

GENERAL INFORMATION

INTRODUCTION

Bastyr University, located in the beautiful Pacific Northwest, is a progressive, accredited, nonprofit university, internationally recognized as a pioneer in the study of natural healing. Since its inception, the University has based its educational, clinical and research programs on the following key principles:

- Treatment of the whole person.
- Prevention of disease.
- Teaching patients how to take responsibility for their own health.
- Enhancing each individual's inherent healing ability, using natural, nontoxic therapies.

Over the years the University has broadened its mission to integrate Western scientific standards with traditional natural healing methods from around the world. The University has expanded and strengthened the academic and clinical education of naturopathic medicine practitioners. It has developed unique academic degree programs in acupuncture and Oriental medicine, nutrition, exercise science and wellness, herbal sciences and health psychology, as well as specialized non-degree programs that reflect its founding philosophy.

Education of graduate natural health practitioners and highly qualified undergraduate students at Bastyr University emphasizes development of the scientific understanding of the structure and function of the human body and the disease process, balanced with a profound appreciation for, and ability to activate, the unique self-healing ability inherent in every human being. The University's educational approach is an integrated one, offering traditional didactic instruction combined with innovative, problem-based learning in a rigorous academic environment. The learning experience emphasizes academic excellence, the development of individual talents and mastery of critical competencies.

Students learn under the guidance of outstanding faculty. More than 90 percent of the University's health sciences core faculty members have earned doctoral degrees, and many are successful private practitioners who contribute a wealth of practical experience to the classroom. Laboratory experiments, demonstrations, clinical experience and case-oriented teaching help students develop prac-

tical, patient-oriented skills and understanding. Student clinicians are also trained to recognize when other modes of treatment are in the best interests of the patient and to make appropriate referrals to colleagues in other health care professions.

Bastyr University is dedicated to educating individuals to meet the challenges of the twenty-first century. In practice and research, these professional healers will continue to integrate scientific methodology with the wisdom and proven benefits of traditional healing methods, while calling forth the intangible, and often miraculous, healing power native to each individual and living system.

BASTYR UNIVERSITY VISION STATEMENT

As the world's leading academic center for advancing and integrating knowledge in the natural health arts and sciences, Bastyr University will transform the health and well-being of the human community.

BASTYR UNIVERSITY MISSION STATEMENT

We educate future leaders in the natural health arts and sciences. Respecting the healing power of nature and recognizing that body, mind and spirit are intrinsically inseparable, we model an integrated approach to education, research and clinical service.

BASTYR UNIVERSITY VALUES

- Compassion
- Community
- Integrity
- Connection to Nature
- Whole Systems Health

In pursuit of its vision and mission, the University is characterized by:

- Academic excellence: curricula that present the cutting edge of natural medicine philosophy and practices; programs that facilitate students' development of high-level academic and/or clinical expertise; utilization of teaching methodologies that optimally facilitate student skill and knowledge base development and an educational environment that incorporates and models the principles of natural medicine.

- Pioneering research: foundational inquiry into the underlying concepts of natural medicine; iterative research that continuously evaluates the efficacy of therapeutic strategies and agents; and research partnerships to deepen and broaden the kinds of possible inquiry.
- Renowned clinical services: cutting-edge natural medical care; teaching that helps students model ideal clinical practice behaviors; and collaborations that provide the opportunity to explore and develop integrated care protocols and clinical practices.

For the University to fully meet these commitments, it must think and act strategically. In December 2008, the University's Board of Trustees adopted and committed itself to the following core strategic initiatives:

Strategic Initiative #1: Convene essential generative conversations that inform the cultivation of practitioners and influence policy decisions that contribute to restoring the world's intrinsic health.

Strategic Initiative #2: Determine what academic programs are essential to a robust and universal education in the natural health arts and sciences and ensure that each program is focused on the achievement of excellence.

Strategic Initiative #3: Attract, support and retain world-class faculty and staff in the natural health arts and sciences.

Strategic Initiative #4: Attract, support and retain world-class students representing different cultures.

Strategic Initiative #5: Our methods of and access to instruction are innovative enough to attract the most diverse and qualified students, while maintaining the highest standards of academic, research and clinical excellence.

Strategic Initiative #6: Establish a secure base of financial support and appropriate physical assets so we can invest in and support those things that assure we will always lead the way in education, research and clinical practice of the natural health arts and sciences.

Bastyr University has played a major role in establishing the credibility of science-based natural medicine and helped initiate the current transformation of the health care system. We believe natural medicine has much to offer. In order to continue this leadership and for the full benefits of natural medicine to be realized, we will continue to evolve Bastyr University into a fully developed, well-financed, mature academic health center.

GLOBAL COMPETENCIES AT BASTYR UNIVERSITY

Bastyr University has developed global competencies in three major areas to help students succeed in their chosen field in the natural health sciences. The three major areas are communication skills, critical thinking and professional behavior. Students fulfill these global competencies through the curriculum of their chosen program and in their interactions with the Bastyr community. If students are having difficulties with any of the global competencies, they are encouraged to seek assistance from their instructors and the tutoring center. Faculty members may recommend remediation to students if warranted.

Communication Skills: There are five global competencies listed under communication skills: writing, listening, speaking, information literacy and public speaking.

Critical Thinking: There are six global competencies listed under critical thinking: synthesis and integration, reflective evaluation, problem solving, analytical skills, intuitive skills, and research skills.

Professional Behavior: There are five global competencies listed under professional behavior: medical and professional ethics, compassionate caring behaviors, respectful communication, personal health and wellness, and professional boundary skills.

LEGAL STRUCTURE OF BASTYR UNIVERSITY

Bastyr University is a nonprofit, tax-exempt corporation founded for the purpose of serving as an effective leader in the improvement of the health and well-being of the human community through education, research and community health care. The Articles of Incorporation are filed in the state of Washington. The University is governed by a Board of Trustees that has the final authority. The board appoints the president, who is ultimately responsible for all academic and administrative policies and for financial management and planning. For a listing of University officers and members of the Board of Trustees, refer to page 136.

ACCREDITATION AND RECOGNITION

Bastyr University is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981, 425.558.4224. The NWCCU is an institutional accrediting body recognized by the U.S. Department of Education.

The Doctor of Naturopathic Medicine program is accredited by the Council on Naturopathic Medical

Education, a specialized accrediting board recognized by the U.S. Department of Education. A copy of the *CNME Handbook of Accreditation for Naturopathic Medical Colleges and Programs* (2004 edition) is on reserve in the Bastyr University Library. For more information, contact the Council on Naturopathic Medical Education, P.O. Box 178, Great Barrington, MA 01230, or call 413.528.8877.

The Commission of Accreditation of Dietetics Education (CADE), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, education@eatright.org, website: www.eatright.org/cade, has accredited the Bastyr BS Didactic Program in Dietetics and the Bastyr MS Didactic Program in Dietetics and has accredited the Bastyr Dietetic Internship.

The Master of Science in Acupuncture (MSA), the Master of Science in Acupuncture and Oriental Medicine (MSAOM) and the Doctor of Acupuncture and Oriental Medicine (DAOM) are all accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), 7501 Greenway Center Dr., Suite 760, Greenbelt, MD 20770, 301.313.0855. ACAOM is not currently recognized by the U.S. Department of Education with respect to doctoral programs in the field. However, Bastyr University is regionally accredited by the Northwest Commission for Colleges and Universities, 425.558.4224, and thus all degree offerings are accredited and DAOM students are eligible for Title IV funds.

The Master of Science in Acupuncture and Oriental Medicine and the combination of the Master of Science in Acupuncture and the Certificate in Chinese Herbal Medicine are approved for California licensure by the California Acupuncture Board.

Bastyr University is approved by the U.S. Immigration and Naturalization Service to accept and enroll foreign nonimmigrant students. Bastyr University's academic programs are approved by the Higher Education Coordinating Board's State Approved Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

Bastyr University has received approval from the state of Washington as a recognized midwifery training facility and provides training for naturopathic physicians who wish to earn a Certificate in Naturopathic Midwifery and sit for Washington state's midwifery licensing examination. The Certificate in Naturopathic Midwifery is accredited through the Midwifery Education Accreditation Council (MEAC). Individuals who complete the

University's program and pass naturopathic medicine and midwifery licensing exams have dual licensure as naturopathic physicians and midwives in Washington and other states. Our graduates may sit for the North American Registry of Midwives (NARM) exam, which many states recognize as their credential for legal practice of midwifery.

Bastyr University has received approval from Washington state to offer its acupuncture and Oriental medicine programs. Individuals who complete the Master of Science in Acupuncture or Master of Science in Acupuncture and Oriental Medicine are eligible to sit for Washington and other states' licensing or certificate board exams.

VISITING CAMPUS

Prospective students are invited to visit classes on the Bastyr campus, take a campus tour, speak with an advisor, and talk with students in order to further explore a career in the natural health sciences. Visitors should contact the admissions office at least a week prior to the visit to arrange for an appointment.

The admissions office is open weekdays from 8:30 a.m. to 5:00 p.m. Pacific Time, excluding holidays. Regular classes are in session from late September through early June. Upon request, the admissions office will send information about lodging in the area and transportation to the University from Seattle-Tacoma International Airport.

To schedule a visit, please call the admissions office at 425.602.3330 or e-mail admissions@bastyr.edu. Visit our website at www.Bastyr.edu/admissions.

STUDENTS

THE STUDENT BODY

Those who attend Bastyr University constitute a diverse group of learners. The average age of the 993 students enrolled at the University in the fall of 2008 was 31, with a range in age from 19 to 64. The largest program is naturopathic medicine (451 enrolled), 218 in the acupuncture and Oriental medicine programs, 231 in the nutrition/exercise science programs, 35 in the health psychology program, 28 in the herbal sciences program and 9 students in the midwifery program.

The demographics across various programs are fairly similar. More than three-quarters of the students are women. About one-third of the student body is from the Pacific Northwest, with almost every U.S. state represented. International students are an important part of the Bastyr community. In 2008-2009 there were 47 international students, representing 17 countries.

STUDENT PARTICIPATION

The major focus of student participation is the Bastyr University Student Council. Each class or program elects representatives to serve on the council. The council determines how student activity fees are spent, appoints students to various committees, represents student interests to the Board of Trustees, administration and allied professional organizations, and continually seeks to promote the University and meet the needs of students. Students are represented on the Student Affairs Subcommittee of the Board of Trustees by an elected student who participates in the Student Council. The Student Council, like the University as a whole, relies upon student participation to create a more effective learning environment. The Student Council's constitution may be found in the *Student Handbook*.

The Student Council hosts numerous events during the year, including potluck dinners, dances, a talent show, graduation parties, and Bastyr Community Day. The council has made significant capital contributions to the University, including sponsorship of community events (visits by Tibetan monks), remodeling the movement room, providing remote viewing for some classrooms, copier, composter, equipment for the library and other University departments.

The Student Council recognizes official student organizations. In the past several years these organizations have included the following:

- 12-Step Group
- Action Africa
- American Association of Naturopathic Physicians (AANP)
- Bastyr Africana Student Association (BASTA)
- Bastyr Environmental Action Team (BEAT)
- Bastyr Rock the Vote
- Bellydance Club
- Chamber Music Club
- Christian Fellowship
- Community Health Club
- Culinary Roots Club
- Ethnobotanical Student Association
- Exercise Science Club
- Hapkido Club
- Herbal Ways
- Jewish Student Union
- Journal Club
- Meditation Club
- Mystery School
- Natural Products Student Representatives
- Nature Cure Club
- Parent Resource Center
- Pediatrics Club
- Physicians for Social Responsibility
- Soccer Club
- Sports Medicine Club
- Student Midwifery Association
- Student Nutrition Association
- Sundo Circle
- Tai Chi Club
- Tibetan Medicine Student Club
- Travel clubs
- Ultimate Frisbee Club
- Voice for Queer Natural Health
- Washington Association of Naturopathic Physicians (WANP)
- Women Empowered through the Arts
- Yoga Club

There also are University committees in which students participate, such as curriculum review, library, and various ad hoc committees. Students also serve on groups such as the resident selection committee, student honor board and the clinic planning group. Please consult the *Student Handbook* for more information.

STUDENT AFFAIRS

The division of student affairs at Bastyr University provides support and services for students to meet personal and professional goals.

The student affairs staff at Bastyr University consists of the dean of students' office, admissions, financial aid, the registrar's office, international student services, veterans' student services, orientation, commencement, student events and housing, career planning, the Counseling Center, marketing and media, and the tutoring center. The *Student Handbook* lists University services, policies and procedures, whom to contact for specific questions and needs, and information on ethical conduct and the judicial process.

The dean of students' office supervises student affairs and professional staff, plans and conducts orientation and commencement activities, advises student organizations, edits and produces internal student publications, facilitates communications within and among the University's constituencies, and resolves grievances.

The registrar's office maintains students' academic records, manages course scheduling, academic registration and evaluation, records grades, produces transcripts and grade reports, and provides academic advising and evaluation, as well as international and veteran student services.

The Counseling Center provides individual and couples counseling, wellness consultations and other services.

Student housing provides limited on-campus housing for students and information on off-campus housing. Complete information is available on the University's website, www.Bastyr.edu.

TUTORING CENTER

The tutoring center organizes and sponsors tutoring sessions in which faculty-identified student tutors provide help to students in all course areas of the curriculum. Small group tutoring workshops are organized when helpful. Open labs are scheduled for the sciences, writing and speaking.

The tutoring center also organizes the audio taping and note-taking programs through which additional study resources are made available to students.

CAREER CENTER

The Career Center is a resource for students during their active student years as they prepare to

enter their career field and as they implement their job search activities. It is also a resource for graduates as they fulfill their career goals. During the course of students' studies, participation in self-understanding exercises helps them identify unique strengths that form the basis for excellent performance and a successful career. Preparation for job searching includes building a resume, which brings out accomplishments related to career goals, formulating letters, and learning to interact with people effectively by phone and in person so that both networking and job interviews will be successful. Job search support activities include individual coaching, videotaping, contact-development and transition support.

The Career Center also sponsors group activities such as the Health of Business, Business of Health practice success series, practitioner speakers for exploring career options, employer contact events and skill building workshops.

REGISTRATION

Bastyr University operates on the quarter system. The University's quarter is 11 weeks long. (Summer quarter classes are generally eight weeks; summer clinic is 11 weeks.) Eleven hours of class constitute one credit hour, and 22 hours of lab/practicum constitute one credit hour.

Continuing students preregister for courses and clinic shifts by submitting a preregistration form. The preregistration forms must be turned in before the registrar's office will register a student for classes or clinic shifts.

Registration for continuing students takes place in the spring for summer and fall quarters and in the fall for winter and spring quarters. New students are automatically registered for their fall quarter courses before orientation week. Non-matriculated students may register for courses after matriculated students have been registered. Priority for courses is given to matriculated students. Students taking a course for credit have preference over students auditing a course. Students auditing a course or clinic shift (regardless of matriculation status) will be withdrawn if the course is full and an eligible student elects to register for the course, for credit. Students taking a course that is required for their major have preference over those taking the course as an elective. Students may select to audit a course or change from an audit grade to a regular grade through the second week of the quarter. However, after the first week of the quarter, standard refund policies apply.

Course add/drop/withdrawal forms are obtained from and returned to the registrar's office. Classes may be added or dropped from a student's schedule through the add/drop period (ending the close of the first week of each quarter). Assigned clinic shifts may be traded during the shift change period. Elective clinic shifts may be added during that same period. Clinic shift drops are accompanied by financial penalties. (Please see the registrar's office for additional information.) Withdrawal from classes is not permitted during the final three weeks of a quarter (see the financial policies section for the refund policy and page 140 for a refund schedule). For courses with concentrated scheduling (not evenly spaced throughout a quarter), the timing of additions or drops varies. (In no case may students drop or withdraw from a course after the course has ended.) Students must check with the registrar for specific deadlines.

AMERICANS WITH DISABILITIES ACT (ADA) SERVICES

Bastyr University will provide reasonable academic or other accommodations for students with known disabilities to the extent and according to the definitions provided by the Americans with Disabilities Act, Section 504. Individuals with disabilities must formally request accommodation under the ADA in order for the University to provide reasonable accommodations. Students shall make their request to the registrar's office. Please see the *Student Handbook* for more information.

BOOKSTORE

The Bastyr University Bookstore carries a unique selection of health-related books and supplies. All textbooks and materials needed for courses taught at the University are on hand, including books used in continuing education. In addition, the store stocks a wide selection of hard-to-find books on natural health. Topics found in the bookstore include homeopathy, herbal medicine, acupuncture, Oriental medicine, nutrition, physical medicine, psychology, and books on specific diseases — all selected to emphasize Bastyr's focus on natural healing. In addition, medical supplies can be found in the bookstore, including acupuncture equipment, herbal tinctures, homeopathic formulas, as well as traditional medical equipment such as diagnostic sets and stethoscopes. Bastyr gifts and apparel are also available. Special orders from students and

faculty are welcome, with nationwide shipping available.

Online services can be found at www.Bastyr.edu/bookstore. Reference books specific to natural health can be ordered; check out the naturopathic reference sections for books that cannot be found at any other site. Bastyr University sweatshirts, T-shirts, glassware and other gift items are on sale online. Also available is a link to one of the bookstore's major suppliers, which allows online ordering of more than 100,000 medical and health science titles.

HEALTH CARE SERVICES

The health center fee enables all students to visit Bastyr Center for Natural Health. (A co-pay is due at the time of each visit, as is typical with most health plans. Lab fees, dispensary items and certain medical procedures are billed separately.) Contact Bastyr Center for Natural Health for more information or to make an appointment: 206.834.4100.

The University contracts with Summit America to provide a student injury and sickness plan at a special rate for all Bastyr students and dependents. You may receive a brochure with registration and pricing information at the office of student affairs. You will enroll and do business specifically with the company, not with Bastyr. Also, Bastyr University has contracted with Firebird International Insurance group to offer a mandatory student accident and sickness plan for international students. All F-1 students must participate in this plan or provide proof of comparable coverage. Additionally, a domestic or international student participating in coursework outside of the U.S. may sign up and pay for this same coverage before travelling.

COUNSELING CENTER

The Bastyr University Counseling Center assists students with confidential personal and school-related counseling concerns. Short-term individual and couples counseling is provided by the center's director and staff counselors and is available throughout the academic year to students from all programs. A brochure describing the center's services is provided to new students at the beginning of each year. Informational brochures may also be obtained in the Counseling Center, rooms 54-62. Counseling is also available through Bastyr Center for Natural Health.

FOOD SERVICE

Bastyr University operates a cafeteria, which offers excellent, healthy meals and snacks. During the academic year, breakfast, lunch and dinner are available Monday through Friday; breakfast and lunch are served on weekends. The cafeteria is closed on weekends during the summer and quarter breaks. The bookstore on campus also provides beverages and snacks. Although the clinic has no food service, beverages and snacks are available in the dispensary.

STUDENT HOUSING

The University offers limited on-campus housing. On-campus housing is comprised of rooms located on the fifth floor of the complex. There are several room types: A (131-135 sq ft), B (144-150 sq ft), C (172 sq ft), D (202-206 sq ft), E (220-224 sq ft or 148-219 sq ft with a walk-in closet).

Each room has carpeting, a bed, a built-in desk with bookshelves, a dresser, a wardrobe closet, a small refrigerator, a sink with mirror and a window with varying views of either the surrounding woodlands and play fields or the campus courtyard. Minimal cooking facilities are provided. Student lounges are equipped with large freezers, microwaves, electric cooking devices, study tables and a television or stereo. Also located on the fifth floors are men's and women's restrooms and showers, a laundry room with washers and dryers and an additional storage room. Free local telephone service and some wireless Internet are provided. Floor managers are available to assist and respond to students' needs. Custodial service is provided for the common areas such as hallways, restrooms, showers and lounges. Smoking and illegal drug use are prohibited. Accommodations for children are not available. Pets are not allowed (except for fish). On-campus housing offers the opportunity for community living and involvement in campus activities.

Information regarding on-campus housing may be obtained via e-mail to housing@bastyr.edu. Information regarding off-campus housing is available on the University website via the off-campus housing board.

ACTIVITIES AND RECREATION

Each student is required to pay a \$25 student activity fee every quarter. These funds are administered by the Student Council and are used to support activities, student organizations, programs

and services. With these funds, events like Bastyr Community Day, expansion of the herb garden, and free or partially subsidized concerts, lectures and workshops are made available to students. The funds are also used to purchase equipment for the University for general use, such as additional computers for the library, a laptop with LCD projector and video equipment.

LOCKERS

There are more than 400 lockers for student rental at the campus. The cost is \$15 - \$20 per year. Contact the student affairs office for more information.

Bastyr Center has a limited number of lockers available for use by students taking clinic shifts. Because of great demand these lockers are generally shared and are for day use only. Contact Bastyr Center for more information.

ID CARDS

Student ID cards are provided to all new students, included in the new student matriculation fee. Each subsequent year, ID cards are validated with stickers by the registrar's office, after enrollment and payment of tuition and fees.

INTERNATIONAL STUDENTS

The U.S. Custom and Immigration Service (USCIS) has approved Bastyr University to accept and enroll international, nonimmigrant students. Student I-20 forms are issued by the registrar upon admission. For more information, consult the admissions section in this catalog or contact the admissions office. The associate registrar in the registrar's office assists international students with the USCIS regulations.

ALUMNI SERVICES

Bastyr is committed to supporting its graduates and to helping them stay engaged with the life of the University through a variety of programs. Communication services include an alumni e-newsletter, a website, an online public directory of alumni and professional opportunity listings on the web. Major benefits include access to group insurance rates, travel programs, and discounts with major car rental companies and hotel chains. The University also provides occasions for alumni to get together for career training, networking and social activities. Many other specific benefits are available for alumni

to continue their studies at Bastyr, to use University facilities at special rates, and to be involved in the Bastyr community. For information about all benefits including the alumni tuition benefit, visit www.Bastyr.edu/alumni.

UNIVERSITY PUBLICATIONS

The University publishes a number of handbooks and newsletters, including the following:

Bastyr University Catalog: Matriculated students receive a copy, included in their new student matriculation fee. For others the cost is \$5, available from the Bastyr University Bookstore or online.

Policy and Procedure Manual: This publication describes academic policies, as stated in the catalog and *Student Handbook*, in more detail. Administrative procedures are outlined, as well as the process of implementation of the policies. Updates and revisions to existing policies are kept current in this manual and supersede policy statements published in this catalog. This manual is available on MyBU. Contact the Office of the Provost for more information.

Student Handbook: This publication contains information on University services and resources, academic and nonacademic policies and procedures, and information on ethical conduct, judicial process, and student records. There is no charge to matriculated students (included in their new student matriculation fee). The handbook is available from the student affairs office.

Student Clinician Handbook: This publication provides students with all clinical education requirements, including learning objectives and competencies, and clinic policies and procedures. This publication is required for all students entering clinical training.

Financial Aid Handbook: This handbook describes federal, state and University financial aid programs, policies and procedures required to apply/participate. It is available from the financial aid office.

Faculty Handbook: This publication contains information pertaining to faculty employment and governance and is available on MyBU.

Community Resources Guide: This annual publication, published by the student affairs office, provides information on local services and resources, such as food, transportation, religion, entertainment, health/wellness and recreation, with input from students and other members of the Bastyr community.

Bastyr Magazine: This full-color, glossy magazine is published twice/year by the development office for alumni, friends and donors as a source of information on natural medicine and University activities.

Healthy & Wise: This printed publication is sent to prospective and current patients. It provides information about programs, practitioners, and current events at Bastyr Center for Natural Health, as well as consumer health information.

Natural Directions: This e-mail newsletter is sent to prospective students or those who have expressed interest in Bastyr's programs.

Bastyr News: This e-mail newsletter is sent to the general public and prospective students of Bastyr University with recent Bastyr news, upcoming events, recipes and more.

Health E-news: This e-mail newsletter is sent to current and prospective patients of Bastyr Center for Natural Health and includes natural health information, news about recent studies, and updates on Bastyr Center programs and services.

FINANCIAL POLICIES

2009-2010 TUITION*

Doctoral, Professional, Graduate, BSOM/MSA/MSAOM Tuition

Students taking fewer than 12 credits \$505 per credit
 Students taking 12–16 credits..... \$6,050 per quarter
 Students taking more than 16 credits..... \$6,050 + \$270 per credit for each credit over 16
 Naturopathic Midwifery Program: Practicum (birth experiences)..... \$150/birth (\$300/credit)
 Dietetic Internship..... \$585 per credit
 Part-time CHM students taking fewer than 12 credits \$430 per credit

Undergraduate Tuition

Students taking fewer than 12 credits \$505 per credit
 Students taking 12–16 credits..... \$6,050 per quarter
 Students taking more than 16 credits..... \$6,050 + \$320 per credit for each credit over 16

For all students

Audit..... \$220/credit
 Audit for courses outside the region..... \$290/credit
 *Due to the unique nature of summer quarter, summer rates vary from those listed above. Rates for summer quarter, 2010, have been tentatively set at \$395 per credit for credits up through 16, and \$270 for each credit over 16 for graduate/professional students and \$320 for each credit over 16 for undergraduate students.

Tuition is increased annually to adjust for program growth and inflation. Tuition is payable on or before the first day of classes each quarter. A signed promissory note is required if for any reason a payment cannot be made by the due date. A deferment fee is assessed for late tuition payments unless a waiver is obtained from the financial aid office. Interest is charged on outstanding balances unless waived by the financial aid office. If the amount of financial aid pending does not cover the full tuition balance, the total not covered by financial aid is due on the first day of the quarter.

If an account is sent to a collection agency, all collection agency fees, reasonable attorney fees and court costs (if legal action becomes necessary) will be imposed on the student's tuition balance.

2009-2010 FEES

Application Fees:

Undergraduate \$60
 Graduate and Professional..... \$75
 Non-matriculated and/or non-degree \$25

Holding Fees/Deposit: (credited toward tuition)
 Degree Programs..... \$200
 Certificate, Non-matriculated,
 Post-baccalaureate \$100
 Advanced Standing Evaluation Fee \$75
 Student Activity Fee..... \$25/qr
 Late Registration Fee..... \$25
 Undergraduate Program Fee \$150/qr
 MSN Program Fee..... \$150/qr
 Add/Drop Fee
 (after completion of free add/drop)..... \$10
 Clinic Shift Change/Drop Fee \$10, \$25, \$50, \$100¹
 Nonrefundable Course Deposit² Varies
 Interest..... 1.0% per month
 Deferment Fee \$50
 Fitness Center Fee..... \$20/qr³
 Health Center Fee..... \$40⁴
 International Student Accident/Sickness
 Plan⁵ \$207/qr
 Challenge Exam Fee..... 50% of tuition
 Competency Exam Fee \$50
 New Student Matriculation Fee⁶..... \$375
 Locker Fee \$15 or \$20/year
 Official Transcripts (7-10 business days) \$5
 Official Transcripts (1-2 business days) \$10
 Graduation Fee
 (participation) \$200/\$225 (after deadline)
 Graduation Fee (non-participation) \$125
 Certificate Fee..... \$75
 Diploma Replacement/Second Diploma Fee..... \$50
 NSF Check Fee..... \$28
 Stop Payment on Student Refund..... \$20
 Parking..... \$40/qr (summer free)
 Parking Citations-Vary according to
 infraction \$10 - \$100

There may be additional fees.

¹Fee varies depending on date and shift type. Please see clinic registration staff for details.

²Nonrefundable course deposits are required when confirmed enrollment is essential prior to the start of a given quarter. Amount varies depending on the course.

³This charge will be initially applied in the quarter in which the center is operational.

⁴A co-pay is due at the time of each visit. Lab fees, dispensary items and certain medical procedures are billed separately.

⁵A plan may also be purchased for international student dependents.

⁶The new student matriculation fee includes costs for orientation, University publications (*catalog*, *Student Handbook*, *Community Resources Guide*), plus student ID cards, unofficial transcripts, and copies of official transcripts sent to licensing boards. Once orientation begins, this fee is nonrefundable.

PARKING AND TRANSPORTATION

All campus students and employees, including adjunct faculty, are required to register their transportation choices, whether driving a car or not. This must be done either online or by paper form within two weeks of the start of fall quarter (or whichever quarter is first attended by a student). This information allows us to monitor our usage, to track our carbon footprint, to offer resources and to leverage services for us through Metro Transit Agency and other entities.

Campus parking fees for fall, winter and spring quarters are \$40/quarter for those who are parking on campus three or more days per week. Parking two days or less per week costs \$20 per quarter. Carpooling two or more times per week is also \$20 per quarter. Parking one day or less per week is free. There is no fee in summer.

These fees help defray the large expenses of building and maintaining our parking stalls. Automatic inclusion of parking fees with tuition or by payroll deduction is strongly preferred, but payment by cash or check is accepted if auto deduction is not possible.

Citations range from \$10 to \$100 depending on the seriousness of the infraction. We do this to ensure that parking spaces are equally available for all. Citations are generally given to those who have not registered their transportation information, those who do not have the current Bastyr identification on their cars and those who are incorrectly parked. Notification of a citation is sent by e-mail; parking fines are due within two weeks. After two weeks, the fine is automatically charged to the student's account.

For more information on transportation and parking issues, please see the Transportation web page on MyBU, which is within the Facilities section.

OTHER COSTS

Books and supplies cost approximately \$700-\$2,000/year, depending upon the program of study. Second year naturopathic medicine students are required to purchase diagnostic equipment at the beginning of NM6221 Physical/Clinical Diagnosis 1 at an estimated cost of \$1,000-\$3,000.

REFUNDS

Dropping all classes by or before the end of the first week of classes entitles a student to a 100-percent tuition refund. An add/drop fee is charged

after the free add/drop period has ended. Any clinic drops are accompanied by financial penalties. (See clinic registration staff in the registrar's office for more information.) Refund calculations for drops or withdrawals from classes after the first week of the quarter are found on the inside back cover of the catalog. For those students receiving federal financial aid, the federal calculation for the return of Title IV funds is required, and refunds will be returned on behalf of the student to the federal government. Amounts are determined by federal regulations.

Students with financial problems in the payment of tuition and/or fees should contact the finance office at once to make satisfactory arrangements.

The deadline for contesting a charge on a student account is 90 days from the close of the quarter in which the charge is applied or 90 days from the actual posting, whichever is later.

Financial policies, like all policies of the University, are subject to change and revision by the management and/or Board of Trustees of the University. Notice of changes is published in MyBU.

FACILITIES

CAMPUS

Bastyr University's primary academic and administrative facilities are located in Kenmore, Washington. The 51-acre site adjoins St. Edward State Park (with hiking trails leading down to the northern shore of Lake Washington) and includes a 186,000 square-foot building, play fields and forested areas. The building includes classrooms, research and teaching laboratories, exam rooms, an auditorium, a chapel, meeting rooms, faculty and administrative offices, the library, bookstore and cafeteria. On-campus housing is also available. Visitors are encouraged to enjoy the spacious grounds, tour the herb garden and visit neighboring St. Edward State Park.

BASTYR CENTER FOR NATURAL HEALTH THE TEACHING CLINIC OF BASTYR UNIVERSITY

Bastyr Center for Natural Health is the largest natural health clinic in the Northwest. As the teaching clinic of Bastyr University, Bastyr Center provides patient clinical services and student training in a professional clinical setting that emphasizes a holistic approach to care. Bastyr Center serves the health care needs of a diverse patient population, which includes young people, growing families and senior citizens from throughout the Puget Sound area. In 2008/2009, student teams, along with their supervising faculty, served more than 35,000 patient visits.

Services at Bastyr Center include naturopathic medicine, acupuncture, Chinese herbal medicine, nutrition counseling, homeopathy, mental health counseling and physical medicine. In an effort to meet the health care needs of our patients and to enhance the educational experience for our students, Bastyr Center provides specialized shifts throughout the year. These shifts are scheduled as needed and are subject to change. Current specialized shifts include an immune wellness program for people living with HIV/AIDS, diabetes and cardiovascular care, minor office procedures, ADHD, integrated pain service, biofeedback, and environmental medicine.

In winter quarter of 2006, Bastyr Center moved to a newly renovated building in the Fremont/Wallingford neighborhood, designed to provide, even more effectively, an environment that promotes health and healing for patients, staff and students. The expanded Bastyr Center also features a Chinese herbal medicine dispensary and a larger natural

medicine dispensary, offering a wide selection of natural health products and gifts. Bastyr Center recently became the first natural health clinic in the region to receive LEED-CI Certification from the U.S. Green Building Council for compliance with high environmental standards. LEED-CI is the recognized standard for certifying high-performance green interiors that are healthy and productive places to work, less costly to operate and maintain, and have a reduced environmental footprint.

Bastyr Center is located at 3670 Stone Way North. Parking is available onsite for patients and on the street for students, faculty and staff. For more information, please visit our website at www.BastyrCenter.org.

Bastyr University maintains numerous external clinical learning sites, creating tremendous diversity in students' clinical experience. At each site, Bastyr faculty supervise the student clinicians. Sites are added continually; below is a list of active sites at the time of publication of this catalog, the students participating and the population served:

- Bastyr campus - naturopathic, acupuncture and nutrition students; general patient care/physical medicine.
- Carolyn Downs Clinic - acupuncture students; chronic disease and multi-ethnic/low income.
- Cascade Natural Medicine - naturopathic students; pediatrics.
- Consejo - naturopathic students; multi-ethnic/low income.
- Country Doctor Community Clinic - naturopathic students; multi-ethnic/sexual orientation, low income.
- Chronic Fatigue Clinic at Harborview Medical Center - acupuncture students; chronic fatigue/fibromyalgia.
- 45th St. Community Clinic - naturopathic students; homeless youth.
- Shoreline/Lake Forest Park Senior Center - naturopathic students; senior citizens.
- Ballard NW Senior Activity Center - naturopathic students; senior citizens.
- West Seattle Teen Health Center - naturopathic students; teens and staff at West Seattle High School.
- Highline Hospital - naturopathic students; oncology and community patients
- Highpoint Medical Clinic - acupuncture students; multi-ethnic/low income.
- International Clinic at Harborview Medical Center - acupuncture students; U.S. immigrants.

- Madison Clinic at Harborview Medical Center - acupuncture students; HIV/AIDS.
- Mary's Place - naturopathic students; homeopathy, homeless and formerly homeless women and children.
- Providence Regional Medical Center Everett - acupuncture students; cancer treatment and pain management.
- Providence Marianwood - naturopathic students; senior citizens.
- Providence Mt. St. Vincent - acupuncture students; elderly and general community patients.
- Rainier Park Medical Clinic - acupuncture and naturopathic students; multi-ethnic/low income.
- Seattle Cancer Treatment and Wellness Center - acupuncture students; oncology patients.
- Skagit Valley Hospital - doctoral acupuncture students; oncology patients.
- Snohomish Valley Senior Center - naturopathic students; senior citizens.
- Women's Wellness Center - naturopathic students; homeless women.

ACADEMIC POLICIES/ PROCEDURES

This section on academic policies is intended to provide students with a working definition of some of the more important policies pertaining to their academic life at Bastyr University, inform students of their academic rights and responsibilities and outline administrative procedures. The detailed policies and procedures that apply to undergraduates are described in the catalog under Bastyr Undergraduate Programs. The *Policy and Procedure Manual*, *Student Handbook* and *Student Clinician Handbook* also provide information concerning other academic policies and procedures.

ACADEMIC STATUS

The University uses the following terms to denote academic status:

- Good Standing
- Academic Warning
- Probation
- Final Probation
- Suspension
- Dismissal

A student whose status is anything other than Good Standing may be required to sign a learning contract and/or may be held to other sanctions. A change of status is the decision of the dean of the school and/or the student promotions committee. Depending on the nature of the academic deficiency, the categories above are not necessarily followed sequentially.

ACADEMIC SUSPENSION POLICY

Academic suspension is used when the dean of the school believes the student will benefit from a period of time away from his/her program track, and when the student has sufficient opportunity to be successful upon his/her return from suspension. The terms of a suspension are unique to each student and will be decided by the dean. A suspension will last at least one quarter, and a student may be required to receive remedial academic assistance before being readmitted. Suspended students must petition the dean for reinstatement; they may be required to meet with the dean and must show that all terms of the suspension have been met before receiving approval to return to the University. If a student is unable to demonstrate that he/she has adequately resolved the issues that led to the suspension, the student may be eligible for dismissal.

Removal from a course or clinic shift may be warranted in the case of a student's failure to adhere to instructions/procedures/professional expectations that may lead to the compromised safety of a patient, student, staff or faculty. Removal from a course or clinic shift constitutes a failure of the class or shift and is not eligible for remediation; however, the student has a right to appeal the final grade received.

RECOMMENDATIONS FOR DISMISSALS

Recommendations for dismissals from the University usually occur in the case of the following:

1. Failure to satisfactorily adhere to the terms of a learning contract.
2. Failure of the same class twice.
3. Failure of two clinic shifts.
4. Three failures in the same quarter.
5. A history of poor academic performance relevant to the appropriate department.
6. Removal from a course/clinic shift in the case of student failure to adhere to instructions/procedures that may lead to the compromised safety of a patient or class partner.

DISMISSAL POLICY

Each school of Bastyr University has a student promotions committee that follows the individual school policy for providing recommendations to the dean regarding the potential dismissal of a student from an academic program. Recommendations for dismissal are submitted by the appropriate dean to the provost for consideration. The provost makes the final decision on student dismissals.

APPEAL OF ACADEMIC SUSPENSION OR DISMISSAL

Appeal of a suspension or dismissal is made to the provost and can only be made in the event of factual error. The written appeal must be made to the provost within five working days of the date on the suspension or dismissal letter. The appeal must specify and include the alleged documented inaccuracy and the relevance of that fact(s).

The provost will respond within 10 working days to the appeal of academic suspension or dismissal and can only consider an appeal based on an error of fact. The decision of the provost is final and cannot be appealed.

LIMITS ON STUDENT CREDIT LOADS

Bastyr University degree programs are described in the *Bastyr University Catalog*. The recommended didactic program for each year and track of the degree programs is specified. Elective courses and clinic credits are expected over and above the required didactic courses.

The *Student Handbook* specifies the requirements for full-time, half-time and less-than-half-time enrollment status for each program. Capable students may choose to exceed the full-time recommended enrollment in order to include important electives or special interests in their programs. However, the following are the maximum credit loads for which students may register in each program in any given quarter:

Bachelor of Science	20 credits
Master of Science in Nutrition.....	18 credits
Master of Science in Acupuncture	25 credits
Master of Science in Acupuncture and Oriental Medicine.....	25 credits
Doctor of Acupuncture and Oriental Medicine.....	30 credits
Doctor of Naturopathic Medicine	30 credits

Students who are seeking degrees in multiple programs must plan their registrations carefully so that they do not exceed the stated limits.

In extraordinary cases, very capable students may be allowed to exceed the maximum for their programs upon approval by their department chairs or school deans. Department chairs or deans indicate their approval by signing the students' registration or add/drop forms and noting the credit load being approved. Any approved increase may not exceed 10 percent of the above totals.

ATTENDANCE POLICY

Course and Lab Attendance Policy

Bastyr University does not have a lecture (class) and lab attendance policy. However, faculty members may establish attendance requirements in their course(s) or lab(s). Some state licensing boards and the Veteran's Administration require 90 percent attendance. Students receiving financial assistance from the Veteran's Administration or students who need to meet state licensing board requirements are responsible for notifying the faculty of their need to document attendance.

When a student has an excused absence, the faculty member may require that the student complete an assignment to make up for the time missed.

An absence is considered excused if a student has a legitimate personal emergency, a serious illness or a documented birth (midwifery students), as long as the student calls the faculty member(s) or leaves a message with the department informing them of the situation in advance. (24-hour voicemail is available.) Faculty may require documentation upon return from the excused absence. It is the student's responsibility to meet with the faculty member to discuss the absence and make up work upon return. Missing more than the stated attendance requirements for the class may affect the student's final grade, and a student may be required to take the course again. In addition to possible consequences for absences, habitual tardiness may be taken into account by faculty as part of the course grade and/or may be reported to the dean of students for sanctions under the student conduct code.

Students cannot register for two courses or labs that are scheduled at overlapping times. Credit can only be applied to a single course at any one time. Students cannot attend a course without being registered for it and must attend the section of a course or lab for which they are registered. Failure to follow this policy may result in loss of course credit or a course grade of no show (NS).

Clinic Attendance Policy

All student clinicians are required to attend at least 80 percent of each assigned quarter shift in order to receive a grade of achieved competency (AC) for each shift. Holidays and emergency closures of the clinic do not figure into the total quarter attendance. A student who does not attend at least 80 percent of the shift (two excused absences) will receive a failure grade for that shift and lose all patient contacts and hours. The entire shift would need to be taken again. Exceptional circumstances resulting in a third absence may be approved at the discretion of the supervisor. Four or more absences will result in an automatic failure for that shift. Please note that 100 percent of the required clinical hours must be completed before recommendation for graduation. Please refer to the *Student Clinician Handbook* for details.

Religious or Spiritual Holidays

The University's policy is to attempt to accommodate the observance of religious practices. Religious absences will not count against any attendance requirement, but students are responsible for the information and material covered. Students must arrange with faculty to take missed quizzes and exams immediately upon return. Students observing such holidays are required to notify faculty during the first week of classes and to find substitutes for clinic shifts affected. Bastyr University schedules clinical training and occasional required courses or intensives on weekends. A student with religious restrictions against attending classes on weekends needs to contact his/her dean or program chair, in advance, when such a conflict occurs. Efforts will be made to resolve such conflicts, but a resolution cannot be guaranteed.

Convention, Conference, Seminar and Workshop Attendance Policy

Occasionally, there may be professional conventions or conferences offered during the academic year that programs encourage their students to attend. Students who wish to attend must receive permission from their instructor(s) in advance if there is an attendance requirement, exam or project due. Students are responsible for the information and material missed. Students who receive permission must arrange with faculty to take missed quizzes and exams immediately upon return. Students must comply with the clinic absence policies. Please refer to the *Student Clinician Handbook* for details.

UNIVERSITY CLOSURE

In the event of unplanned school closures for weather or community emergencies, students are required to make up missed course requirements or clinic contact hours. Should the duration of the closure be too long or too late to make up missed requirements/hours in the time allotted, the university reserves the right to extend the quarter and/or year to allow for additional make up time. Please see the inclement weather policy/procedure on MyBU for more information regarding university closure.

CRIMINAL BACKGROUND CHECKS

Washington state law requires that all employees, students and other individuals who will have access in a health care setting to children under 16 years of age, access to vulnerable adults (as defined by state law) and access to developmentally disabled individuals must submit to a criminal history background check. The background check may require students to disclose information to the University about crimes and offenses against these populations. The background check also includes a Washington State Patrol criminal identification system report of the record of criminal convictions for offenses against persons, civil adjudications of child abuse, and disciplinary board final decisions. Each student is required to submit to a criminal background check before he or she is allowed entry into clinical experiences. Students should be aware that failure to submit to the criminal background check, any false statement in these documents by the student, or discovery of current charges and/or a record of conviction of offenses may lead to dismissal.

The forms for these checks are distributed to students enrolled in programs requiring clinical training prior to the student's first clinical experience.

POLICY ON TB TESTING AND HEPATITIS B IMMUNIZATIONS

These policies were enacted to protect the health and safety of employees and students who may be exposed to certain biohazards in the campus and clinic working environments.

Tuberculosis Screening

All faculty, staff and students who work or take shifts at Bastyr Center for Natural Health are required to be tested annually for tuberculosis (TB). TB screening information/forms are distributed to students in their Clinic Entry II course. Faculty and

staff are required to provide that documentation to the manager of operations at Bastyr Center. Questions about TB screening can be directed to the Facilities and Safety Office, room 225.

Students pay \$10 toward the cost of their PPD TB test at Bastyr Center. Bastyr University agrees to pay \$37.50 toward the cost of chest x-rays, if required for students. This is 50 percent of the cost of x-rays at Bastyr's preferred radiology service. Requests for TB screening forms for students and faculty can be addressed to the Facilities and Safety Office, room 225.

Hepatitis B Immunizations

All ND, AOM and clinical nutrition students, AOM and ND faculty and staff at Bastyr Center, and faculty or laboratory and operations assistants who are category I (those who have daily exposure to blood or body fluids) and category II (those who have occasional exposure to blood or body fluids) are required to either take the hepatitis B immunization series, provide documentation that they have had such immunizations in the past 10 years, or sign a waiver refusing the immunizations along with a release of liability form.

Bastyr University agrees to pay 50 percent of the cost of the hepatitis B immunization series for students..

Note: All students are required to pay in full for the cost of testing antibody levels for any of the agents listed above, if they choose to check for individual immunity, prior to waiving or taking any immunizations.

Commencement of the immunization series (or submission of a waiver) and TB screening shall occur before the first day of work for all faculty and staff, before ND, AOM and clinical nutrition students begin their shifts, and with the start of fall quarter of each year for entering AOM and ND students. Hepatitis immunization forms/waivers are distributed to students in one of their required clinical courses. Hepatitis immunization questions can be directed to the bloodborne pathogen safety officer; and requests for forms can be addressed to the Facilities and Safety Office, room 225.

Anyone who has elected to waive the immunization series has the option to change that election, at any time, and take the immunization series.

DEGREE AND CERTIFICATE REQUIREMENTS

To earn a degree at Bastyr University, a degree candidate must have completed the prescribed curriculum (refer to the specific academic program

section), earned passing grades in all required courses and clinic shifts, satisfied the requirement for total degree or certificate credits and been recommended for graduation by the faculty. To be eligible to graduate, a master's degree or graduate-level certificate candidate must have a minimum GPA of 3.0; a bachelor's degree candidate must have a minimum GPA of 2.0. Students in the articulated bachelor's/master's AOM degree program must follow the degree requirements of that school.

A student is held to degree requirements in effect at the time of initial matriculation into a degree or certificate program unless legal or accreditation standards mandate a change to an existing degree or certificate program. Those degree and certificate requirements are published in the edition of the *Bastyr University Catalog* that is in effect at the time of first matriculation. In rare circumstances, a course may be deleted from the required curriculum and/or curriculum substitutions may be made.

A student who is readmitted after an absence of more than one calendar year may be held to the requirements in effect at the time of his/her return. A student may, by written permission of the program chair, elect to graduate under degree requirements specified in a subsequent *Bastyr University Catalog*; under no circumstances are the requirements from an earlier catalog applied.

Students in the ND program and MSN/CHP program must complete their degrees within six years. Students in the MSA*, MSAOM*, MSN and MSN/DPD programs must complete their degrees (and any other requirements specified by particular degree programs) within five years. Students must complete the naturopathic midwifery certificate within three years of their ND graduation date or within three years of program entry if entering the naturopathic midwifery program after completion of their naturopathic medicine degree. Under exceptional circumstances, students may appeal to the dean of their school for a one-year extension of those deadlines.

*This includes any requirements completed as a bachelor's student and applied toward the master's degree.

Students in all degree and certificate programs must have discharged satisfactorily all financial obligations to the University (tuition, fees, library fines, and all charges), including the graduation fee, for each program in which a degree or certificate is to be awarded. For students who have not met their financial obligations at the time of graduation, the earned degrees and certificates are posted to their

records, but diplomas and official transcripts are held until the financial obligations are cleared.

DEADLINES FOR THE AWARDING OF DEGREES

The awarding and posting of degrees at Bastyr University are governed by the deadlines noted below. These deadlines affect only the actual awarding of degrees. Students' participation in commencement ceremonies is governed by a separate policy. The dates for finals week each quarter are published in the *Bastyr University Catalog* and the registrar's quarterly calendar.

For all bachelor's degrees, master's degrees, and professional doctoral degrees awarded by Bastyr University:

- All coursework must be completed by the last day of the quarter for graduating students.
- Any IP, I or PC grades must be replaced with passing grades no later than the last day of the quarter.
- If a student has any outstanding course or grade requirements on the last day of the quarter, his/her degree will be posted at the close of the subsequent quarter or in the quarter in which the course/grades are completed/received.

GRADING POLICY

Grades are assigned based on the grading system of the department/program offering the course, rather than by the academic program in which the enrolled student is matriculated.

Naturopathic Medicine/Naturopathic Midwifery/AOM, ND and Nutrition Clinic Shifts/Dietetic Internship

Bastyr University provides a competency-based learning format in the classroom for students in the naturopathic medicine and naturopathic midwifery programs, all AOM, ND and nutrition clinic shifts and the Dietetic Internship program. A competency-based evaluation of student work and performance is structured on the premise of demonstrating competence of a well-defined set of information and/or skills.

With a competency system of grading, a student is aware of the learning objectives and core competencies for each course and clinic shift; knows how knowledge and understanding of these objectives and competencies is measured; and has the opportunity to demonstrate mastery by means of quizzes, exams, papers and/or practical application. The competencies established for each course reflect the goals and objectives of the appropriate program of

study. Program and department chairs in the professional programs, in consultation with the faculty, determine the requirements and standards that students must meet in order to determine whether a student has earned a grade of achieved competency, partial competency or failure.

Professional (ND, MW) Degree Programs, Dietetic Internship and Clinical Shifts

- AC - Achieved Competency
- PC - Partial Competency
- F - Failure
- I - Incomplete - personal emergency or serious illness
- W - Withdrawn - Withdrawal form must be completed, signed and filed in the registrar's office at least three weeks before the end of a given quarter. ABS students must contact the academic administration manager
- AW - Administrative Withdrawal
- IP - In Progress - for clinic shifts, preceptorship, clinic entry, theses, didactic courses and internships
- N - No Grade
- CE - Challenge Examination
- NS - No Show
- AU - Audit
- WV - Waived

ACHIEVED COMPETENCY (AC): A grade of AC indicates the student has gained the defined knowledge, information, skills and core competencies and has met the learning objectives as defined in the syllabi. Students must attain a level of achieved competency (AC) in all courses, clinic shifts, and internships. AC grades are not factored into the GPA.

PARTIAL COMPETENCY (PC): A grade of PC indicates that an aspect of the learning objectives or core competencies has not been achieved and there is need for further study to earn the required AC. A PC grade does not indicate academic success. A PC grade must be remediated by 5:00 pm on the Friday at the end of the break following the subsequent quarter in which the grade was received. Under unique circumstances, the faculty member or chair/dean may extend that deadline. Students may be required to complete a PC contract with the faculty member. Upon conversion of the grade, the instructor must submit a grade change form to the registrar's office. The PC grade will be noted on the transcript as the previous grade earned and will

appear on the transcript as AC/PC. PC grades that have not been converted to AC grades by the deadline revert to F grades. In that case it will be noted on the transcript as F/PC. The course, lab, clinic shift or internship must then be repeated. PC grades do not translate into partial credit on transcripts and are not factored into the GPA.

FAILURE (F): A grade of F indicates failure to meet the minimum level of competency for learning objectives or core competencies. A student who receives a failure in a required course, lab, clinic shift or internship must repeat that course, lab, clinic shift or internship. F grades are factored into the GPA until the course has been successfully repeated.

INCOMPLETE (I): A student who is doing satisfactory work in a course but cannot complete the work because of a serious illness or personal emergency may receive an incomplete grade by filing a request for incomplete grade form with the registrar. Incomplete grades may only be awarded in the last three weeks of the quarter, after the course withdrawal period has ended. Faculty determine the date by which an I grade must be converted; however, I grades must be converted no later than the end of the break that follows the subsequent quarter in which the grade was received. Under unique circumstances, the faculty member or chair/dean may extend that deadline. Students may be required to complete an I contract with the faculty member. Upon conversion of the grade, the instructor must submit a grade change form to the registrar's office. The I grade will be noted on the transcript as the previous grade earned and will appear on the transcript as AC/I.

ADMINISTRATIVE WITHDRAWAL (AW): A student who is suffering from a serious illness or experiencing a personal emergency and is unable to withdraw from term-based classes within the appropriate time frame may be awarded an AW by the registrar. The AW grade is also awarded when students are not given the opportunity to complete a course.

IN PROGRESS (IP): IP grades are indicated for didactic courses that extend beyond one quarter by design, clinic shifts, preceptorships, community practicum, clinic preparation, theses, internships, and clinic entry courses in which work may extend beyond the end of a quarter. IP grades for didactic courses must be converted no later than the end of the break of the subsequent quarter in which the grade was received. All other IP grades must be converted by the program completion deadline.

Faculty reserve the right to determine an alternate deadline.

NO GRADE (N): N grades are assigned to indicate that a student is awarded no credit for a course but did not fail that course. N grades are commonly posted when a student withdraws from the University before having the opportunity to complete a multi-quarter course. N grades are administrative grades and are assigned only by the registrar. N grades are not refundable.

CHALLENGE EXAMINATION (CE): Please see Academic Policy 97-C9 for details.

NO SHOW (NS): NS grades are assigned to indicate a student did not attend all or most of a class. NS grades are not refundable and there is no credit given.

AUDIT (AU): Students generally audit a course for their personal enrichment. There is no credit given and no academic grade granted. The decision to audit a course or to change from an audit to a grade must be made by the end of the second week of the quarter.

WAIVED (WV): Courses are generally waived if a student has demonstrated competency in a particular subject matter but does not have the appropriate level of coursework from an accredited institution to allow a transfer of credit. There is no credit attached to a waived course, and a student is required to make up the corresponding credits waived with additional elective credits.

Undergraduate Degree Programs

For the undergraduate degree programs (except Oriental medicine) a student must maintain a 2.0 cumulative GPA in order to remain in good standing. Undergraduate students in the School of Acupuncture and Oriental Medicine must maintain a 2.5 in their first year and a 3.0 in their second year. Any required course in which a student receives a failing grade (F) must be repeated.

The letter grading system for acupuncture and Oriental medicine*, nutrition, exercise science, herbal sciences and health psychology undergraduate programs is as follows:

A	-	95 percent-100 percent	or	4.0
A-	-	90 percent-94.9 percent	or	3.7
B+	-	87 percent-89.9 percent	or	3.3
B	-	83 percent-86.9 percent	or	3.0
B-	-	80 percent-82.9 percent	or	2.7
C+	-	77 percent-79.9 percent	or	2.3
C	-	73 percent-76.9 percent	or	2.0
C-*	-	70 percent-72.9 percent	or	1.7
D+*	-	67 percent-69.9 percent	or	1.3

- D* - 63 percent-66.9 percent or 1.0
- D*- 60 percent-62.9 percent or 0.7
- F - Below 60 percent or 0.0

- AC - Achieved Competency - for clinic shifts, preceptorship, community practicum, outreach and practical courses
- PC - Partial Competency - for clinic shifts, preceptorship, community practicum, outreach, and practical courses
- I - Incomplete - personal emergency or serious illness
- W - Withdrawn -Withdrawal form must be completed, signed and filed in the registrar's office at least three weeks before the end of a given quarter.
- AW - Administrative Withdrawal
- IP - In Progress - for didactic courses, clinic shifts, preceptorship, community practicum, outreach, clinic preparation, clinic entry, senior year projects and practical courses
- N - No Grade
- CE - Challenge Examination
- NS - No Show
- AU - Audit
- WV - Waived

For explanation of grading terms, see professional degree programs.

*It should be noted that while a C-, D+, D and D-grades are passing, core classes or required elective classes in the School of Acupuncture and Oriental Medicine must be completed with a minimum of a C grade for passing. Students who earn lower than a C grade will be required to repeat the course.

Graduate Degree Programs: (DAOM, MSA, MSAOM, MSN, MSN/CHP, MSN/DPD)

For the graduate degree programs, a student must maintain a cumulative GPA of 3.0 or better. Any required course in which a student receives an F must be repeated.

The letter grading system for acupuncture and Oriental medicine and nutrition graduate programs is identical to the undergraduate system, as shown above, except for the following: There is no grade of D+, D or D- for a graduate student, and the IP grade applies also to work on a thesis. For explanation of grading terms, see listing under the professional degree programs.

Grade Change Policy

The grades of PC, IP and I are considered temporary grades and designed to be changed (see grading policy). The grades of AC, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are considered permanent grades and can only be changed if a faculty error was made at the time of issuance. The faculty member must submit documentation demonstrating the error to the registrar. Students are not allowed to submit additional work after the quarter has ended with the intent to raise an A- through F grade. The option of "extra credit" work must be written into the syllabus and collected prior to quarter's end.

F or PC in Sequential Courses

If a student has an F or a PC that converts to an F in a sequence course, the student will not be allowed to continue in the next sequential course. If a PC grade is not remediated by 5:00 p.m. on the Friday at the end of the second week of the quarter, the student will be withdrawn from the course.

INDEPENDENT STUDY POLICY

Independent study allows individual students to study areas of interest not included in the regular curriculum with the aid of an instructor or a selected resource person. Registration forms for independent study are available from the Office of the Registrar. The deadlines for registration, payment and grading of independent study courses are the same as those for regularly scheduled courses.

Required courses may not be taken by independent study. Students may take an independent study course only if they are in good academic standing. ND students may request to do an independent study after they have completed at least 50 credits of their degree program; acupuncture and Oriental medicine and nutrition students must have completed at least 30 credits of their degree program. Psychology students must have completed at least 45 credits of their degree program. Students may apply a maximum of five (5) credits by independent study toward the completion of their degree program. Students pursuing two majors as an undergraduate may apply a maximum of 10 credits by independent study, five (5) toward each program.

Naturopathic midwifery students are required to complete two (2) credits of independent study as a part of their program. Each independent study credit should represent approximately 33 hours of work/activity.

TRANSFER, WAIVER AND SUBSTITUTION POLICY

Requests for transfer or waiver of credit must be submitted and reviewed within 12 months of a student's matriculation date or before the quarter in which the student is required to complete the course, whichever comes first. Courses taken prior to entry at Bastyr can only be transferred to Bastyr during a student's first year of attendance. After the first year, previous courses taken can only be considered for waiver of required Bastyr courses, and elective credits must be taken to make up the waived credit. If this timeline is not followed and a course is waived/transferred after the start of the quarter in which a student is registered for that course, the standard course refund policy will apply. The courses under consideration for waiver or transfer should generally be no older than seven years. Waivers and transfer credit will not be awarded for courses submitted for transfer after the quarter in which the student is expected to take the course at Bastyr University.

If an enrolled student wishes to complete a program requirement at another institution with the intent to transfer or waive the course at Bastyr, the student must request approval *in advance* by submitting a petition to waive, substitute or transfer credits along with the course description from the other institution. Courses submitted for transfer that have not received prior approval are not guaranteed transferability.

TRANSFER

Transfer credit recognizes coursework from another accredited institution as satisfying a Bastyr required course. Transfer credit grants credit for the Bastyr course and eliminates the need for the student to take that course. A petition to transfer may be requested by students who, at another accredited institution of higher education, have satisfactorily completed coursework that is the same in terms of content, level and credit as a specific Bastyr course, and meets or exceeds the academic objectives and competencies of a required course in Bastyr's programs. Transfer credit will generally not be granted for classes that are part of another earned degree or for classes that are taught at a different academic level. For courses taken prior to matriculation into Bastyr, transfer credit can only be granted within the first year of attendance.

Transfer credit may be granted from institutions accredited by regional accrediting agencies that are recognized by the American Council on Education

Commission on Recognition of Postsecondary Accreditation and from institutions that are professionally accredited by the CNME, ACAOM and MEAC. Students who apply to Bastyr with credit from institutions outside the U.S. are required to have international transcripts assessed by an evaluation service recognized by Bastyr. Credits from schools outside the U.S. are evaluated according to nationally established norms.

WAIVER

A waiver does not grant credit; it only eliminates the necessity for taking the required course. Students are required to complete the equivalent number of credits approved via the waiver with elective credits. A petition to waive may be requested when formal training, coursework or experience has been earned at an accredited or unaccredited institution. Waivers are appropriate to request if:

- The course was part of a lower level degree that has been earned.
- A course was at an inappropriate level for transfer into a Bastyr program (e.g. a community-college level into a graduate-program level).
- A "B" grade or better has been earned in a course that is being used to waive a course in the naturopathic medicine program.
- The course would normally be transferred, but it is after the student's first year of attendance.

In some cases a competency or challenge exam may be required before the waiver will be granted.

SUBSTITUTION

In some cases, students may request to substitute one Bastyr course for another Bastyr course if the courses are the same in terms of content, level and credit and meet or exceed the academic objectives and competencies of the required course. Substitution both grants credits and eliminates the necessity for taking the required course.

For additional information regarding transfer, waiver or substitution of credit, please contact the advising/evaluations unit in the registrar's office.

DIVERSITY AWARENESS IN ACADEMICS

The faculty of Bastyr University is dedicated to the welfare of its students and patients and to equal opportunity and access in education and health care. The faculty pledges its commitment to multicultural and minority health care perspectives in all academic

programs, clinical training and patient services, including curriculum development, course content, and supervision. Specifically, the faculty considers and implements, wherever appropriate and feasible, health care information and therapeutics pertaining to differences in age, race, color, religion, national origin, sex, sexual orientation, socioeconomic level, disability and physical/mental challenge.

WHERE TO FIND OTHER ACADEMIC POLICIES

The complete *Policy and Procedure Manual* is located on MyBU. Student clinicians are also held to the policies found in the *Student Clinician Handbook*.

FACULTY

Bastyr University's location in the greater Seattle area has been a tremendous asset in developing a highly diverse, thoroughly qualified faculty. The greater Puget Sound area has dozens of higher education institutions, including at least five universities, many colleges and community colleges, medical and dental schools, and residency programs. Drawing full and part-time faculty from this rich educational environment, Bastyr University has brought creative teachers in a variety of disciplines together with a committed group of naturopathic doctors, nutritionists, acupuncturists, psychologists and midwives as active participants in the students' educational experience.

The University's employment standards for faculty recruitment give priority to individuals with both teaching experience and doctoral degrees in the areas they teach.

Teaching is the primary obligation of the Bastyr faculty. Faculty members are strongly encouraged to continuously upgrade their skills and knowledge through active participation in continuing education and faculty development activities. Teaching effectiveness is evaluated regularly, primarily through student course assessments, peer evaluation, portfolio development and supervisor-evaluation procedures. Faculty members participate on University-wide committees and meet regularly as a faculty assembly to discuss issues of mutual importance.

Listings of 2009-2010 faculty are located throughout this catalog, within each school section.

CONTINUING EDUCATION

Bastyr University's Certificate, Community and Continuing Education (CCCE) department offers a variety of training opportunities to health care professionals, as well as fun and interesting health-centered workshops for the general public. Many of the course offerings provide continuing education credits (CEUs) for acupuncturists, naturopathic physicians, massage therapists and a variety of other health care professionals. Courses include live seminars as well as home study (distance education) options.

For course descriptions or to register, please call CCCE at 425.602.3152 or go to www.Bastyr.edu/continuinged.

BASTYR UNIVERSITY RESEARCH INSTITUTE

The activities of the Bastyr University Research Institute are devoted to the evaluation of natural medicine practices, the exploration, development and evaluation of new treatments for serious chronic diseases, the continued development of faculty research skills and the training of students in research methods. The burgeoning interest in natural health care has precipitated a growing need for basic, applied and clinical research in naturopathic medicine, Oriental medicine, nutrition, herbal medicine and health psychology.

Research is a core element of the University's mission. As the nation's leading academic institution for the study of natural medicine, Bastyr University supports rigorous scientific investigation of empirically-derived natural medicine practices in an ongoing effort to better understand their theoretical underpinnings, and encourages evaluation of new and promising therapies for a variety of diseases and conditions.

Bastyr University's research facilities include two fully equipped on-site study participant rooms, a biological sample processing facility, a sophisticated computerized data management system and the Tierney Basic Science Laboratory, which is equipped to perform analytical chemistry, molecular biology and tissue culture functions. Analytical chemistry instrumentation includes three HPLC units, including one unit with a coulometric array detector, as well as GC and FPLC instruments. Molecular biology instrumentation includes electrophoresis equipment for running DNA and RNA gels and