students with integrative protocols to develop a foundational understanding for treating connective tissue related disorders. These student-clinic-patient evaluations are based on signs and symptoms, utilizing orthopedic and neurological evaluation, Naprapathic manipulative therapy, nutrition, therapeutic modalities, and therapeutic exercises. Students will be familiarized with the clinic monitoring computer program One Touch. Opportunities for community outreach and mentorship with experienced Naprapaths will be discussed, encouraged, and provided. Current clinic interns or recent graduates are scheduled to attend the class to discuss their clinic experiences and future professional plans or experiences.

CPRC 701 Clinical Practice I - 5 credits - Hybrid
During the first quarter of the internship, students are introduced to the day-to-day functions of the clinical setting while conducting exams and performing spinal markings on patients. The SUNM intern clinician observes every patient treatment and checks interns' spinal findings and treatment plan.

PSPD 701 Professional Skills Practice Development I – 1 credit – Online
Designed to prepare Interns to assume a professional role. Students will be introduced to effective business and practice management including basic bookkeeping, budgeting, and taxes.

NRP 703 NAPRAPATHIC RESEARCH PROJECT III – 4 credits - Online
Students will develop a Naprapathic Research Project, under the supervision of a Naprapathic Research Project Committee. Learning to think independently when approaching connective tissue problems and developing a personal process for problem solving are important parts of lifelong Naprapathic education. Each Naprapathic student at the Southwest University of Naprapathic Medicine is required to successfully complete a Naprapathic Research Project. The Naprapathic Research Project should be a culmination of theory synthesis, application of intervention, analysis of outcomes and dissemination. The educational goal of the Naprapathic Research Project is for each student to learn the importance and the process behind an evidence-based approach to healthcare. The Naprapathic Research Project consists of two elements: A communication component where the student must present the Naprapathic Research Project orally or in poster format before a committee composed of three qualified members, as well as a written component.

Course Descriptions Year 3 Quarter 2

CAT 701 CLINICAL ADJUNCTIVE THERAPY I - 3 credits - Online
This Adjunctive Therapy class focuses on clinical nutrition protocols. Students will be

introduced to a specific line of nutraceuticals that augment traditional Naprapathic therapies. These supplements will address internal and external patient soft tissue disorders. Included in the class are case reviews and discussions of specific patient challenges that are not being adequately addressed solely by soft tissue manipulation.

CPRC 702 Clinical Practice II - 5 credits - Hybrid
During the second quarter of the internship, students are given more responsibilities in the clinical setting. In addition to basic treatments with spinal markings, students may begin using modalities with patients. The SUNM intern clinician observes the intern six times on returning patients and checks interns' spinal findings and treatment plan for all new patients.

PSPD 702 Professional Skills Practice Development II – 1 credit – Online
Designed to prepare Interns to assume a professional role. Students will practice principles of effective marketing, including identifying a target market, conducting a comparative analysis, cost of patient acquisition and creating a marketing plan.

NRPD 700 NAPRAPATHIC RESEARCH PROJECT DISSEMINATION – 3 credits – Online
This course will provide an opportunity for the student to create a channel for distribution and dissemination of the Naprapathic Research Project. This will include a written publishable paper and an oral presentation of the project to a committee.

Course Descriptions Year 3 Quarter 3

CAT 702 CLINICAL ADJUNCTIVE THERAPY II - 3 credits - Online
This Adjunctive Therapy class continues the focus on clinical nutrition protocols. Students will continue to research a specific line of nutraceuticals that augment traditional Naprapathic therapies. These supplements will address internal and external patient soft tissue disorders. Included in the class are case reviews and discussions of specific patient challenges that are not being adequately addressed solely by soft tissue manipulation. This Adjunctive Therapy class will also emphasize macro-stretching techniques, more specifically Thai bodywork. This class will focus on techniques for supine, prone, and side lying (pregnancy) positions. 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 does not supplant but rather complement the Oakley Smith Naprapathic Method of treatment.

CPRC 703 Clinical Practice III - 5 credits - Hybrid
During the third quarter of the internship, students continue to be given more responsibilities in the clinical setting. In addition to basic treatments with spinal markings, students continue using modalities with patients. The SUNM intern clinician observes the intern four times on returning patients and checks interns spinal findings and treatment plan for all new patients.

PSPD 703 Professional Skills Practice Development III – 1 credit – Online
Designed to prepare Interns to assume a professional role. Students will create a business plan, assess staff hiring and onboarding processes, and review basic human resources functions required for a small business.

Course Descriptions Year 3 Quarter 4

CAT 703 CLINICAL ADJUNCTIVE THERAPY III - 3 credits - Online
Adjunctive Therapy, taught during the Clinic Internship, incorporates the use of tools such as the Electro Stim and Ultrasound. The clinical application of these therapies does not supplant but rather complement the Oakley Smith Naprapathic Method of treatment. Other topics include first aid, mental health of patients, treating special care populations, treating the LGBTQ population, ethical issues, CPR, as well as the basics of CAQH Credentialing and Insurance Contracting and Billing.

CPRC 704 Clinical Practice IV – 5 credits – Hybrid
During the final quarter of the internship, students continue to be given more responsibilities in the clinical setting. In addition to basic treatments with spinal markings, students continue using modalities with patients. The SUNM intern clinician observes the intern two times on returning patients and checks interns spinal findings and treatment plan for all new patients.

PSPD 704 Professional Skills Practice Development IV – 1 credit – Online
Designed to prepare Interns to assume a professional role. In this culminating class, students will be walked through the process to register a business, obtain malpractice insurance, register for the National Board of Naprapathic Examiners exam, and apply for a license with the New Mexico Medical Board.

Clinical Experience and Internship

At the completion of the second year, students must pass the Clinical Entrance Exam to participate in the clinical experience and internship during the third year of the program.

This phase of the Naprapathic education provides the students with direct clinical experience to develop confidence, refine Naprapathic skills, and 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 SUNM intern clinician on duty provides the interns with an ongoing progress report daily in areas of Naprapathic technique, professionalism, nutritional counseling, and other clinic activities. 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 Quarters) served:

- minimum of 12 hours per week in supervised clinic practice
- administration of 450 Naprapathic treatments
- performance of a minimum of 3 nutritional counseling sessions
- satisfaction of all clinic and academic requirements as assigned.

Interns will be evaluated by the Naprapathic Preceptor daily on seven main learning goals and must earn a minimum of 80% each day based on both the SUNM Daily Intern Evaluation Rubric and SUNM Intern Clinic Treatment Evaluation Rubric. Interns who do not earn an 80% will be required to meet with the Naprapathic Preceptor for tutoring.

The SUNM Naprapathic Preceptor or intern clinician on duty observes intern treatments on a regular basis. Interns are required to maintain a "B" average for clinic work. Prerequisite: Intern Status.

Scrubs Requirement

Scrubs are required for face-to-face classes as well as working in the clinic. Students/interns are also required to wear scrubs during stress relief days, and while completing observations in the clinic.

Accelerated Doctoral Program

(Only program offered at this time) - Three Calendar Years (online only classes highlighted)

SCHEDULE OF COURSES			
FIRST CALENDAR YEAR			
YEAR 1 QUARTER 1			
	COURSE NAME	**COURSE NUMBER**	**CREDIT HOURS**
	Anatomy I	ANAT 501	3
	Physiology I	PHYS 501	3
	Naprapathic History, Theories, and Principles	HPP 600	3
	Connective Tissue Dynamics I	CTDY 501	3
	Medical Terminology	METE 500	3

	Evidence-Based Practice for the Naprapathic Professional	EBPN 500	3

YEAR 1 QUARTER 2			
	Anatomy II	ANAT 502	3
	Physiology II	PHYS 502	3
	Connective Tissue Dynamics II	CTDY 502	3
	Spinal Anatomy	SANC 600	3
	Histology/Genetics/Embryology	HTGE 500	3
	Information Literacy for Evidence Based Practice	ILEB 500	3

YEAR 1 QUARTER 3			
	Anatomy III	ANAT 503	3
	Biochemistry I	BCHM 501	3
	Physiology III	PHYS 503	3
	Principles of Rehabilitation	REHB 600	3
	Connective Tissue Dynamics III	CTDY 503	3
	Scholarly Implementation and Dissemination	SID 500	3
YEAR 1 QUARTER 4			
	Biochemistry II	BCHM 502	3
	Exercise Physiology/Biomechanics	EPBM 500	3
	Kinesiology	KINE 500	3
	Naprapathic Technique I	NTEC 601	3
	Naprapathic Clinical Evaluation I	CEVL 601	3
	Naprapathic Research Project Proposal	NRPP 600	4

SECOND CALENDAR YEAR			
YEAR 2 QUARTER 1			
	COURSE NAME	**COURSE NUMBER**	**CREDIT HOURS**
	Microbiology and Public Health	MPHE 500	3
	Neuroscience I	NEUR 501	3
	Naprapathic Technique II	NTEC 602	3
	Naprapathic Clinical Evaluation II	CEVL 602	3
	Applied Biomechanics	APBM 500	3
	Naprapathic Research Project Components	NRPC 600	3
YEAR 2 QUARTER 2			
	Naprapathic Clinical Evaluation III	CEVL 603	3
	Therapeutic Exercise	THEX 600	3
	Neuroscience II	NEUR 502	3
	Pathology of Human Diseases I	PATH 501	3
	Science of Nutrition & Diet I	SNDI 501	3
	Scholarly Design and Review	SDR 600	3
YEAR 2 QUARTER 3			
	Pathology of Human Diseases II	PATH 502	3
	Science of Nutrition & Diet II	SNDI 502	3
	Accessory Technique I	ACTC 601	3
	Clinical Orthopedic & Neurological Evaluation	CONE 600	3
	Radiological Report Interpretation and Normal Radiographic Anatomy	RAD 600	3

	Naprapathic Research Project I	NRP 701	4

YEAR 2 QUARTER 4			
	Stress and the Body	STBD 500	3
	Clinical Preparation	CPRP 600	3
	Mind-Body Medicine	MBME 603	3
	Accessory Technique II - Peripherals	ACTC 602	3
	Sports & Exercise Injury Assessment and Treatment	SEIA 600	3
	Naprapathic Research Project II	NRP 702	4

THIRD CALENDAR YEAR			
YEAR 3 QUARTER 1			
	COURSE NAME	**COURSE NUMBER**	**CREDIT HOURS**
	Clinical Protocols and Public Health	CPPH 700	3
	Clinical Practice I	CPRC 701	5
	Professional Skills Practice Development I	PSPD 701	1
	Naprapathic Research Project III	NRP 703	4
YEAR 3 QUARTER 2			
	Clinical Adjunctive Therapy I	CAT 701	3
	Clinical Practice II	CPRC 702	5
	Professional Skills Practice Development II	PSPD 702	1
	Naprapathic Research Project Dissemination	NRPD 700	3
YEAR 3 QUARTER 3			
	Clinical Practice III	CPRC 703	5
	Professional Skills Practice Development III	PSPD 703	1
	Clinical Adjunctive Therapy II	CAT 702	3
YEAR 3 QUARTER 4			

	Clinical Practice IV	CPRC 704	5
	Professional Skills Practice Development IV	PSPD 704	1
	Clinical Adjunctive Therapy III	CAT 703	3

Master of Science in Anti-Inflammatory Nutrition Program

SUNM's online Master of Science in Anti-Inflammatory Nutrition academic program is designed in a manner to guide students from the tenets of basic nutritional principles and analyze those principles through the lens of anti-inflammatory nutrition. Students will learn to apply knowledge of these principles when working with clients to improve health and wellness.This degree was not created or designed.to lead to professional licensure. Graduates of this program do not meet both the didactic education and supervised training requirements to be eligible to take the examination for Registered Dietitian Nutritionists (RDN).

Program Outcomes

Program Outcome 1 - Appraise research to answer clinically relevant questions related to anti-inflammatory nutrition.

Foundation – The concept of Anti-Inflammatory Nutrition is relatively new. Prior to the modern diet being inundated with processed food and the implementation of farming practices that strip the soil of nutrients, inflammation primarily occurred as a reaction to injuries or illnesses. When working with clients, it is imperative that the anti-inflammatory nutrition specialist stay abreast of research in the field to best serve a diverse client base.

Program Outcome 2 - Demonstrate the application and pragmatic use of anti-inflammatory nutrition principles, theories, and techniques in a safe, effective, and professional manner.

Foundation – An anti-inflammatory nutrition professional must synthesize basic science knowledge with concepts regarding diet and other lifestyle choices that impact inflammation.

Program Outcome 3 - Conduct health evaluation and treatment with nutritional supplements.

Foundation – Many people experience inflammation due to lack of certain nutrients in their diet. An anti-inflammatory nutrition professional must apply the knowledge of nutrient deficiencies with the benefits and consequences of using nutritional supplements.

Program Outcome 4 - Apply appropriate interventions to address physiological imbalances and illness states.

Foundation – Inflammation is the root cause of many health issues. An anti-inflammatory nutrition professional must demonstrate the ability to and skills to apply the knowledge of

physiological imbalances and illness states to recommend changes to diet and lifestyle to minimize the physiological imbalances and illness states without the consequence of other physiological imbalances or illness states.

Program Outcome 5 - Integrate whole food nutrition with strategies for health promotion and disease prevention.

Foundation – The typical modern diet often revolves around processed food or whole food grown in a manner that depletes nutrients.

Program Outcome 6 - Demonstrate a depth and breadth of basic science knowledge as it applies to anti-inflammatory nutrition.

Foundation – Basic science knowledge is at the core of understanding the benefits of anti-inflammatory nutrition.

Course Descriptions Year 1 Quarter 1

PAIN 500 Principles of Anti Inflammatory Naprapathic Nutrition – 3 credits
Introduces the student to how anti-inflammatory nutrition can benefit the body, including the benefits of manual medicine to address the whole person. Fundamental concepts to functional medicine, regarding anti-inflammatory nutrition. Covers how nutrition can affect the immune system, organ function disruption, physical, chemical and emotional responses to stress, and chronic infection. Includes philosophy that health is normal and if there is a health issue, something is interfering with the normal state of the body.

FOAM 500 Food as Medicine – 3 credits
Designing meal plans to optimize health, address specific illness states, weight management, and encourage healthy food behaviors. Development of appropriate documents to support food selection, meal prep, patient preference, operating within a budget cultural influences and creation of sustainable plans. Guide to show benefits of an anti-inflammatory food plan included. Information provided about regenerative farming and how this knowledge benefits a nutritionist.

ILNR 500 Information Literacy and Nutrition Research – 3 credits
Assists students in developing information literacy skills needed to utilize an evidence-based approach to anti-inflammatory nutrition for their Capstone and future practice. Sets the foundation to become informed practitioners through problem solving, reflective practice, decision-making and evaluating medical research. Integrity and ethics are also discussed in this course. AMA format and academic writing guidelines are covered.

Course Descriptions Year 1 Quarter 2

BCON 500 Biochemistry Concepts and Nutrition – 3 credits
Assesses nutritional testing, describes the effects of antioxidants and glycolysis pathways, and energy production. Provides discussions about heavy metal toxicity and DNA, as well as epigenetics and how a nutrition professional can communicate these topics with patients. Genetic testing and immune function knowledge are also covered in this course. The course includes information on how microbiomes can influence inflammation and explains how a nutrition professional uses knowledge of ketogenesis when treating patients.

PHAN 500 Physiology and Anti-Inflammatory Nutrition – 3 credits
Functional medicine approach to understanding the nervous system and the digestive, immune, respiratory, urinary, cardiovascular, musculoskeletal, integumentary, and neurological systems. Includes understanding the metabolism of the GI system with an emphasis placed on the nutritional implications of digestion and absorption, GI microbiome, and enzymes. Health disorders presented for a nutritionist to understand the relationship between disorders and nutrition.

Course Descriptions Year 1 Quarter 3

DILR 500 Diagnostic and Interpretation of Lab Results – 3 credits
Completion of a symptom survey to determine a set of diagnostic modern tests. Lab testing, review digestive labs, and introduce albumin, globulin, and the differential complete blood count. An evaluation of historical and relevant diagnostic tests used to determine heart rate variability, live blood cell analysis, heart sound recording, tongue evaluation, iridology course, and pulse diagnosis.

PANP 500 Pathology for the Nutrition Professional – 3 credits
Functional approach to how anti-inflammatory nutrition works with the body to repair and prevent disease. The course covers tissue repair, mechanism of foam cells, recurrent blood vessel damage, cancer therapy, different types of anemia, immune response, fungal and bacterial infections. Environmental toxins as inflammatory drivers in the body are also covered in this course. Students will learn more about various diseases such as arthritis, edema, and issues that pertain to an unhealthy body to help give a foundation for why anti-inflammatory nutrition is so important.

Course Descriptions Year 1 Quarter 4

INMS 500 Inflammation and Metabolic Syndrome – 3 credits
Discusses metabolic syndrome and how anti-inflammatory nutrition can help this condition.

Prevalence of metabolic syndrome is explained, and specified demographics are discussed. Lifestyle changes presented and specific nutrition options are covered including their help in treating metabolic syndrome.

ESHL 500 Endocrine System and Hormone Labs – 3 credits
Examines the actions, relationships, control mechanisms and dysfunction of neurotransmitters, neuroendocrine factors, hormones, and immune mediators. Effects of diabetes, stress, diet, nutrient deficiencies, digestive disorders, drugs and specific foods on neurotransmitters and hormones. Lab testing to indicate dysfunction discussed. Roles of nutrition and diet in the pathogenesis of endocrine disorders covered in this course.

Course Descriptions Year 2 Quarter 1

NALC 600 Nutrition Across the Lifespan and Community Nutrition – 3 credits
Analyzes and evaluates the specific nutritional needs of humans in various stages of their lives including infants, children, teens, adults, and senior adults. Community nutrition is also discussed and presented, with ideas for using anti-inflammatory diets to aid in communities and cultures. Food deserts and assessment of how nutrition habits can impact chronic disease is included in this course.

GEEP 600 Genetics and Epigenetics – 3 credits
Explains the roles of genetics and epigenetics in health. Includes discussion about methylation, genetic testing, and nutrition, how genes are affected by nutrients, and genetic determinants of eating disorders. The relationship between genetics, disease and nutrition is covered in this course.

Course Descriptions Year 2 Quarter 2

SUEH 600 Supplements to Enhance Health – 3 credits
Functional medicine approach to developing a standard process of determining which available supplements are needed for optimizing wellness and illness in a patient to include supplement lines, homeopathic, herbs and nutrient content of foods, organic and conventional foods.

DETX 600 Detoxification Methods – 3 credits
Discusses and evaluates the cleanse types and templates for colon toxicity, the role of colonic, cryotherapy, sauna treatments, cupping and oil pulling. Assess the benefits of fasting on nutritional health. Heavy metal toxicity and allergy desensitization are also addressed in this course.

Course Descriptions Year 2 Quarter 3

CCON 600 Cultural Competency and Nutrition – 3 credits
Explains cultural competency, food production, global food habits, sustainability, and

how different cultures should be addressed in relation to anti-inflammatory nutrition. Analyzes nutritional practices in various cultures including African, Central American, Hispanic, Asian, Indigenous Native American, and European diets.

NUSE 600 Nutrition for Sports and Exercise – 3 credits
Discusses the basics of sports nutrition and connects nutrition to exercise and performance. Addresses nutrition needs for professional athletes as well as those who participate in recreational sports. Explores how water intake, vitamins, electrolytes, and sleep play an important role in exercise and nutrition.

Specifics of the importance of carbohydrates, protein, fats relating to sports and exercise are included in this course.

Course Descriptions Year 2 Quarter 4

STAN 600 Special Topics in Anti-Inflammatory Nutrition – 3 credits
Exploring topics related to nutrition such as the psychology of eating, processed foods, eating disorders and obesity, the evolution of the American diet, functional foods, and the marketing of foods. The role organic food plays in an anti-inflammatory diet is also addressed in this course.

BPAN 600 Business Practice for the Anti-Inflammatory Nutrition Professional – 3 credits
Discussion of topics for a nutritional profession to consider when opening or running a business, including a marketing plan, business plan, mission statement, budgeting, hiring staff, social media, and ethics. Communication skills and client interactions are also addressed in this course to prepare the nutrition professional for a successful business.

Course Descriptions Year 3 Quarter 1

AINC 600 Anti-Inflammatory Nutrition Capstone – 3 credits
Create a research project on a subject related to anti-inflammatory nutrition. Students will learn the importance and process behind an evidence-based approach to healthcare and nutrition. The Capstone Project should be a culmination of theory synthesis, application of intervention, analysis of outcomes and dissemination.

Admissions Information

Doctor of Naprapathic Medicine

As a Naprapath, upon passing the National Board of Naprapathic Examiners Exam, you will be eligible to apply for licensure through the New Mexico Medical Board. You must be able to pass a criminal background check in order to be licensed in New Mexico, Nevada, and

Illinois. For information on the criminal background check, refer to the New Mexico Medical Board General Information for Naprapathic Physician Licensure (https://www.nmmb.state.nm.us/licensing_info/naprapathic_doctor_licenses.html).

For full information see the Nevada Department of Public Health requirements:
NRS: CHAPTER 634B - NAPRAPATHS

SUNM DN Licensure Disclosure and Attestation

SUNM offers a Doctor of Naprapathic Medicine (DN), which is accredited by the Distance Education Accrediting Commission (DEAC). Graduates of this program meet both the didactic education and supervised training requirements to be eligible to take the licensing examination conducted by the National Board of Naprapathic Examiners.

This Disclosure is strictly limited to SUNM's determination of whether DN, if successfully completed, would be sufficient to meet the educational requirements for licensure or certification in a State, as defined as 34 C.F.R. § 600.2.

NOTE: This Disclosure does not provide any guarantee that any particular State licensure entity will approve or deny your application for certification or professional licensure.

Furthermore, this Disclosure does not account for changes in state law or regulations that may affect your application for certification or licensure or occur after this disclosure has been made.

If your career plans include pursuing professional licensure or certification in your chosen field, it is important to become educated on the credentialing requirements of the state in which you hope to practice by contacting the state's licensure entity.

State licensure or certification requirements can vary from state to state, including the practice of telehealth (delivering services over state boundaries) depending on each State's laws and regulations.

The State licensure entities are responsible for overseeing the educational and non-educational requirements for licensure or certification for their State.

We encourage all enrolled students and prospective students to contact their applicable State licensure entities to familiarize themselves with the specific professional licensure or certification requirements. For information on how to contact State licensure entities, please visit the U.S. Department of Education State Contacts webpage at: https://www2.ed.gov/about/contacts/state/index.html?src=contact-us

If you have trouble obtaining the information you need, or if you have any other questions

regarding certification, please contact Dr. Kristi Bordelon at kbordelon@sunm.edu

In accordance with 34 C.F.R. § 668.43, SUNM has determined whether the Program satisfies State educational requirements for licensure as follows. The profession of Naprapathy is licensed in three states.

DN Professional Licensure
• Illinois
• Nevada
• New Mexico

Non-Discrimination

SUNM admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factors prohibited by law.

Admissions Policy

Applicants for admission to SUNM are approved for matriculation by the Admissions Committee. The Admissions Committee will only admit applicants who have the ability to both perform in the intended program and to become a credit to their respective profession.Students should apply for admission as soon as possible in order to be accepted for a specific starting date.

The specific requirements of entrance into the program leading to the Doctor of Naprapathy degree are:

Completion of, at a minimum, a bachelor's degree at an accredited institution of higher education. Coursework must include a minimum of 24 quarter credit hours of general education with a GPA of 2.5 on a 4.0 scale, including a minimum of 6 quarter credit hours in each of the following:

- English composition
- Humanities
- Natural and Physical Sciences - including Biology and Organic Chemistry
- Social Sciences
- Submission of official transcripts from all institutions attended, forwarded directly from the institution to the Registrar.

Students submitting documentation not in English must use an international evaluation service to translate and/or evaluate their previous education by a recognized member of the National Association of Credential Evaluation Services (NACES)

Members – NACES . SUNM will only accept foreign transcripts previously evaluated by a NACES member.

- Submission of the SUNM Application for Admission

- Submission of the Application Fee
- Resume or CV
- Letter of Recommendation
- Head shot
- Successfully pass a criminal background check
- An admissions interview with the Admissions Committee, which includes an opportunity for applicants to interact with doctors and other students gaining insight into the day in the life of a student.

Once an applicant has completed and submitted the application, paid the application fee, provided all necessary documentation, and the Admission Interview has been completed, the Admissions Committee will review the submitted information. In addition to verifying that the submitted information is authentic and complete, the Admissions Committee will also assess the student's background and training to ensure readiness for the intended coursework. If in the view of the Admissions Committee the information does not meet the above admissions criteria, is otherwise incomplete or the applicant does not appear ready for the intended coursework, the President will deny the application. Applicants are notified in writing regarding acceptance or denial via email. An Enrollment Agreement is sent with the acceptance letter. Students may not register for a class until the Enrollment Agreement and a copy of an unexpired government issued ID has been submitted.

Policy and Procedure For Admitting Students Who Do Not Meet the Stated Admissions Criteria

Policy

SUNM has stated admissions requirements applicants must meet to be accepted into the program(s). Exceptions are made under limited and exceptional circumstances:

1. Students currently enrolled in a bachelor's degree program.
    a. Must have a minimum GPA of 3.0 in current program
    b. Must complete the bachelor's program within six (6) months of the start date of the SUNM program
2. Military Affiliation
    a. Currently active or honorably discharged.
    b. Successfully completed military medical field training.
    c. Served a minimum of three (3) years as active military medical personnel
    d. Successfully complete undergraduate Biology and Chemistry (DN program)

Procedure

1. Complete all application components
2. Submit transcripts and/or Joint Services Transcript for review by CAO
3. If the applicant meets all requirements a notation of Alternative Admission review and justification will be added to the applicant record.

English Proficiency

SUNM does not provide English as a second language (ESL) instruction. Students are required to communicate both orally and in writing in English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

For applicants whose first language is not English, English Proficiency can be recognized by:
A minimum score of one of the following:

- 65 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT)
- 80 on the Internet Based Test (iBT)
- 6.5 on the International English Language Test (IELTS)
- 58 on the Pearson Test of English Academic Score Report
- 105 on the Duolingo English Test
- 55 on the 4-skill Michigan English Test (MET)
- 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
- 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)

Provisional Admissions

Students may be admitted provisionally if unofficial transcripts were provided during the application process. If admitted provisionally, official transcripts must be received within the first quarter of enrollment. Students may not complete more than twelve (12) quarter credit hours or one quarter until official transcripts have been received by SUNM.

Master of Science in Anti-Inflammatory Nutrition

Non-Discrimination

SUNM admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factors prohibited by law.

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific starting date.

The specific requirements of entrance into the program leading to the Master of Science in Anti-Inflammatory Nutrition degree are:

- Completion of, at a minimum, a bachelor’s degree at an accredited institution of higher education.
- Submission of official transcripts from all institutions attended, forwarded directly from the institution to the Registrar.
- Students submitting documentation not in English must use an international

evaluation service to translate and/or evaluate their previous education by a recognized member of the National Association of Credential Evaluation Services (NACES) Members – NACES . SUNM will only accept foreign transcripts previously evaluated by a NACES member.

- Submission of the SUNM Application for Admission
- Submission of the Application Fee
- Resume
- Letter of Recommendation
- Head shot
- An admissions interview with the Admissions Representative.

Once an applicant has completed and submitted the application, paid the application fee, provided all necessary documentation, and the Admission Interview has been completed, the Admissions Representative will review the submitted information. In addition to verifying that the submitted information is authentic and complete. If in the view of the Admissions Representative the information does not meet the above admissions criteria, is otherwise incomplete or the applicant does not appear ready for the intended coursework, the Admissions Representative will deny the application.

Applicants are notified in writing regarding acceptance or denial via email. An Enrollment Agreement is sent with the acceptance letter. Students may not register for a class until the Enrollment Agreement and a copy of an unexpired government issued ID has been submitted.

English Proficiency

SUNM does not provide English as a second language (ESL) instruction. Students are required to communicate both orally and in writing in English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

For applicants whose first language is not English, English Proficiency can be recognized by:
A minimum score of one of the following:

- 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT)
- 71 on the Internet Based Test (iBT)
- 6.5 on the International English Language Test (IELTS)
- 50 on the Pearson Test of English Academic Score Report
- 100 on the Duolingo English Test
- 55 on the 4-skill Michigan English Test (MET)
- 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
- 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)

Provisional Admissions

Students may be admitted provisionally if unofficial transcripts were provided during the application process. If admitted provisionally, official transcripts must be received within the first quarter of enrollment. Students may not complete more than twelve (12) quarter credit hours or one quarter until official transcripts have been received by SUNM.

Re-Entering Students

If the student formally withdrew and was in good standing at the time of withdrawal, the student will be subject to the current new student admission requirements including the current rate of tuition with the exception of the application fee. Students who re-enter within one year of withdrawing will not be required to pay a new application fee. All re-entering students must complete a new Enrollment Agreement.

Federal Financial Aid

Southwest University of Naprapathic Medicine has been approved to participate in Federal Financial Aid programs for qualified graduate students. If you have questions regarding these programs, schedule a meeting with the Office of Financial Aid at (financial-aid@sunm.edu). The Doctor of Naprapathic Medicine (DN) is the only program currently approved to participate in Title IV programs.

Types of Aid

Assistance and guidance is offered through the SUNM Office of Financial Aid at no charge.

The following financial aid options are available for qualified SUNM students:

- Direct Unsubsidized Loans maximum amount per annual academic year is $20,500. For the terms and conditions under the Federal Direct Loan program visit Federal Student Loans
- The Graduate PLUS Loan Program will be discontinued for new borrowers (those who have not borrowed federal Direct Loans prior to July 1, 2026) as of July 1, 2026 based on the One Big Beautiful Bill Act. If a borrower has a disbursed Federal Direct Loan, whether Unsubsidized or Graduate PLUS, for their program of study made before July 1, 2026, they can continue to borrow from the Graduate PLUS Loan program for 3 academic years or the remainder of their expected time to complete the program of study, whichever is less.

Financial Aid programs are based on a Student Aid Index (SAI) and the SUNM Cost of Attendance. This is a formula created by the Department of Education. Below is the current estimated cost of attendance for the SUNM DN program.

SOUTHWEST UNIVERSITY OF NAPRAPATHIC MEDICINE
2025-2026 Cost of Attendance (COA) Worksheet

COA Component	On-Campus	Off-Campus with Parent	Off-Campus
Tuition and Fees	N/A	$24,000 plus GRT	$24,000 plus GRT
Books and Supplies	N/A	$833.33	$833.33
Housing and Food	N/A	$4,070.33	$6,180.00
Transportation	N/A	$774.10	$774.10
Personal/Miscellaneous Expenses	N/A	$591.33	$774.00
Student Loan Fees	N/A	$75.00	$75.00
Dependent Care per Dependent (only if student has dependent(s) needing care)	N/A	$11,850.00	$11,850.00
Expenses for Students w/Disabilities (on a case-by-case basis only*)	N/A	$11,202.00*	$11,202.00*

SOUTHWEST UNIVERSITY OF NAPRAPATHIC MEDICINE
2026-2027 Cost of Attendance (COA) Worksheet

COA Component	On-Campus	Off-Campus with Parent	Off-Campus
Tuition and Fees	N/A	$24,000 plus GRT	$24,000 plus GRT
Books and Supplies	N/A	$833.33	$833.33
Housing and Food	N/A	$4,070.33	$6,180.00
Transportation	N/A	$774.10	$774.10
Personal/Miscellaneous Expenses	N/A	$591.33	$774.00

Student Loan Fees	N/A	$75.00	$75.00
Dependent Care per Dependent (only if student has dependent(s) needing care)	N/A	$11,850.00	$11,850.00
Expenses for Students w/Disabilities (on a case-by-case basis only*)	N/A	$11,202.00*	$11,202.00*

When you receive a student loan, you are borrowing money to go to a college or career school. You must pay back the loan along with the interest that you accrue. It is very important to understand your repayment choices so you can effectively repay your loan. To find out more about loans, click here. Here is an important thing to remember when paying for your education is not to overborrow. SUNM will recommend the maximum loan amounts for which you are eligible to be awarded. The FA Estimate (FAE) form will show your maximum Title IV eligibility. If you want to reduce the amount indicated, you will show the net amount needed for the academic year on the lower portion of the form. We will calculate the amount you will need to borrow based upon the net amount requested to include the loan origination fee.

When you borrow student loans, you are charged an origination fee by the U.S. Department of Education. The origination fee is deducted from the loan amount borrowed for each disbursement. You are responsible for repaying the entire amount which includes the loan origination fee. The current loan origination fee is 1.057 percent.

Applying for Aid

All students must apply or reapply for financial aid every award year. Completing the Free Application for Federal Student Aid (FAFSA) automatically allows you to be considered for federal, state, and university financial aid programs. FAFSA applications become available on October 1 for the following award year. The SUNM School Code is **043126** and must be entered on the FAFSA to be processed by the university.

Because of the variation in state and college deadlines, it is suggested that you complete the FAFSA as quickly as you can after October 1 to make sure that you do not lose out on readily available financial assistance. The FAFSA application takes less than an hour to complete for first-time filers. The FAFSA renewal process can be completed more quickly.

About 24-48 hours after you submit your FAFSA application, you'll receive what's called a FSS (FAFSA Submission Summary) outlining different types of federal aid that you're eligible for. SUNM will receive an electronic output document called the Institutional Student Information Record (ISIR) which allows us to determine your financial aid eligibility.

The fastest way to apply is electronically at FAFSA® Application | Federal Student Aid.

Financial Aid Disbursements

Timing of disbursements is contingent upon students meeting all conditions for receiving aid and confirmation of Satisfactory Academic Progress (SAP) and completing weekly academic activities. An academic activity is considered attending a face-to-face session of a hybrid course, submitting an assignment online, or having an academic related communication with an instructor. Financial aid disbursements are scheduled at the beginning of the quarter, as long as all financial aid documents are received, and academic activity is maintained, as defined in the section below.

Maintaining Your Aid

1. Students must maintain a minimum cumulative 3.0 GPA.
2. Students should keep the rate by making 67% of the overall number of all credits taken at SUNM as required in Federal guidelines.
3. Students must finish their program within the timeframe enabled (150%) particular to their program length.
4. SUNM will carry out SAP evaluations at the end of each academic quarter and will put students who do not make SAP on academic warning.
5. SUNM will outline the appeals process to students so that they might apply for restoring eligibility.

Financial Aid Office Contact Information

📞 **Phone:** (505) 467-8777
📧 **Email:** officeoffa@asap-llc.co
🌐 **Website:** sunm.edu
📅 **Schedule a Zoom Appointment:** Book here on Calendly
(When booking, please adjust for your local time zone.)

Office Hours (Mountain Time)

Monday: 2:30 PM – 6:00 PM
Tuesday: 2:30 PM – 6:00 PM
Wednesday: Closed
Thursday: 2:30 PM – 6:00 PM
Friday: 2:30 PM – 3:30 PM
Saturday & Sunday: Closed

Veterans Benefits

Southwest University's Doctor of Naprapathic Medicine program is approved for enrollment of persons eligible to receive educational benefits under Title 38, U.S. Code. Students who are eligible for educational assistance through the Veterans' Education Benefits programs may obtain forms directly from the Department of Veterans Affairs Educational Services at https://www.benefits.va.gov/gibill/ or the University's VA Certifying Officer. Devahn Parker is the VA Certifying Officer. She can be reached at dparker@sunm.edu

The VA Facility Code for SUNM University is **21202231.**

Southwest University proudly supports America's veterans and active-duty military personnel. The United States Department of Veterans' Affairs (VA) offers veterans benefits that the university makes available to applicants. The university is committed to serving veterans with the same loyalty and integrity with which they serve their country, and it is a university mission to provide veterans and active-duty military personnel with well-deserved academic credentials. In academic degree programs, they have often completed a portion of the program through previous military experience and/or education. Please refer to the Transfer of Credit Policy.

The VA pays benefits to eligible service members and veterans pursuing an approved education or training program. There are education benefit programs that cover Active Duty, National Guard, and Reserve Service Members and Veterans.

Information and forms on the Veterans' Education Benefit programs may be obtained from the university's VA Certifying Officer or directly from the Department of Veterans Affairs Educational Services at www.gibill.va.gov or by calling them directly at +1 (888) 442-4551.

Upon completion of the admissions process and registration, students should meet with a VA Certifying Official. The enrollment certification process must be repeated every term after registration is completed. All Veteran/Service members and dependent students will receive assistance with registration, if needed. Note: Veteran/Service members can also request a military transcript at https:// jst.doded.mil/jst/ and have it forwarded to the SUNM Admissions Office for possible college credit.

It is recommended that all students file a FAFSA (Free Application for Federal Student Aid), as many may be eligible for federal aid funds in addition to their VA benefits. Questions regarding the FAFSA should be directed to the Financial Aid Office (financial aid@sunm.edu). If you are applying for Post 9/11 GI Bill® (Chapter 33), a copy of the student's Certificate of Eligibility along with a copy of the DD-214 should be emailed to the VA Certifying Officer for certification.

The payment for tuition and fees is sent directly to the school; the Basic Allowance for Housing (BAH) and book stipend are sent directly to the student from the Department of Veterans Affairs. To apply for the Veteran's Montgomery GI Bill® (Chapter 30), a copy of the completed VA application and a copy of the student's DD-214 should be emailed to or brought into the VA Certifying Officer for certification. Apply at www.vets.gov Survivors & Dependents Educational Assistance (Chapter 35) Eligible spouses and children of Veterans who have died or are partially or totally disabled as a result of their service, may complete a VA Form #5490 and email it to the VA Certifying Officer for certification.

Additional information can be found using the following links:

https://www.va.gov/education/how-to-apply/

https://www.va.gov/education/verify-school-enrollment/

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

SUNM Payment Plan Program

SUNM currently offers a Student Payment Plan (SPP). Students may select to pay monthly, quarterly, or annually.

Housing

There are no residential accommodations for students at SUNM.

Student ID Card And Identity Verification

A student ID card will be issued to every student enrolled in a hybrid program. This ID card contains a unique student number and an anticipated graduation date. Lost cards, or cards for students who extend their program, are available for a $30 replacement fee. To validate identity in the online classroom, students will enter the Learning Management System (LMS) using a unique username and password.

Parking

Faculty and students are asked to park in spaces designated for SUNM.

Pets/Animals

Pets/animals (except service animals) are not allowed on campus including in vehicles parked on our property.

Public Behavior

Because all our facilities are located within professional office settings, it is expected that faculty and students conduct themselves in an appropriate manner when entering or leaving the building, parking lot and on breaks.

Solicitation

SUNM does not permit the promotion, sale or distribution of merchandise or services that have not been approved by SUNM.

Timely Notice of Policy Changes

Changes to policies specific to SUNM may arise in the course of the academic year. They will be sent to the SUNM community via their SUNM email as well as posted in the LMS. All members of the SUNM community are expected to review them when they are released and be compliant with them.

Reasonable Accommodations

SUNM is committed to ensuring that every qualified individual should have an equal opportunity to enroll in any program, to register for courses or examinations in order to demonstrate their knowledge and skills under appropriate conditions, and to complete a degree. SUNM seeks to assure access by providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Reasonable accommodation is the provision of aids, or modification to testing, services or a program of study, that allows access by individuals with disabilities.

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” as compared with the average person in the general population. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, concentrating, caring for oneself, working, learning, and the operation of a major bodily function such as those of the immune system, respiratory system, etc.

The ADA requires an institution of higher education to provide reasonable accommodation to a qualified individual with a documented disability, provided that the accommodation does not create undue hardship. An undue hardship refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program. Both matriculated and non-matriculated students may request reasonable accommodations from SUNM.

Additionally, SUNM is required to abide by the provisions of Section 504 of the Rehabilitation Act of 1973 which protect otherwise qualified individuals from discrimination based on their disability. In order to be considered otherwise qualified, a student with a disability must be capable, either with or without accommodation, of fulfilling the essential requirements of the educational program.

Individuals requesting reasonable accommodations are required to self-disclose to Administration and submit a request in writing or an accessible format appropriate for their limitation which generates a durable record. The request must be accompanied by official documentation of the disability from an appropriate, licensed professional, which must address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once eligibility has been established, accommodations are requested on a course by-course (or exam-by-exam) basis.

SUNM may provide reasonable accommodations for students with disabilities and does not discriminate on the basis of disability in the admission and retention of students. Under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified persons with disabilities are entitled to reasonable accommodations to achieve nondiscriminatory access to programs, services, and activities. In order to receive accommodations, the student must begin the process by filling out an Accommodation Application and Request for Accommodations Form. For more information or to discuss

your specific needs, please schedule an appointment with the Student Services Coordinator.

Refund Policy

Refunds For Classes Cancelled by The Institution

If fees are collected in advance of the start date of a program and SUNM cancels the class, SUNM will refund 100% of the tuition and fees collected within 30 days of the date of cancellation.

Course Withdrawal

A student may withdraw from a course any time. After a student officially withdraws from a course, he/she will have to repeat the course in full in order to receive credit for it. Refunds shall be made according to the refund policy.

Program Withdrawal

Any student who wishes to withdraw from the program may do so. Any student who formally withdraws from the program will be subject to the re-admissions policy if at any time they wish to be readmitted. Refunds will be made according to the refund policy.

Withdrawal Date

A student has the right to withdraw from the program at any time. The withdrawal date used to determine when the student is no longer enrolled at SUNM is the date the student began the withdrawal process by completing an official withdrawal form, submitting that form to the Registrar and ceasing to attend classes or other school activities. A student who submits a completed official withdrawal form, but continues to attend classes or other school activities, will not be considered to have officially withdrawn from the school. If a student does not complete the official withdrawal process, the school will determine the school's withdrawal date based upon the last date of student activity. If a student withdraws from the degree program after the period allowed for cancellation of her/his Enrollment Agreement, which is until midnight of the fifth business day following the first class the student attended, SUNM will remit a refund less a registration fee, if applicable, not to exceed $100 within 30 days of the date of determination of withdrawal. The student is obligated to pay only for educational services rendered based on the refund policy. SUNM does not issue refunds for less than $5.00 unless requested by the student.

If a student incurs fourteen (14) consecutive calendar days of absence, excluding holidays, does not communicate directly with the school regarding the nature of those absences, and does not officially withdraw from the course in writing, she/he will be considered withdrawn from the course. The refund will be calculated based on the last day attended (LDA) according to the pro-rata refund policy that follows.

Refunds For Students Who Withdraw on Or Before the First Day Of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, SUNM will refund 100% of the tuition and fees within 30 days of the first day of class.

Refunds For Withdrawal After Class Commences

Length of Term - 12 Weeks	Percentage of Tuition Returned to the Student Minus the Application and/or Registration Fee **AFTER**	
	1st week	80%
	2nd week	70%
	3rd week	60%
	4th week	50%
	5th week	40%
	6th week	30%
	7th week	20%
	8th week	10%
	9th week	0%

The Doctoral Naprapathic program includes 190 quarter credit hours. The cost of each quarter credit hour is $378.95, with a total program tuition cost of $72,000 plus applicable gross receipts tax (GRT); however, there are no other fees charged except the non-refundable application fee. All students are eligible to participate in SUNM's student payment plan. There are two options: 1) pay the quarterly tuition charged before the start of the quarter or 2) pay the quarterly tuition on a monthly basis with a downpayment of one-third for the Y1Q1 tuition charged before the start of the first quarter. The quarterly tuition will include the applicable gross receipts tax rate for the quarter. This Program is Title IV eligible. Please review the Financial Aid section for additional information.

This program is also approved for VA Benefits.

Sample of Refund Table:

After	Refund %	Liability %	Quarterly Tuition	Paid	Liability	Refund/Liability (amt paid - liability)
1st Week	80%	20%	$ 6,821.05	$ 6,821.05	$ -	$ 5,456.84
2nd Week	70%	30%		$ -	$ -	$ 4,774.74
3rd Week	60%	40%		$ -	$ -	$ 4,092.63

4th Week	50%	50%		$ -	$ -	$ 3,410.53
5th Week	40%	60%		$ -	$ -	$ 2,728.42
6th Week	30%	70%		$ -	$ -	$ 2,046.32
7th Week	20%	80%		$ -	$ -	$ 1,364.21
8th Week	10%	90%		$ -	$ -	$ 682.11
9th Week	0%	100%		$ -	$ -	$ -

The Master of Science in Anti-Inflammatory Nutrition program includes 54 quarter credit hours. The cost of each quarter credit hour is $1,104.50, with a total program tuition cost of $59,643.00 plus applicable gross receipts tax (GRT); however, there are no other fees charged except the non-refundable application fee. All students are eligible to participate in SUNM's student payment plan. There are two options: 1) pay the quarterly tuition charged before the start of the quarter or 2) pay the quarterly tuition on a monthly basis with a downpayment of one-third for the Y1Q1 tuition charged before the start of the first quarter.

This program is approved for VA benefits.

Sample of Refund Table:

After	Refund %	Liability %	Quarterly Tuition	Paid	Liability (Weekly Tuition x Liability %)	Refund/Liability (amt paid - liability)
1st Week	80%	20%	$2,984.22	$2,984.22	$596.84	$2,387.38
2nd Week	70%	30%			$895.27	$2,088.95
3rd Week	60%	40%			$1,193.69	$1,790.53
4th Week	50%	50%			$1,492.11	$1,492.11
5th Week	40%	60%			$1,790.53	$1,193.69
6th Week	30%	70%			$2,088.95	$895.27
7th Week	20%	80%			$2,387.38	$596.84
8th Week	10%	90%			$2,685.80	$298.42
9th Week	0%	100%			$2,984.22	$0.00
10th week					$0.00	$0.00
11th week					$0.00	$0.00
12th week					$0.00	$0.00

Therefore, if a student were to withdraw, the amount of the potential refund is based on the tuition amount paid at the time of withdrawal, if the student has a credit balance on their account, then the refund will be applied within thirty (30) days.

The refund amount will be adjusted by the actual amount paid at the time of withdrawal.

If the student is receiving financial aid, the refund will be calculated using the same methodology, however, the refund will be issued to the US Department of Education.

SUNM shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has cancelled or has been terminated from a course. Students are not permitted to withdraw from a course after the original quarter end date.

Cancellation Policy

A student has the right to cancel her/his agreement at any time. Business day means a day on which the student is scheduled to attend a class session.

- Cancellation can be made in any manner: phone, email, USPS, etc.
- The written notice of cancellation, if sent by mail, is effective based on the postmark date.
- If the Enrollment Agreement is canceled by midnight of the fifth business day on which the student attended her/his first class (business day is a day on which a student is scheduled to attend a class session), the student will have no liability to SUNM for tuition and the school will refund any money that the student paid within 30 days after it receives the student's notice of cancellation.
- SUNM does not grant refunds for miscellaneous fees.
- The written notice of cancellation, if sent by mail, is effective based on the postmark date.
- If the Enrollment Agreement is canceled by midnight of the fifth business day on which the student attended her/his first class (business day is a day on which a student is scheduled to attend a class session), the student will have no liability to SUNM for tuition and the school will refund any money that the student paid within 30 days after it receives the student's notice of cancellation.

Return of Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point in time during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Whenever this occurs SUNM performs a Return to Title IV (R2T4) calculation.

The R2T4 calculation considers the following items:

- The type of program the student was enrolled in, Clock hour, Term or Non-Term and will use different parameters to calculate the aid earned based on these types
- The amount of aid the student was eligible for and received
- The amount of tuition and eligible fees charged to the student

Withdrawal During a Quarter

SUNM is an institution that is required to take attendance.

When the student withdraws from SUNM and the student receives Title IV financial assistance during the term, the college must determine the amount of Title IV funds the student earned at the time of withdrawal using the Return of Title IV funds formula. The Title IV Student Financial Assistance program rules may require a return to the federal government all or a portion of the amounts disbursed during the term.

When a student withdraws from SUNM, the Financial Aid Office will review the official date of withdrawal (last date of attendance) and compare the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Once the calculation of the Return of Title IV funds is completed, the amount (if any) of unearned funds is returned to the U.S. Department of Education. Students who have federal funds returned and owe money to SUNM are notified by email and a balance hold is placed on the account.

This policy applies to students who withdraw officially, unofficially, or are dismissed from enrollment at SUNM. It is separate and distinct from the School's institutional refund policy.

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than14 days after the last date of attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the last date of attendance (LDA). The institution has 45 (forty five) days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

Official Withdrawal

A student is "Officially" withdrawn on the date the student notifies the Institution in writing of his/her intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following:

1. The date the student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal as indicated in the School's records.

Unofficial Withdrawal

Students who do not provide official notification of their intent to withdraw fall into one of the following categories of unofficial withdrawals:

1. The School determines that the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or circumstances beyond the student's control. In this case, the withdrawal date is the last date of attendance (LDA).
2. Withdrawals where official notification is not provided to the school.
3. If the student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period or period of enrollment, the student must be considered withdrawn for Title IV purposes.

The amount of financial assistance earned by a student is based upon the amount of time the student attended the university and the courses attempted and completed during the academic quarter. A pro rata schedule is used to determine the amount of Title IV assistance funding the student has earned at the time of withdrawal. After the 60 percent point in the term, a student has earned 100 percent of the Title IV funds.

The percentage of the quarter completed is determined by dividing the number of calendar days completed in the academic quarter (to include the day the student withdrew) by the total number of calendar days in the academic quarter. Scheduled breaks of at least five consecutive days or more are excluded from the total number of calendar days (denominator) and the number of calendar days completed in that period (numerator).

Calculation of Earned Title IV Assistance The Calculation Formula for Credit Hour Programs:

When determining return of refund to Title IV the school will use the following formula

a) Determine the percentage of the period completed:
Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more).

COMPLETED DAYS
TOTAL DAYS IN THE PAYMENT PERIOD = % EARNED (Rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)

Title IV funds must be returned in the following order:

- Direct Stafford Unsubsidized Loan
- Direct Grad PLUS Loan

Return of Federal Student Aid Funds

The University must return the lesser of the following:

- The amount of federal student aid program funds that the student does not earn.
- The amount of institutional costs that the student incurred for the payment period (or period of enrollment multiplied by the percentage of funds that was not earned). If there are additional federal student aid funds that must be returned, the student must return or repay as appropriate.
- Any federal student loan funds in accordance with the terms of the loan. If a student earned more aid than was disbursed to him/her, SUNM may owe the student a post-withdrawal disbursement, which must be paid as soon as possible but no later than:
- For loans: 180 days from the date the student withdrew. The university is required to notify the student in writing (within 30 days of the date it determined that the student withdrew) that he or she is eligible for a post-withdrawal disbursement of Title IV loan funds.
- If the student is eligible to receive a post-withdrawal disbursement of loan funds, the borrower must first confirm in writing whether he or she accepts or declines all or some of the loan funds offered as a post- withdrawal disbursement. The university will seek the student's authorization to use a post-withdrawal disbursement for all other education-related charges in addition to tuition and fees.

Post-Withdrawal Disbursements

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 (fourteen) days of the credit balance.

If outstanding charges ("Institutional Charges") exist on the student's account, the institution may credit the student's account with all or a portion of the "Post-Withdrawal Disbursement" PWD) up to the amount of outstanding charges. In the case of a Federal Direct Loan, the institution must receive a signed notification from the student that they would like additional loan funds disbursed. This will also provide an opportunity for the borrower to cancel all or a portion of the loan.

The institution must offer any amount of a post-withdrawal disbursement within 30 (thirty) days of the "Date of Determination" to the student. This must be done by providing a written notification to the student. The written notification must identify the type and amount of the Title IV funds that make up the "Post-Withdrawal Disbursement" (PWD). It must further explain that

they must either accept or decline some or all the “Post-Withdrawal Disbursement.” The student will have 14 (fourteen) days to respond to either accept or decline the loan funds. If the PWD is accepted by the student, the institution has 180 days for loans from the “Date of Determination” to disburse the funds. If they never respond to the notification, the institution cannot disburse the loan funds. If the student responds after the notification period, the institution may disburse the funds or decline to do so at its own discretion. If the response is after the notification period and the institution chooses not to disburse the funds, the institution must inform the student electronically or in writing of their decision.

Unit Of Credit

The SUNM’s Unit of Credits is based on the Quarter Credit Hour Standard of Measure. Definition: One quarter credit hour is granted for the successful completion of 30 hours of student work. A quarter consists of a time frame equal to 12 weeks of regularly scheduled academic activities.

Diplomas And Transcripts

Transcripts are available unless the student is indebted financially to the school. A diploma is issued after satisfactory completion of all subject material with a minimum of a 3.0 GPA and when all financial obligations to the school have been met. An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. The school will supply official transcripts to whomever the student or graduate designates.

To obtain a transcript of your SUNM coursework, you must submit a signed “Request for Transcript Form”. Transcripts mailed to students will be unofficial unless the student specifically requests an official copy. (Official copies include a message that the transcript is official only if delivered in the signed, sealed envelope in which it is provided.
Official transcript cannot be faxed. Unofficial transcript can be emailed for free or faxed at a charge of $6.00 providing payment is made prior with a valid credit card.) The first Official Watermarked transcript is free. Each additional transcript will cost $6.00 (credit, check, or money order, please make it payable to SUNM). Mail your transcript request, with payment to:

Registrar’s Office
Southwest University of Naprapathic Medicine
2006 Botulph Road, Suite A
Santa Fe, NM 87505

Faxed requests - Fax a filled out Request for Transcript form to fax number (505) 424-6377. Transcript requests will be accepted via fax with a valid credit card number (Visa, MasterCard or Discover), expiration date and code from the reverse side of the card. Requests sent by fax should include a telephone number where the student can be reached. Please call (505) 467-8777 to make the payment. In person requests are also accepted by coming to the SUNM Registrar’s Office during regular business hours. If you have any

questions, please call (505) 467-8777 or email the Registrar at registrar@sunm.edu.

NOTE: Transcripts will not be processed until all outstanding obligations to SUNM are cleared.

Academic Integrity Statement

Academic integrity is a basic guiding principle for all educational activities at SUNM and all members of the community are expected to adhere to this principle. Specifically, academic integrity is the pursuit of educational activity in an open, honest, and responsible manner. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. These acts include plagiarism defined as “attempting to pass work of another off as your own”.

Acting in an unethical manner in either the online classroom or in-person clinical setting may lead to dismissal from the program. Such acts violate the fundamental ethical principles of the SUNM community and undermine the efforts of others.

A student accused of academic dishonesty will either accept the accusation made by the faculty member or request a hearing before the Academic Integrity Ad Hoc Committee, who will decide on the accusation of academic dishonesty. In addition to academic sanctions imposed by the faculty, students found guilty of academic dishonesty also face consequences from the Academic Integrity Ad Hoc Committee ranging from attending a mandatory class in ethics to expulsion from SUNM.

Definitions

Academic Dishonesty: Any of the following acts, when committed by a student at SUNM shall constitute academic dishonesty.

Cheating: Cheating is defined as using unauthorized materials or receiving unauthorized assistance during an examination or other academic exercise. Examples of cheating include: copying the work of another student during an examination or other academic exercise, or permitting another student to copy one’s work; using artificial intelligence to complete assignments; taking an examination for another student or allowing another student to take one’s examination; possessing unauthorized notes, study sheets, examinations, or other materials during an examination or other academic exercise; collaborating with another student during an academic exercise without the faculty’s consent; and/or falsifying examination results; submitting work created by an artificial intelligence platform without proper reference. When run through an AI checker, less than 5% of the work should be flagged as created by AI.

Plagiarism: Plagiarism (including the use of AI) is defined as the use of another’s ideas or words without appropriate acknowledgement. Examples of plagiarism include failing to use

quotation marks when directly quoting from a source; failing to document distinctive ideas from a source; fabricating or inventing sources; and copying information from electronic sources.

Unauthorized Possession or Disposition of Academic Materials: Unauthorized possession or disposition of academic materials may include selling or purchasing examinations, papers, reports, or other academic work; taking another student's academic work without permission; possessing examinations, papers, reports, or other assignments not released by any faculty; and/or submitting the same paper for multiple classes without advance faculty authorization and approval.

Copyright Infringement: Dissemination, by electronic or paper means, of copyrighted material for use other than limited scholarly critique is an infringement of U.S. Copyright law and a violation of the Academic Integrity policy.

Fabrication: Falsification or creation of data, research or resources, or altering graded work without the prior consent of the course faculty.

Aid of Academic Dishonesty: Intentionally facilitating plagiarism, cheating, or fabrication.

Lying: Deliberate falsification with the intent to deceive in written or verbal form as it applies to academic submission.

Bribery: Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.

Threat: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Academic Integrity policy violation.

Violations: Violations of Academic Integrity are acts of academic dishonesty and include but are not limited to plagiarism, cheating, copyright infringements, fabrication, aid of academic dishonesty, lying to course faculty, lying to representatives of the Academic Integrity Ad Hoc Committee, bribery or threats pertaining to academic matters, or an attempt to do any of the aforementioned violations. A student accused of academic dishonesty will either accept the accusation made by a faculty member or request a hearing before the Academic Integrity Ad Hoc Committee, who will decide on the accusation of academic dishonesty. In addition to academic sanctions imposed by the faculty, students found guilty of academic dishonesty also face consequences from the Academic Integrity Ad Hoc Committee ranging from attending a mandatory class in ethics to expulsion from SUNM.

Title IV (Financial Aid) Standards Of Satisfactory Academic Progress (SAP)

All financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) to fulfill a specified educational objective within a specific time frame as defined by SUNM. All students must meet these requirements, regardless of whether they previously received or are currently receiving financial aid. In accordance with federal regulations, SUNM has established the following SAP standards that must be met to receive federal and state financial assistance. The school's SAP policy for Title IV, Higher Education Act (HEA) students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

All SUNM students must continuously meet the following criteria to maintain SAP for financial aid eligibility:

1. Qualitative Measure (Grade Point Average)
2. To comply with the Qualitative Measure, students must maintain a minimum cumulative grade point average (GPA) to receive financial aid. The minimum GPA required by SUNM is 3.00.
3. Quantitative Measure (Completed/Attempted Credits) To comply with the Quantitative Measure, students must successfully complete a minimum of 66.7% (rounded from 2/3) of all attempted credits. Please note repeat and incomplete courses are included in the quantitative measurement.

Quantitative Formula

Successfully completed credits divided by attempted credits.

1. Maximum Time Frame Measurement (Total Allowable Credits)
   To comply with the Maximum Time Frame Measurement, students must complete all degree requirements within 150 percent of the published length of their program (number of credits needed to complete degree requirements). For example, the DN program requiring 190 quarter credits to graduate will be limited to 285 quarter credits of financial aid eligibility. All coursework is counted in this calculation including, but not limited to, repeat and incomplete coursework, transfer credits, and coursework completed for a prior degree or major for which a degree was not conferred.

2. Pace (Overall Credits Completed)
   To comply with the Pace requirement, students must successfully complete a minimum of 66.7 percent of all courses attempted within their academic degree level. Students who do not meet the pace are not eligible to receive financial aid. Pace is calculated at the end of each term to determine if the student is making the necessary progress to complete the degree program within the maximum time frame.

Pace Formula

Cumulative successfully completed credits divided by cumulative attempted quarter credits.
Please note: All credits are part of the calculation, including, but not limited to:

- repeat and incomplete coursework
- transfer credits
- coursework completed for a prior degree or major for which a degree was not conferred.

The only time a student may start over is after a degree is conferred. In addition, students interested in receiving state aid must also meet the state SAP standards established for that specific aid program.

Academic Year Definition

48 Quarter Credits or 48 weeks.

Enrollment Status

Full-time time status is at least 9 quarter credits.

Procedure

The Registrar evaluates SAP for all students at the end of each quarter to determine financial aid eligibility for the next quarter.

ACADEMIC YEAR		SAP EVALUATION
Four quarter terms		At the end of each academic quarter term of a student's enrollment in the academic year

SAP Notification

Students who are not meeting SAP at the end of the term will receive an email to their sunm.edu email address to alert them of their SAP status. Students who have failed to meet SAP at the end of the term will receive a notification to their sunm.edu email address and a letter sent to their preferred mailing address as displayed in HubSpot, the Student Information System.

The Registrar notifies the Financial Aid department of any students who are not meeting satisfactory academic progress.

Interruptions/Course Incompletes/Course Repeats/Withdrawals

Students must meet the specific conditions for incomplete, withdrawals, and repetitions.
No student can complete the program with an "I" or "F". All "I" or "F" grades must be made up successfully.

Course Withdrawal
A student may withdraw from a course at any time. After a student officially withdraws from a course, he/she will have to repeat the course in full to receive credit for it. Refunds shall be made according to the refund policy.

Program Withdrawal
Any student who wishes to withdraw from the program may do so. Any student who formally withdraws from the program will be subject to the re-admissions policy if at any time they wish to be readmitted. Refunds will be made according to the refund policy.

Official Withdrawal from School
If circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the drop date.

This process is discussed in more detail in the Return to Title IV, HEA funds policy.

Unofficial Withdrawal from School
If the school unofficially withdrawals a student from school the School Director and/or Admissions Director must complete the *Withdrawal Form* using the last date of attendance as the drop date.

The Registrar must complete the *Withdrawal Form* using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, Refunds policy.

Maximum Time in Which to Complete
A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame of 5 years calculated from the original date of enrollment.

How Transfer Credits Affect Standards Of Academic Progress
Transfer credits are not counted in the CGPA and the Graduation CGPA

Leave of Absence
Please review the "Leave Of Absence Condition" in the catalog. A student who receives a Leave of Absence and is receiving Financial Aid is required to be considered Withdrawn for Title IV, financial aid purposes.

Financial Aid Warning /Financial Aid Suspension/Financial Aid Probation

Financial Aid Warning
At the end of each quarter after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

Students will be placed on Financial Aid Warning in the first quarter in which the CGPA or the rate of progress falls below the minimum requirements of 3.0 CGPA per term. At the end of the next term, the student will be removed from Financial Aid Warning and returned to regular status if they meet or exceed the minimum standards or will be placed on Financial Aid Suspension if they continue to fall below the specified values.

Financial Aid Suspension

If the student is not meeting Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning Period, the student will be placed on Financial Aid Suspension, with a loss of Title IV funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility.

During this period, the students will not be eligible to receive Title IV funds, but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 (ten) school days of notification of Financial Aid Suspension status.

SAP Appeals

In the case where a student selects not to appeal, the student's SAP status will remain the same, and the student will not be eligible for Title IV financial aid. The student may continue to enroll at their own expense.

A student with extenuating circumstances may appeal the denial of student financial assistance by submitting an *SAP Appeal Form* within 10 days from the day the failure notice was sent. The appeal must be made in writing, addressed to the Registrar (registrar@sunm.edu) to be reviewed by the SAP Appeal Committee and include the following documentation:

- Completed *Satisfactory Academic Progress (SAP) Appeal Form* describing why the student has failed SAP and what has changed that will allow the student to successfully meet SAP in the future
- A physician's note if the appeal is based on medical circumstances. In accordance with HIPAA privacy rules, documentation should never include medical records or copies of prescriptions.
- Additional supporting documents, if appropriate

Late appeals will not be accepted. The SAP Appeal Committee will only approve one appeal per academic degree. The student will be notified of acceptance or denial in an email to their sunm.edu email address within ten (10) business days of submitting the appeal.

Denial of SAP Appeal

When a SAP appeal is denied, the student's SAP status will remain the same, and the student will not be eligible for Title IV financial aid. The student may continue to enroll at their own expense.

Students have the option to re-appeal this decision to the SAP Appeal Committee. No more than two appeals may be submitted in one academic quarter. Re-appeals without information or documentation that differs from the initial denial will not be accepted.

A student's appeal may be approved by the SAP Appeal Committee for one academic quarter if it is feasible for the student to meet all SAP requirements within one academic quarter. If not, an academic plan must also be included with the appeal.

If the student's appeal is approved, the student will be placed on Financial Aid Probation.

Financial Aid Probation

Students on Financial Aid Probation will be evaluated at the end of their next term. Students who raise their CGPA and rate of progress at or above the minimums will be removed from Financial Aid Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from school. If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also must be dismissed from the school. The institution also reserves the right to place students on or remove from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with SUNM's stated refund policy.

Students on Financial Aid Warning and Financial Aid Probation must participate in academic advising as deemed necessary by SUNM as a condition of their academic monitoring. Students who fail to comply with these requirements may be dismissed even though their CGPA or rate of progress may be above the dismissal levels.

Academic Warning

Any student whose grade falls below an 80% in any class will be subject to written notice of academic warning from the Chief Academic Officer and will be required to meet with the President and the respective faculty to discuss ways in which the situation may be remedied. If the class(es) in which the student is failing is/are part of the operating body of knowledge required for clinical performance, the student may, at the discretion of the Chief Academic Officer, be removed from the clinic for the remainder of the term.

Academic Probation

Any student whose grade point average falls below 3.0 will be subject to academic probation pursuant to a written notice from the Chief Academic Officer. Probation shall be imposed for a period of one quarter. The student will be required to meet with the Chief Academic Officer to discuss ways in which the situation may be remedied. Suspension for one quarter may be imposed.

SAP Academic Plan

In the case where a student is unable to feasibly meet all SAP requirements within one academic quarter, an academic plan must be developed with the student's academic advisor. The academic plan must outline grade and credit requirements that will allow the student to successfully meet SAP. If necessary, the academic plan may extend beyond the current academic year. If SAP failure was based on the quantitative measure only, it is not necessary to establish an academic plan. If SAP failure was based on the maximum timeframe measure, the student must complete all credits required for degree completion by the end of the last academic quarter of the academic plan.

When on an academic plan, a student's progress will be monitored at the end of each academic quarter to ensure that the student is progressing in accordance with the requirements of the plan. If the student is progressing accordingly, the student will remain eligible for financial aid. If the student is not meeting the requirements of the plan, the student will not be eligible to receive financial aid until all SAP components have been met.

Conduct

Students are expected to assist in creating and maintaining an educational environment, which will ensure fellow students the opportunity to achieve their educational objectives without unnecessary inconvenience and assist in protecting the safety, welfare, and property of SUNM and its members. All assignments and tests that are part of a course must be completed as requested. It is the student’s responsibility to complete all work on time as assigned. Students are expected to always conduct themselves in a professional manner.

Internship Portion of The Program for the Doctor of Naprapathic Medicine

Prior to entrance into the Internship portion of the program, students must pass the Clinical Entrance Exam. The candidate for internship must satisfy all academic requirements and financial obligations. The Clinical Internship will be completed over a 52-week period, and will consist of 50, 12-hour work weeks and a minimum of 2 days per week.

The minimum time commitment to complete Clinic requirements is 50 weeks, 2 days a week and 12 hours per week in the clinic. Interns are also enrolled in classes each quarter. To assure proper credit and recording of time obligations, Interns will clock in and out of the Clinic using Opentimeclock.com. Interns will clock in/out for lunch breaks taken off premises. Any deviation or change from the Intern's schedule must be pre-approved by the SUNM Naprapathic Preceptor or SUNM intern clinician on duty. Hours missed during a week must be made up during the same quarter with written approval of the SUNM intern clinician. During the internship, the Intern will be allowed up to 2 weeks of personal time off. These hours off must be approved 60 days in advance by written consent of the SUNM intern clinician. If no time is taken off during the internship, the Intern may finish the program in 50 weeks. Emergency leave or absences on occasion can be taken during internship, that time must be made up to fulfill the 50 weeks of Clinical experience.

Transfer Of Credit to Other Schools

SUNM does not imply or guarantee that credits completed at the school will be accepted by or transferable to any other institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions. Students seeking to transfer credits earned at SUNM to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Transfer Of Credit To SUNM

Acceptance of credits from other schools and institutions is at the sole discretion of SUNM. A student may obtain credit for previous academic degree study but is limited to 50% of the total number of credits required for the degree. The coursework must be relevant to the student's program of study and equivalent in both content and degree level of graduate study. An applicant must provide documentation regarding the transfer of credit prior to the program start date. Students applying for transfer credit for courses taken at other institutions must observe the following guidelines:

- All requests for transfer credit must be received by SUNM prior to the program start date, but after the enrollment agreement has been signed and submitted.
- Technical skills courses, including externship credit, are not transferable into the school. SUNM will evaluate academic courses or programs from any accredited institution.
- Only credits from coursework with a grade of B/3.0 (on a 4.0 scale) may be transferable into the school.
- Students must provide official transcripts from the institution where the course was taken, along with course description from the school's catalog.
- Prior coursework must have been completed within the past seven (7) years.
- If transfer credits are accepted, the total number of credits to be completed as well as the cost of tuition will be reduced accordingly, based on the per credit cost of tuition as outlined in the tuition and fee information addendum to this catalog.

Transfer credits are awarded as credits only. Transfer grades are not included in the calculation of the grade point average (GPA).

Policy On Transfer Credit for Military Training and Education

SUNM recognizes and utilizes the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services. SUNM will award credit for appropriate learning acquired in military service at levels consistent with the ACE Guide recommendations and/or those transcripts by the Community University of the Air Force when applicable to a service member's program.

Absence/Tardiness/Leaving Early

Attendance is mandatory. Any absence may result in lowering of your grade. Students are expected to arrive on time and remain in class until it is over. Students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade and may be required to repeat the course. Arriving late or leaving early may be considered an absence and may result in the lowering of the student's grade. Absence does not excuse students from any material covered that day or exams missed. Students who miss 14 (fourteen) consecutive days of classes, without having made prior arrangements with the Chief Academic Officer, will be automatically withdrawn from the program.

Online classes are asynchronous with specific weekly course assignments. Students must complete and submit assignments weekly in order to receive attendance credit.

Attendance is monitored weekly to ensure students have completed assignments necessary for all coursework.

Make-Up Policy

If a student is unable to attend scheduled on campus sessions for any reason the following policy applies: It is at the discretion of the instructor to give the original work or modified work for any missed projects, practical work, or exams. The scheduling of the make-up work and penalties assessed are all at the discretion of the instructor. It is the student's responsibility to seek out the instructor to make up for missing work.

Tutoring

SUNM defines tutoring as faculty providing extra assistance and learning opportunities beyond regular office hours. Faculty are required to dedicate one clock hour per week as an office hour, which does not include time grading assignments and responding to student inquiries. Any extra time is defined as tutoring, which can include different activities such as:

- Chartabar practice
- Charting practice
- Marking the spine
- Technique sessions
- Assistance on data collection and analysis

Dedicated to student success, SUNM encourages faculty to provide tutoring services to students. To request a tutoring session:

1. Complete the Tutoring Request Form
    a. Name
    b. Subject
    c. Detail of topics
2. Submit the form to the appropriate faculty member and student services (studentservices@sunm.edu and financials@sunm.edu

After the session is completed, the faculty member will submit the completed Tutoring Request Form and amount of session time to financials@sunm.edu and studentservices@sunm.edu. Within 48 hours of Tutoring Request Form submission by the faculty member, the student will receive an invoice payable within 10 business days.

Students will be charged $35.00 per hour per session.

Incomplete (I)

An Incomplete Request Form indicates that a student needs additional time to complete some assignments in a course before a final grade can be given. Incomplete request criteria are as follows:

- To request an incomplete, the student must submit the completed Incomplete Request Form, no later than three (3) weeks prior to the end of the quarter/term, for an extension to complete the required coursework. In the case of an approved incomplete request, the student may be allowed the last two weeks of the quarter/term to submit the requested assignments.
- A separate form must be completed and submitted for each course the student wants an incomplete request for.
- No more than four (4) assignments per course may be requested for an incomplete. For any additional assignments that have not been submitted by the due date, a failing grade which equates to a zero (0.0) will be recorded in the gradebook.
- An incomplete grade will only be granted for extenuating circumstances.
- If the final grade for the course is below a B, the student will be required to retake and pass the class, at full tuition cost, to obtain credit for the course by earning a grade of B or above.

The student can access the Incomplete Request Form within SUNM's LMS in the course, the Student Support Center or by requesting one from the Registrar via email. To request an Incomplete, the student submits the Incomplete Request Form to the instructor, copying Student Services and the Registrar. If the instructor approves the Incomplete request, the instructor signs the form and returns the form to the student, copying Student Services and the Registrar.

Failed Course

SUNM defines a failed course as a course in which a student has earned less than a B (3.0). A student who fails a course will have one opportunity to retake the course, and must pay tuition for the class again, with the permission of the Chief Academic Officer.

Upon taking a course for the second time, the student must achieve a minimum passing grade of 80% (B).

Grading System

Grade reports are available to students through the Moodle gradebook and from the Registrar. Course grades are based on the quality of work as shown by weekly assignments, tests, term papers, projects and participating in hands-on activities related to Naprapathic treatment as indicated in the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4 credit course with a grade of B would earn 12.0 quality points. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
P	Pass	Yes	Yes	No	n/a
IP	In Progress	No	Yes	No	n/a
DP	Did Not Pass	Yes	Yes	No	n/a
TC	Transfer	Yes	Yes	No	n/a
CE	Credit by Exam	Yes	Yes	No	n/a
L	Leave of Absence	No	No	No	n/a
W	Withdrawal	No	Yes	No	n/a
I	Incomplete	No	Yes	No	n/a

No Grace Period

If an assignment is not submitted by the due date, a zero (0) will be entered for the assignment.

Application Of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress, grades of F, and W are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any course in which a grade below B or W is received. The better of the two grades achieved is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits when calculating rate of progress.

Disciplinary Probation

Students may also be placed on disciplinary probation for excessive absences and/or tardiness, unacceptable conduct, violation of the uniform policy (as shown in the SUNM Naprapathic Intern Clinic Manual of Policy and Procedures) or drug or alcohol use. These students will be closely monitored by their current instructor and can be dismissed for non-compliance.

Drug-Free Environment

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, SUNM has implemented the following policies to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drug is prohibited on campus. In addition, SUNM also prohibits the unauthorized possession, use or distribution of alcohol and drugs on campus, while on SUNM business or as part of any of SUNM's programs or activities.

SUNM is committed to foster a culture to prevent the abuse of alcohol and the illegal use of drugs by its students and employees. As part of this commitment SUNM will strive to provide meaningful, entertaining, and educational alcohol awareness information as well as information on illegal drugs. The SUNM program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on school property, or as part of any school sponsored activities.

Storing any unauthorized controlled substances, drug paraphernalia or alcohol in a locker, desk, or other place on SUNM owned or occupied premises is prohibited. It is the responsibility of employees and students to know and comply with this policy. To facilitate this, the campus alcohol and drug policy is clearly laid out and distributed to all students and employees.

SUNM Policy

- Requires all students and employees to abide by the terms of this policy as a condition of an initial and continued enrollment/employment.
- Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as school policies set forth within this policy.
- Strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances on campus property, on its premises, or as a part of any school sponsored activities.
- Consider a violation of this policy to be a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment or suspension and expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

- Recognizes that violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.
- Requires an employee to notify the President in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
- Provides referral assistance for counseling services that inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential. Provides a list of national, state, county, and local counseling services and agencies for both employees and students can be found at https://www.sharenm.org/nm-resources and https://dss.nv.gov/
- Forbids an employee from performing sensitive safety functions and treatments while a prohibited drug(s) is in his or her system.
- Could mandate drug testing of employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test.
- Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical, and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.
- Provides for annual distribution of this policy to all staff, faculty and students.
- Policy violations are taken seriously, and SUNM will impose sanctions for students and employees (consistent with local, state, and federal law). Disciplinary action(s) for violations of this standard of conduct could include expulsion from school, termination of employment and referral for prosecution.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. The student may appeal, in writing, to the President within 10 (ten) days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the President is final and may not be further appealed.

Reinstatement

A student who did not complete the prior quarter and who was academically dismissed may apply for reinstatement for the next entry year to SUNM by submitting a written request to the Chief Academic Officer. The request should be in the form of a letter explaining the reasons why the student should be readmitted and what has changed in their situation that will help them to continue successfully in the program. A student may be required to wait at

least one quarter before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate. A student who is academically dismissed after the completion of the course who successfully appeals prior to the start of the next course will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement.

Graduation Requirements

In order to graduate from the Doctor of Naprapathic Medicine program a student must:

- Receive at least an 80% passing grade in each class that constitutes the academic program of SUNM.
- Receive satisfactory evaluations from each of his/her immediate clinical supervisors.
- Complete the Naprapathic Research Project
- Have faculty consensus that performance warrants graduation.
- Be current with all financial obligations to SUNM.

Requirements For Graduate to Practice

A graduate must successfully pass the National Board of Naprapathic Examiners Exam in order to practice as a Naprapath. For full information see the New Mexico Medical Board requirements:

Naprapathic Practitioners Rules - New Mexico Medical Board

For full information see the Nevada Department of Public Health requirements: NRS: CHAPTER 634B - NAPRAPATHS

In order to graduate from the Master of Science in Anti-Inflammatory Nutrition program a student must:

- Receive at least an 80% passing grade in each class that constitutes the academic program of SUNM.
- Complete the Anti-Inflammatory Nutrition Capstone
- Have faculty consensus that performance warrants graduation.
- Be current with all financial obligations to SUNM.

In order to graduate, a student must have earned a minimum of a 3.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive official final transcripts.

Leave Of Absence Condition

A student may apply for a formal leave of absence by making a request in writing to the Chief Academic Officer and completing a *Leave of Absence Form*. A leave of absence may

be taken for a maximum of one year. A student who fails to return from a Leave of Absence will be withdrawn from the program. A student who is granted a leave of absence must meet all requirements for graduation that are in effect at the time. Leave taken at any time during a quarter is considered as an entire quarter of leave and students must retake the entire quarter of coursework. A student will need to re-apply to the program if he/she does not return within the time given for leave of absence and will be subject to the re-admissions policy.

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty

The Following Requirements Apply:

A student may be granted a Leave of Absence (LOA) if:
An LOA request is submitted in writing which includes the reason for the request prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 10 (ten) days of their last date of attendance. All requests for Leave of Absence must be accompanied with appropriate documentation. The total time to be requested for a LOA must not exceed one calendar year. Students may appeal the decision to the President. Failure to contact SUNM within 24 hours of the end of the LOA period could result in immediate withdrawal from the program.

Illness

If a student becomes ill during the clinical portion of the program, the student must inform the instructor as soon as possible. If the student will be out for more than one day, the student must inform the instructor in writing. The student must bring a note from his/her physician to ensure that the illness is not contagious.

For online classes, the student must notify the instructor if the illness will prevent the student from completing the weekly assignment(s) on time. The request from the student must provide the instructor with a note from his/her physician (if more than a week) the extent of the illness and the expected duration. Prolonged illnesses may result in a temporary or permanent voluntary withdrawal.

Accident Reporting

All students, faculty, and staff are provided with the campus security contact information in case of emergency. If the emergency is life threatening, 911 should be called immediately.

The incident should then be reported to the SUNM President as soon as possible. The individual reporting the incident or accident should complete the incident report which is distributed to employees and available to students on campus.

The accident will be investigated by the campus President and the outcome will be reported to the necessary persons.

Student Services Information

SUNM endorses an open-door policy with respect to students and staff. Students have a right to request an appointment with any member of the staff regardless of the person's title or function.

Student Orientation

Prior to beginning classes at SUNM, all students entering the program shall attend an online orientation program. Orientation can facilitate a successful transition into the school and/or quarter. All students are required to attend regardless of their prior SUNM experience. During new student orientation, students are acquainted with the Campus, the administrative staff, the faculty and their peers. New student orientation includes an introduction to the LMS and LIRN. Students are provided with passwords to the LMS and LIRN prior to orientation.

Student Resource Center & Media Services

SUNM provides access to an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the student community. LIRN (Library and Information Resources Network) contains a collection of full-text journals, books, reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources, and much more.

The LIRN collection is carefully selected to support students as they advance through their programs of study and includes quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

LIRN, an online library is accessible from any device with an Internet connection. A small clinic reference library is available for use in the Student Resource Center during clinic shifts. These books are not available for checkout but are only for use during clinic hours. They may be obtained from clinic staff.

Academic Assistance

Students seek help and advice during their education for many reasons. Faculty members are responsible for providing academic assistance and should be consulted when assistance is requested.

Student Record Retention

SUNM maintains paper copies of student records at the campus for a minimum of 5 (five) years. Electronic records including SUNM student transcripts are retained indefinitely. Each student record file contains all application materials, including the enrollment agreement, the student's grades, evaluations, and transcripts. Each transcript includes the completed and withdrawn courses, the start and finish dates of each course, quarter credit hours, and grades.

Career Services

During the Internship year, Doctor of Naprapathic Medicine students are enrolled in Professional Skills Practice Development 1-4. These courses review the basics of creating a business plan, marketing, and running a Naprapathic Clinic. No guarantee for placement is made; however, assistance is available for all graduates of SUNM. Potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy, might not be accepted by these agencies for employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Employment decisions are outside the control of SUNM.

In the MSAIN program, Year 2, Quarter 4, students are enrolled in BPAN 600 Business Practice for the Anti-Inflammatory Nutrition Professional – Discussion of topics for a nutritional profession to consider when opening or running a business, including a marketing plan, business plan, mission statement, budgeting, hiring staff, social media, and ethics. Communication skills and client interactions are also addressed in this course to prepare the nutrition professional for a successful business.

Clinical Services

All internship activities conducted by the institution are supervised by the SUNM Naprapathic Preceptor who is a Doctor of Naprapathic Medicine as stated in the Naprapathic Practice Act of New Mexico, NMSA 1978, §§ 61-12F-1 to -11.

General Information

Hours Of Operation

SUNM administrative offices are open from 9 am to 5 pm Monday through Friday MST. Office hours are subject to change.

Class Hours

Face-to-face components of hybrid classes are held Saturdays 8:00 AM to 5:00 PM MST. Students have access to their online classes 24 hours a day and 7 days a week including weekends and holidays.

School Policy

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in SUNM, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state, and local governments, and for conducting themselves in a manner consistent with the best interests of SUNM and of the student body.

Dismissal Policy

SUNM reserves the right to dismiss a student for any of the following reasons:

- failure to maintain satisfactory academic progress and/or other academic requirements (the first failure will result in an email from the instructor, copying Student Services and Registrar, checking the status of assignment completion; the second failure will result in an email from Student Services, copying the instructor and Registrar; and the third failure will result in dismissal)
- disruptive behavior or other code of conduct violation(s)
- attendance
- posing a danger to the health or welfare of students or other members of SUNM community
- failure to comply with the policies and procedure
- failure to pay fees and/or tuition by applicable deadlines.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from SUNM.

Harassment Policy

SUNM's students, staff, and faculty have the right to work and learn in an environment free of discrimination and harassment. Such conduct interferes with SUNM's mission to provide the highest quality education and employment, and impedes the relationships among students, faculty, and staff. In accordance with SUNM and applicable state and federal laws, all persons shall have equal access to SUNM's programs, facilities, and employment without regard to race, color, religion, sex, age, national origin, sexual orientation, marital status, veterans' status, or disability. No member of SUNM may engage in behavior that interferes with any individual's required tasks, learning, or participation in SUNM programs or activities.

All SUNM members share a responsibility for preventing and reporting discrimination or harassment, cooperating in any investigation which might result, and maintaining confidentiality.

Harassment consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

Student Grievance Policy

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student is not required to use this procedure and will not be bound by any resolution unless he or she agrees to accept it.

In resolving any student concern or difficulty, SUNM will review the facts impartially and always ensure that the representatives responsible for reviewing such matters were not directly involved in the circumstances giving rise to the complaint. SUNM maintains a firm commitment to its educational community that it will ensure that no adverse action will ever be taken against any individual for bringing any complaint or grievance to its attention. Adverse action taken against an individual bringing such a grievance or informing the institution of facts which may support a grievance or complaint constitutes separate grounds for bringing a grievance procedure.

Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, student finance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Student Grievance Procedure

SUNM and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of SUNM administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student’s claims.

Grievances or complaints involving an individual instructor or staff member MUST be put in writing. SUNM cannot take action until the matter is in writing. SUNM will not accept a verbal complaint. The grievance should be given to the President immediately. The President will

investigate the grievance. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will ensure that no individual directly involved in the circumstances giving rise to the grievance or complaint is involved in the investigation, other than as a witness. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision is considered final in all matters as it relates to SUNM. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

If the matter is not resolved to the student's satisfaction, the student or his/her representative may contact the New Mexico Higher Education Department at any time if the student has any questions or concerns about the grievance process or its outcome.

If the grievance cannot be resolved after exhausting SUNM's Grievance Procedure, the student may file a complaint with:

State of New Mexico Higher Education Department
2044 Galisteo St, Suite 4
Santa Fe, NM 87505-2100
505-476-8400

The New Mexico Higher Education Department (NMHED) has authority to help facilitate resolution to student complaints, only after the student has utilized all internal complaint procedures at the educational institution. Please visit https://hed.nm.gov/students-parents/student-complaints for more information about NMHED's Student Complaint Process for non-distance education students.

Complaints regarding grades and student conduct violations shall not be reviewed by NMHED. For these matters contact:

Executive Director DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036
ATTN: COMPLAINTS
Phone: (202) 234-5100
Email: info@deac.org
Contact Person: Jessica Lucey

Further information on the DEAC Complaint Procedure can be found here.

Student Complaint Process for Distance Education Students

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is an agreement among member states, districts and territories that sets national standards for interstate offering of postsecondary distance education courses and programs. Southwest University of Naprapathic Medicine is a NC-SARA approved institution and the New Mexico Higher Education Department (NMHED) is the NC-SARA Portal Entity for New Mexico. Distance Education students attending Southwest University of Naprapathic Medicine who would like to resolve a grievance should follow the institution's established Student Complaint Process. However, if an issue cannot be resolved internally, you may file a NC-SARA complaint with the New Mexico Higher Education Department. Complaints regarding grades and student conduct violations shall not be reviewed by NMHED. Please visit https://hed.nm.gov/students-parents/nc-sara for more information.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint and must initiate each step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by SUNM. If SUNM fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in this procedure. The time periods set forth in these procedures can be extended by mutual consent of SUNM and the student.

Notification Of Rights Under FERPA With Respect to Student Records

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

- Each student enrolled at SUNM shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
- A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

- Students may request a review of their education records by submitting a written request to the Registrar. The review will be allowed during regular school hours under appropriate supervision. A $5.00 fee will be charged if you are requesting a copy of the file.
- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary, meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the President will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the President's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
- Directory information is information on a student that the school may release to third parties without the consent of the student. SUNM has defined directory information as the student's name, addresses, telephone numbers, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar at enrollment or within 10 (ten) days after the date of the student's initial enrollment.
- The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- A student who believes that SUNM has violated her or his rights concerning the release of or access to her or his records may file a complaint with the U.S. Department of Education.

2026 Academic Calendar

December 28, 2025 – January 4, 2026	Winter Break
Thursday, January 1	Holiday – New Year's Day – No Class
Monday, January 5	2026 Winter Quarter Begins
Monday, January 5 – Sunday, April 5	DN[1] Classes
Monday, January 19	Holiday – Martin Luther King Jr. Day – No Class
Monday, February 2 – Sunday, May 3	MSAIN[2] Classes/MSAIN Start #1 Begins
Monday, February 16	Holiday – Presidents' Day – No Class
Monday, March 30 – Friday, April 3	Spring Break – No Class
Sunday, April 5	Winter Quarter Ends
Monday, April 6	Spring Quarter Begins
Monday, April 6 – Sunday, July 5	DN Classes/DN Start #1 Begins
Monday, May 4 – Sunday, August 2	MSAIN Classes/MSAIN Start #2 Begins
Monday, May 25	Holiday – Memorial Day – No Class
Friday, June 19	Holiday – Juneteenth – No Class
Monday, June 29 – Friday, July 3	Summer Break – No Class

Saturday, July 4	Holiday – Independence Day – No Class
Sunday, July 5	Spring Quarter Ends
Monday, July 6	Summer Quarter Begins
Monday, July 6 – Sunday, October 4	DN Classes
Monday, August 3 – Sunday, November 1	MSAIN Classes/MSAIN Start #3 Begins
Monday, September 7	Holiday – Labor Day – No Class
September 30 – October 4	Fall Break – No Class
Sunday, October 4	Summer Quarter Ends
Monday, October 5	Fall Quarter Begins
Monday, October 5 – Sunday, January 3, 2027	DN Classes/DN Start #2 Begins
Monday, October 12	Holiday – Indigenous Peoples' Day – No Class
Monday, November 2 – Sunday, January 31, 2027	MSAIN Classes/MSAIN Start #4 Begins
Sunday, November 8	Graduation
Wednesday, November 11	Holiday – Veterans Day – No Class
Thursday, November 26	Holiday – Thanksgiving – No Class

Friday, December 25		Holiday – Winter Holiday – No Class
Monday, December 28 – January 1, 2027	Friday,	Winter Break – No Class
Sunday, January 3, 2027		Fall Quarter – DN Classes End

[1]DN – Doctor of Naprapathic Medicine Program

[2]MSAIN – Master of Science and Anti-Inflammatory Nutrition Program

2027 Academic Calendar

Monday, December 28 – Friday, January 1, 2027	Winter Break – No Class
Friday, January 1	Holiday – New Year's Day – No Class
Monday, January 4	2027 Winter Quarter Begins
Monday, January 4 – Sunday, April 4	DN[1] Classes
Monday, January 18	Holiday – Martin Luther King Jr. Day – No Class
Monday, February 1 – Sunday, May 2	MSAIN[2] Classes/MSAIN Start #1 Begins
Monday, February 15	Holiday – Presidents' Day – No Class
Monday, March 29 – Friday, April 2	Spring Break – No Class
Sunday, April 4	Winter Quarter Ends
Monday, April 5	Spring Quarter Begins
Monday, April 5 – Sunday, July 4	DN Classes/DN Start #1 Begins
Monday, May 3 – Sunday, August 1	MSAIN Classes/MSAIN Start #2 Begins
Monday, May 31	Holiday – Memorial Day – No Class
Saturday, June 19	Holiday – Juneteenth – No Class
Monday, June 28 – Friday, July 2	Summer Break – No Class
Sunday, July 4	Spring Quarter Ends
Sunday, July 4	Holiday – Independence Day – No Class
Monday, July 5	Summer Quarter Begins
Monday, July 5 – Sunday, October 3	DN Classes

Monday, September 6	Holiday – Labor Day – No Class
Monday, September 27 – Friday, October 1	Fall Break – No Class
Monday, August 2 – Sunday, October 31	MSAIN Classes/MSAIN Start #3 Begins
Sunday, October 3	Summer Quarter Ends
Monday, October 4	Fall Quarter Begins
Monday, October 4 – Sunday, January 2, 2028	DN Classes/DN Start #2 Begins
Monday, October 11	Holiday – Indigenous Peoples' Day – No Class
Monday, November 1 – Sunday, January 30, 2028	MSAIN Classes/MSAIN Start #4 Begins
Thursday, November 11	Holiday – Veterans Day – No Class
Sunday, November 14	Graduation
Thursday, November 25	Holiday – Thanksgiving – No Class
Saturday, December 25	Holiday – Winter Holiday – No Class
Monday, December 27 – Friday, December 31	Winter Break – No Class
Saturday, January 1, 2028	Holiday – New Year's Day – No Class
Sunday, January 2, 2028	Fall Quarter Ends

[1]DN – Doctor of Naprapathic Medicine Program

[2]MSAIN – Master of Science and Anti-Inflammatory Nutrition Program

SUNM Staff

Employee	Title	Email
Patrick V. Nuzzo, DN	Founder, President	
Kristi Bordelon, Ph.D.	Chief Academic Officer	
Kirsten LaVista, DN	Chief Operations/Founder	
Cindy Naval	Bookkeeper Business Manager	accountspayable@sunm.edu
Renee Nix	Safety Officer	
Joseph Oliaro, DN	Naprapathic Preceptor	
Devahn Parker	Operations	financialaid@sunm.edu
Melissa B. Sisneros	Quality Control/Registrar	registrar@sunm.edu
Janice Zoller	Quality Control	cqi@sunm.edu
Maria Varela	Student Services Coordinator	studentservices@sunm.edu

SUNM Faculty

Instructor	Title	Email
Yvonne Casaus, DN	Faculty	ycasaus@sunm.edu
Alexjandro Daviano, DRPH, DO, DN	Faculty and Librarian	adaviano@sunm.edu
Ramiro Flores, DN	Faculty	rflores@sunm.edu
Joseph Fraley, DN, DC	Faculty	jfraley@sunm.edu
Denise Gabaldon-Thronas, DN	Faculty	dthronas@sunm.edu
Darren Hancock, DC	Faculty	dhancock@sunm.edu
Nicole Mackey, DN	Faculty	nmackey@sunm.edu
Gabriella Martinez-Moreno, DN	Faculty	gmartinez-moreno@sunm.edu
Travis Mason, DN, DC	Faculty	tmason@sunm.edu
Diane Min Fa, DN	Faculty	dminfa@sunm.edu
Jennifer Mink, DN	Faculty	jmink@sunm.edu
Robert Muhammad, DN	Faculty	dmuhammad@sunm.edu
Joseph Oliaro, DN	Faculty	joliaro@sunm.edu
Jessica Perea, DN	Faculty	jperea@sunm.edu
Carlos Williams, DN	Faculty	cwilliams@sunm.edu

Qualifications

Yvonne Casaus, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Science - Botanical Medicine - North American College of Botanical Medicine

Alexjandro Daviano, DN, DO DrPH, MSOS, MPH, COMP, CNAP, NRP, LP

- Doctor of Naprapathy (DN) – Concentration in Soft Tissue treatment - National University of Medical Sciences
- Master of Science in Data Science (MSDS) – Concentration in Healthcare Informatics and Machine Learning/AI - Regis University Trauma and Injury Research Residency – Memorial Hermann Hospital, Houston, TX, Department of Surgery
- University of Texas Health Science Center at Houston
- Doctor of Osteopathy (DO) – Concentration in Manual Practice and Pain Management - National University of Medical Sciences
- Doctor of Public Health (Dr.PH) in Epidemiology and Environmental Health - Concentration in Epidemiology, Biostatistics, and Applied Statistics - Texas A&M University Health Science Center
- Master of Public Health (MPH) – Emphasis in Epidemiology, Global Health and Biostatistics – University of New England
- Bachelor of Arts (BA) – Health and Human Services - Ashford University

Ramiro Flores, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Science - Exercise Science - University of New Mexico

Joseph Fraley, DC, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Doctor of Chiropractic - Parker College of Chiropractic
- Bachelor of Science Anatomy - Parker College of Chiropractic
- Bachelor of Science Health and Wellness - Parker College of Chiropractic

Denise Gabaldon-Thronas, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Science – Biochemistry - New Mexico State University

Darren Hancock, DC

- Doctor of Chiropractic - National College of Chiropractic
- Bachelor of Science – Biology - National College of Chiropractic

Nicole Mackey, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Science - Nursing - Northeastern University

Garbriella Martinez-Moreno, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Science - Psychology - University of Arizona

Travis Mason, DC, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Doctor of Chiropractic - University of Western States
- Master's - Exercise and Sports Science - University of Western States
- Bachelor's – Human Biology - University of Western States

Diane Min Fa, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Science - Applied Mathematics - Monash University in Australia

Jennifer Mink, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Arts - Spanish and Sociology - Western Colorado University

Robert Muhammad, DN

- Doctor of Naprapathy - National College of Naprapathic Medicine
- Bachelor – Social Work - Loyola University

Joseph Oliaro, DN

- Doctor of Naprapathy - National College of Naprapathic Medicine

Jessica Perea, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Science - Psychology - Palm Beach Atlantic University

Carlos Williams, DN

- Doctor of Naprapathy – Southwest University of Naprapathic Medicine
- Bachelor of Arts - Organizational Management - Philander Smith College

Program Costs Doctor of Naprapathic Medicine

The cost for this program at the Southwest University of Naprapathic Medicine (SUNM) is as follows, subject to the terms and policies as stated in the Enrollment Agreement (Agreement).

TOTAL PROGRAM COSTS	
Tuition: Doctor of Naprapathic Medicine	$72,000 total plus applicable GRT
Books, materials, and intern supplies	Approximately $2,500. This reflects purchasing a new current edition for each class. Intern clinic supplies $150
Application Fee	$100
Travel and Lodging to SUNM campus in Santa Fe	At student's cost
TOTAL PROGRAM COST WITH BOOKS AND SUPPLIES	**$74,750 plus applicable GRT**
*To become a licensed Naprapath the SUNM graduate will have to successfully pass the National Board of Naprapathic Examiners exam. The fee for this exam is separate from program costs and is payable to the National Board of Naprapathic Examiners.	

Program Costs Master of Science in Anti-Inflammatory Nutrition

The cost for this program at the Southwest University of Naprapathic Medicine (SUNM) is as follows, subject to the terms and policies as stated in the Enrollment Agreement (Agreement).

TOTAL PROGRAM COSTS	
Tuition: Master of Science in Anti-Inflammatory Nutrition program	$59,643 total plus applicable GRT