

# GENERAL INFORMATION

## INTRODUCTION

Bastyr University, located in the beautiful Pacific Northwest approximately 15 miles from the city of Seattle, is a progressive, accredited, nonprofit university, internationally recognized as a pioneer in the study of natural health arts and science education and research. 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, culinary arts, midwifery, integrated human biology, and counseling and health psychology, as well as specialized nondegree programs that reflect its founding philosophy.

The 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 and interdisciplinary problem-based learning in rigorous academic and clinical environments. 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 terminal degrees, and many are successful private practitioners who contribute a wealth of practical

experience to classroom and clinical instruction. Laboratory experiments, demonstrations, clinical experience and case-oriented instruction help students develop practical, 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 health and well-being needs of the 21<sup>st</sup> century. Through practice and research, Bastyr graduates will further develop ways to integrate scientific and traditional healing methods in support of the innate healing power of the individual as part of the greater human community.

### 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

### BASTYR UNIVERSITY CORE THEMES

As an accredited university, Bastyr engages in an on-going self-assessment of its programs, student success, faculty, staff, physical capacity, long-term planning and resources. That process involves the development of core themes and goals that are used to characterize the University's priorities and provide the framework for continuous improvement.

- The University's core themes and goals are:
- Core Theme One—Academic Achievement

Goal A – Bastyr University offers a rigorous and relevant curriculum.

Goal B – Bastyr University has a highly qualified faculty with excellent teaching skills.

Goal C – Bastyr University supports student success and program completion.

#### Core Theme 2: Research in the Natural Health Arts and Sciences

Goal A – Faculty are encouraged and supported to pursue research/scholarly activity and disseminate findings.

Goal B – Students are encouraged to participate in research training/scholarly activity.

#### Core Theme 3: Clinical Training and Community Health

Goal A – All clinical programs provide clinical training that prepares competent entry-level health professionals.

Goal B – All clinical programs provide high-quality services to the community.

#### Core Theme 4: Interdisciplinary Integration

Goal A – Students gain the knowledge, skills and attitudes to work collaboratively with peers and others in a variety of health professions.

These four core themes align well with the 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.*” Education, research and clinical services constitute the foundation upon which Bastyr University stands, and the interdisciplinary integration of these three primary areas of focus describes the approach the University uses to achieve mission fulfillment.

### BASTYR UNIVERSITY STRATEGIC PLAN

To fulfill its mission and vision and fully meet core theme objectives, the University must think and act strategically. Following a campus-wide, iterative and broadly inclusive process, the University’s Board of Trustees in December 2008 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 ensure we will always lead the way in education, research and clinical practice of the natural health arts and sciences.

Bastyr University has played a key part in establishing the credibility of science-based natural medicine and initiating the current transformation of the health care system. In order to retain the University’s leadership role in promoting the benefits of natural medicine, we will continue to improve and transform the institution into a fully developed, well-financed mature academic center for the natural health arts and sciences.

### GLOBAL COMPETENCIES AT BASTYR UNIVERSITY

Bastyr University has developed global competencies in three major areas to help students succeed in their chosen fields in the natural health arts and sciences. These three major areas are communication skills, critical thinking and professional behavior. Students fulfill these global competencies through the curriculum of their chosen programs 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 for students as appropriate.

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

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

**Professional Behavior:** Five global competencies are 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 appoints the president of the University, who is ultimately responsible for all academic and administrative policies as well as institutional financial management and planning. For a listing of University officers and members of the Board of Trustees, please refer to page 151.

#### ACCREDITATION AND RECOGNITION

Bastyr University is accredited by the Northwest Commission on Colleges and Universities (NWCCU), 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981, 425.558.4224. NWCCU is a regional 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 (CNME), 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* (2007 edition) is on reserve in the Bastyr University Library. For more information, please contact the Council on Naturopathic Medical Education, P.O. Box 178, Great Barrington, MA 01230, or call 413.528.8877.

The BS Didactic Program in Dietetics, MS Didactic Program in Dietetics and Dietetic Internship are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, acend@eatright.org, website: www.eatright.org/acend.

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 curriculum by the California Acupuncture Board for graduates seeking California licensure.

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 education for midwives in a program for direct-entry midwifery students in the articulated Bachelor/Master of Science in Midwifery. This program is accredited through the Midwifery Education Accreditation Council (MEAC). Graduates of the Department of Midwifery are eligible to sit for licensure in Washington and other states and apply to the Canadian bridging program for provincial registration. Graduates of both programs may sit for the North American Registry of Midwives (NARM) exam to receive the Certified Professional Midwife (CPM) credential, recognized in many states for legal practice of midwifery and reimbursement for services.

Bastyr University is approved by 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 the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) certification exams as well as various state licensing exams.

#### VISITING CAMPUS

We invite prospective students to visit classes on the Bastyr campuses in Kenmore and San Diego. Visitors at both locations may take a campus tour, speak with an advisor, and talk with administrators, faculty and current students. Visitors should contact

the admissions office at least one week prior to the visit to arrange an appointment.

Regular classes are in session from late September through early June. Upon request, the admissions office will send information about nearby lodging and transportation from Seattle-Tacoma International Airport or San Diego International Airport.

To schedule a visit, please call the admissions office at 425.602.3330 or e-mail [admissions@bastyr.edu](mailto:admissions@bastyr.edu). Visit our website at [www.Bastyr.edu/Admissions](http://www.Bastyr.edu/Admissions).

## STUDENTS

### THE STUDENT BODY

Bastyr University students constitute a diverse group of learners. The average age of the 1,018 students enrolled at the University in the fall of 2011 was 31, with a range in age from 18 to 69.

The demographics across various programs are fairly similar. More than three-quarters of the students are women. About half of the student body is from the Pacific Northwest, and in fall 2011, 47 U.S. states were represented. International students are an important part of the Bastyr community. In 2011-2012, 76 foreign national students, representing 28 countries, were enrolled.

### STUDENT PARTICIPATION

The major focus of student participation is the Bastyr University Student Council. The council determines how student activity fees are spent, appoints students to various committees, represents student interests to the administration and allied professional organizations, and continually seeks to promote the University and meet the needs of students. 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 online at MyBU.

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 contributions to the University, including sponsoring community events, remodeling the movement room and sponsoring the student exercise room, providing remote viewing for some classrooms, as well as equipment for the library and other University departments.

Each student is required to pay a \$25 student activity fee every quarter. These funds are administered by the Student Council and used to support student activities, 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 student body use, such as additional computers for the library, a laptop with LCD projector and video equipment.

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 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
- Nature Cure Club
- 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)
- Yoga Club

## 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, the Student Resource Center, student housing, the Counseling Center, the Tutoring Center, marketing and media, career and alumni services, as well as services for international and veteran students and students who access services under the Americans with Disabilities Act. *Student Policies and Procedures* are available online at MyBU.

### DEAN OF STUDENTS/VICE PRESIDENT FOR STUDENT AFFAIRS

The dean of students' office supervises student affairs and professional staff, plans and conducts orientation and commencement activities, advises student organizations, oversees the Student Resource Center, facilitates communications within and among the University's constituencies, and resolves grievances.

### OFFICE OF ADMISSIONS

The Office of Admissions works with all prospective students for degree and certificate programs at the University. In addition, the admissions office coordinates campus tours, information sessions, webinars, campus visits and off-campus events to highlight the academic opportunities at the University.

### REGISTRATION

The Office of the Registrar maintains student academic records, manages course scheduling, handles academic registration and evaluation, records grades, produces transcripts and grade reports, and provides academic advising and evaluation. The office also provides American with Disabilities Act services, tutoring services, international and veteran student services.

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 received before

the Office of the Registrar 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, beginning in late spring and after they have paid their confirmation deposit. Nonmatriculated students may register for courses after matriculated students have been registered. Priority for courses is given to matriculated students. Students taking a course that is required for their major have preference over those taking the course as an elective. If a student has withdrawn from her/his program, s/he may take subsequent program courses only with permission from the dean of the school from which the student has withdrawn.

Students may elect to audit a course or change their status in a course from grade to audit beginning the first week of the quarter through the second week of the quarter. However, after the first week of the quarter, standard refund policies apply. After the second week, a student may not change from a graded option to an audit option or from an audit option to a graded option.

Course add/drop forms are available on MyBU. 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). After the first week of the quarter, all withdrawals will be noted with a "W" grade on the transcript (except in the case of weekend intensive classes or non-traditionally scheduled classes that have not yet begun). 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 Office of the Registrar 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 last page 155 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.

### FINANCIAL AID

Prospective students, current students and alumni all work with the financial aid office on financial planning for their education. Students have access to a full range of state and federal financial aid programs. The financial aid office also distributes

information about a wide variety of private scholarships available throughout the academic year.

### STUDENT RESOURCE CENTER (SRC)

The Student Resource Center, located in the main hallway near the dining commons, is a central location where students can obtain information and assistance about student-related concerns, details on the student activity schedule and ask general questions. Students can also obtain lockers and identification cards at this center. There are more than 400 lockers available for student rental on campus, costing \$15 - \$20 per year. Student identification cards are provided to all new students, and cost of the card is included in the new student matriculation fee.

### STUDENT HOUSING

The University offers on-campus housing in the Student Village, which opened in summer 2010. The village consists of 11 buildings, housing 12 students each in single-suite rooms. These LEED-certified buildings are green-constructed and designed to enhance the student experience while also reducing traffic congestion. Full information, including photos, pricing and move-in dates, are available on the website or via e-mail at [housing@bastyr.edu](mailto:housing@bastyr.edu). Off-campus postings for local apartments and home share opportunities are also available on the website and are updated often.

### 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.

### MARKETING & MEDIA

The Department of Marketing and Media works to increase the visibility of Bastyr University, coordinating all of the communications and public relations efforts for the University. The marketing office serves to recruit patients and students to the clinic and University and assists in producing all

campus promotional materials and publications, including the website. The media and public relations office is the liaison between University representatives and members of the media and is responsible for handling proactive campaigns to gain publicity for the University.

### TUTORING SERVICES

Tutoring opportunities consist of sessions in which faculty-approved student tutors provide help to students in most course areas of the curriculum. Small group tutoring workshops are organized when helpful. Audio taping and note-taking programs are also available to students. Students should make their request to the registrar's office.

### CAREER CENTER

The Career Center is a resource for both students and alumni. The center helps students prepare for job search activities and planning their career path. It also maintains a relationship with alumni in assisting Bastyr graduates fulfill their career goals. The Career Center regularly holds informational workshops, brown bag events and panels related to career success. It also provides one-on-one counseling sessions for building and strengthening resumes and cover letters; improving the effectiveness of networking; preparing for job interviews; assisting students in determining their career path; and assisting recent graduates with the transition from student to professional.

### ALUMNI SERVICES

Bastyr is committed to supporting its graduates and helping them stay engaged with the University and fellow alumni. The alumni services office offers a number of resources and opportunities specifically for alumni, including an alumni tuition benefit; lifelong library borrowing privileges; formal and informal alumni gatherings and social networking events; retention of the University e-mail address; an online public directory of alumni; professional opportunity listings on the web; student-alumni mentorship opportunities; service and product discounts nationwide; and discounts on campus space rentals for meetings and retreats.

Further, the alumni services office sponsors numerous workshops and brown bag events that provide alumni opportunities for further personal and professional growth.

### 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 Office of the Registrar. Please see MyBU, under the Registrar's page, for more information.

### 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 University upon admission. For more information, consult the Admissions section in this catalog or contact the admissions office. The University registrar assists currently enrolled international students with USCIS regulations.

### HEALTH CARE SERVICES

Every registered student is eligible and encouraged to make use of the services at Bastyr Center for Natural Health. Students may also register their partners, spouses and dependent children for a nominal fee each quarter. 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 at 206.834.4100.

The University contracts with an outside company 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.

### UNIVERSITY FOOD SERVICES

The Bastyr University Dining Commons offers a variety of whole-foods-focused meal and snack options. During the academic year, breakfast and lunch are available Monday through Friday. Breakfast and lunch are served on most weekends. Weekend hours of service during summer quarter and during breaks between quarters are posted on the Bastyr website. Both the campus bookstore and the Bastyr Center dispensary carry snacks and beverages.

### HEALTH, INJURY & INSURANCE

Bastyr students are responsible for maintaining their health both on a daily basis and as a result of injury or illness. The Student Health Plan is a wellness plan offered through Bastyr Center for Natural Health. It is not an insurance plan so students are encouraged to individually obtain health insurance to cover themselves while students at the University. U.S. students are not required to carry health insurance but are strongly advised to do so. The insurance requirements for international students are included in materials sent directly to international students.

The University does not carry insurance on student health or property. Bastyr is not responsible for illness, injury or other loss suffered by a student while participating in University-related activities, whether the activities occur on or off campus. Students assume the risk of illness, injury or other loss that results from participation in any on or off-campus event, including any injury that happens during travel to or from the activities. Bastyr is not responsible for providing transportation for students to clinic shifts, internships, jobs, social events, volunteer service activities or any other off-campus activity. Students are responsible for making their own travel arrangements and for all associated costs and risks.

### 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 acupuncture, cooking, herbal medicine, homeopathy, nutrition, Oriental medicine, psychology, physical medicine, spirituality, and books on specific diseases — all selected to emphasize Bastyr's focus on natural healing. Medical supplies can also be found

in the bookstore, including acupuncture equipment, herbal tinctures, homeopathic formulas, as well as traditional medical equipment such as diagnostic sets and stethoscopes. Unique gifts and Bastyr apparel are also on display and for sale. Special orders for students, staff and faculty are always welcome.

The bookstore is the between-classes stop for quick snacks and drinks. Natural and organic treats to meet a variety of needs, including gluten-free and dairy-free diets, are always on sale.

Online services can be found at [www.Bastyr.edu/Bookstore](http://www.Bastyr.edu/Bookstore). Reference books specific to the natural health arts and sciences can be ordered; check out the naturopathic reference sections for books that cannot be found at any other site. Bastyr logo items including sweatshirts, T-shirts, hats, Frisbees, bumper stickers, water bottles and more are on sale and ready to be shipped nationwide.

# FINANCIAL POLICIES

## 2012-2013 TUITION<sup>1</sup>

### Doctoral, Professional, Graduate, BS/MS Midwifery, BSOM/MSA/MSAOM Tuition

Students taking fewer than 12 credits .....	\$590 per credit
Students taking 12–16 credits....	\$7,030 per quarter
Students taking more than 16 credits ...	\$7,030 + \$299 per credit for each credit over 16
Naturopathic midwifery program: Practicum (birth experiences) <sup>2</sup> .....	\$172.5/birth (\$345/credit)
Dietetic internship .....	\$680 per credit
Part-time certificate programs with fewer than 12 credits per quarter .....	\$498 per credit

### Undergraduate Tuition

Students taking fewer than 12 credits .....	\$590 per credit
Students taking 12–16 credits....	\$7,030 per quarter
Students taking more than 16 credits ...	\$7,030 + \$350 per credit for each credit over 16

### For all students

Audit.....	\$252/credit
Audit for courses outside the region.....	\$335/credit

<sup>1</sup>Due to the unique nature of summer quarter, summer rates vary from those listed above. Rates for the 2013 summer quarter have been tentatively set at \$490 per credit for 1-16 credits, \$299 for each credit over 16 for graduate/professional students and \$350 for each credit over 16 for undergraduate students.

<sup>2</sup>The naturopathic midwifery program is no longer enrolling new 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.

**2012-2013 FEES**

Add/Drop Fee (after add/drop period) .....	\$10
Admissions Deposit: (credited toward tuition)	
Degree Programs.....	\$200
Certificate, Non-matriculated,	
Post-baccalaureate .....	\$100
Advanced Standing/Transfer Evaluation Fee .....	\$75
Application Fees:	
Undergraduate .....	\$60
Post-baccalaureate, Graduate and Professional...	\$75
Bike Rental .....	\$40/qtr
Challenge Exam Fee.....	50% of tuition
Clinic Shift Change/Drop Fee <sup>1</sup> .....	\$10, \$25, \$50, \$100
Competency Exam Fee .....	\$50
Deferment Fee .....	\$50
Diploma Replacement/Second Diploma Fee.....	\$50
Interest.....	1.0% per month
International Student Accident/Sickness Plan <sup>2</sup>	
.....	\$258.70/qtr or \$1035/year
Late Graduation Application Fee .....	\$50
Late Registration Fee.....	\$25
Locker Fee .....	\$15 or \$20/year
National Criminal Background Check <sup>3</sup> .....	\$50
Naturopathic Medicine Student Association	
(NMSA) Fee .....	\$25/year
New Student Matriculation Fee <sup>4</sup> .....	\$375
Nonrefundable Course Deposit <sup>5</sup> .....	Varies
NSF Check Fee.....	\$28
Official Transcripts (7-10 business days) .....	\$5
Official Transcripts (1-2 business days) .....	\$10
Parking.....	\$40/qtr (summer free)
Parking Citations-Vary according to	
infraction .....	\$10 - \$100
Program Fee (Undergraduate and MSN) ...	\$150/qtr
Shuttle (between main campus and clinic) .....	Free
Stop Payment on Student Refund.....	\$20
Student Activity Fee.....	\$25/qtr

There may be additional fees.  
<sup>1</sup>Fee varies depending on date and shift type. Please see clinic registration staff for details.

<sup>2</sup>A plan may also be purchased for international student dependents.

<sup>3</sup>Students may be charged an additional fee if it is deemed necessary to repeat the national check or their preceptor/clinical site requires the advanced background check.

<sup>4</sup>The new student matriculation fee includes costs for orientation, University publications, student ID cards, unofficial transcripts and copies of official transcripts sent to licensing boards. Once orientation begins, this fee is nonrefundable.

<sup>5</sup>Nonrefundable course deposits are required when confirmed enrollment is essential prior to the start of a given quarter. Amount varies depending on the course.

**PARKING AND TRANSPORTATION**

All students and employees at all Bastyr locations, 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 the student or employee's first quarter. This information allows us to manage our parking availability, give incentives to carpoolers, track our carbon footprint and offer several services such as quarterly bike rentals. In addition, we have a shuttle service on weekdays throughout each quarter between the main campus and Bastyr Center for Natural Health.

Campus parking fees are \$48/quarter for those who park on campus three or more days per week. Parking two days or less per week costs \$24 per quarter. Carpooling two or more times per week is also \$24 per quarter. Parking one day or less per week is free.

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 automatic deduction is not possible.

Parking citations range from \$10 to \$100 depending on the seriousness of the infraction. Citations are generally given to those who have not registered their transportation information, those who do not have current Bastyr identification on their cars and those who are incorrectly parked. 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 facilities section on MyBU.

**OTHER COSTS**

Books and supplies cost approximately \$700 to \$2,500 a year, depending upon the program of study. Naturopathic medicine students are required to purchase diagnostic equipment by week one of winter quarter of their first year when enrolling in Clinical Skills Lab 2 at an estimated cost of \$1,000-\$3,000.

**LIVING EXPENSE FUND DISBURSEMENT OF FINANCIAL AID**

Bastyr University uses electronic disbursement services (EDS) to issue living expense disbursements for financial aid. Students receiving funds through financial aid for living expenses are required to

enroll in EDS, providing the University with appropriate bank account information in order to process disbursements. Disbursements will be sent to EDS participants generally within two to four business days after the first day of the quarter. If a student does not participate in the EDS program, the University will process a paper check within the regulatory time frame, which is approximately 14 days after the credit balance occurs on the student's account.

## 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 first week 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 last page 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 who receive state financial aid may also have funds returned to the state based on each state's refund policy.

Students with financial problems that will affect 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 on MyBU.

## FACILITIES

### CAMPUS

Bastyr University's primary academic and administrative facilities are located in Kenmore, Washington. The 51-acre campus adjoins Saint Edward State Park (with hiking trails leading down to Lake Washington) and includes a 186,000 square-foot building, playfields and forested areas. The campus includes classrooms, research and teaching laboratories, exam rooms, an auditorium, a chapel, meeting rooms, faculty and administrative offices,

a library, a bookstore and dining commons. Visitors are encouraged to enjoy the spacious grounds, tour the herb garden and visit neighboring St. Edward State Park.

A new Student Village opened in June 2010. This LEED Platinum-certified housing complex enables up to 132 students to reduce their carbon footprint by living on campus. Please see the Office of Student Affairs for more information or e-mail [housing@bastyr.edu](mailto:housing@bastyr.edu) with questions.

In September 2012, the University will inaugurate a new campus in San Diego, California. Bastyr University California resides in a 19,500 square-foot, two-story, leased facility in the Sorrento Valley. The campus includes classrooms, research labs, a library, a teaching clinic and study areas. The surrounding area includes hiking trails, coastal wilderness preserves, research facilities, and the University of California, San Diego campus and amenities.

### BASTYR CENTER FOR NATURAL HEALTH THE TEACHING CLINIC OF BASTYR UNIVERSITY

Bastyr Center for Natural Health (Bastyr Center or BCNH) is the largest natural health clinic in the Northwest. As the teaching clinic of Bastyr University, Bastyr Center provides patient services and student training in a professional clinical setting that emphasizes a natural approach to health 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. Bastyr Center schedules approximately 35,000 patient visits annually.

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 patients and to enhance the educational experience for students, Bastyr Center provides specialized care options throughout the year. Specialized care options include an immune wellness program for people living with HIV/AIDS, ADHD treatment and wellness care, diabetes and cardiovascular wellness care, pediatric wellness care, women's wellness care, and senior wellness care.

In 2006, Bastyr Center moved to a newly renovated building in Seattle's Fremont/Wallingford neighborhood, to provide an enhanced environment for promoting health and healing for patients, staff and students. The expanded Bastyr Center features a Chinese herbal medicine dispensary and a larger

natural medicine dispensary, offering a wide selection of natural health care products and a variety of gift items.

Bastyr Center was the first natural health care 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. The University recently obtained additional space in the building and is in the process of adding several classrooms and making other improvements.

Bastyr Center is located at 3670 Stone Way North in Seattle. Parking is available onsite for patients and on the street for students, faculty and staff. For more information, please visit [www.BastyrCenter.org](http://www.BastyrCenter.org).

Bastyr University maintains several external clinical learning sites, creating tremendous diversity in student clinical education and experiences. Bastyr faculty supervise student clinicians at each site. Below is a partial list of active sites (at the time of publication of this catalog):

- Bastyr campus clinic — naturopathic, acupuncture and nutrition students; general patient care/physical medicine
- Carolyn Downs Family Medical Center — naturopathic students; chronic disease and multi-ethnic/low income
- Cascade Natural Medicine — naturopathic students; pediatrics
- Consejo Counseling and Referral Services — 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
- Edmonds Senior Center — naturopathic students; senior citizens
- 45th Street Homeless Youth 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

- 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 Mt. St. Vincent — acupuncture students; geriatric and general community patients
- Rainier Park Medical Clinic — acupuncture and naturopathic students; multi-ethnic/low income
- Skagit Valley Hospital — doctoral acupuncture students; oncology
- Snohomish Valley Senior Center — naturopathic students; senior citizens
- YWCA — naturopathic students; homeless women

## ACADEMIC POLICIES AND PROCEDURES

This section is intended to provide students with a working outline of some of the most important policies and procedures pertaining to academic life at Bastyr University. Summary policies and procedures that apply to undergraduates are described in the catalog under “Bastyr Undergraduate Programs” beginning on page 30. Students are advised to consult the *Academic Policy and Procedure Manual, Student Policies and Procedures* and current applicable modules of the *Student Clinician Handbook* on MyBU for complete information on all academic policies and procedures.

### ACADEMIC HONESTY

All Bastyr students are responsible for abiding by the University policy on academic honesty. Academic work is evaluated on the assumption and expectation that all work submitted for a grade is the student's own, unless designated otherwise. Presenting another's work as one's own is unacceptable and considered academically dishonest. Cheating and plagiarism are considered forms of academic dishonesty, and students found responsible for such acts are subject to disciplinary action, including dismissal. The policy is outlined in full in the *Academic Policy and Procedure Manual*.

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, develop an academic improvement plan and/or be held to other sanctions. In addition, students under Academic Warning, Probation or Final Probation status must complete at least two successive quarters with no academic difficulty in order to petition for a change of status. Change in status decisions are made by the student’s school or department Student Progress Committee (or the dean or dean’s designee). 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 a student will benefit from time away from his/her program and has sufficient opportunity to be successful upon return from suspension. The terms of a suspension are unique to each student and decided by the dean. 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, may be required to meet with the dean, and must show that all terms of the student contract, improvement plan and/or other requirements have been met before receiving approval to return to the University. If a student is unable to demonstrate that s/he has adequately resolved the issues that led to 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 and/or professional expectations that may lead to the compromised safety of a patient, student, staff or faculty member. Removal from a course or clinic shift constitutes a failure of that class or shift and is not eligible for remediation.

RECOMMENDATIONS FOR DISMISSALS

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

1. Failure to satisfactorily adhere to the terms of the established learning contract or academic improvement plan
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 and/or professional expectations that may lead to the compromised safety of a patient, student or faculty/staff member

DISMISSAL POLICY

Each school of Bastyr University has a Student Progress Committee that follows the individual school dismissal policy. Recommendations for dismissal are submitted to the provost for consideration. The provost will make the final decision on student dismissals.

APPEAL OF ACADEMIC SUSPENSION OR DISMISSAL

An appeal of academic suspension or dismissal is submitted 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 or e-mail. The appeal must specify and include the alleged documented inaccuracy and the relevance of the fact(s).

The provost will respond within 10 working days to an 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.

NON-ACADEMIC SEPARATION

If an instructor, faculty member, clinic supervisor or University administrator determines that a student’s behavior, performance or professionalism on campus, in the classroom or in a clinical setting is disruptive or otherwise impeding the student’s own success or the success of others, the instructor, faculty member, clinic supervisor or University administrator may take whatever steps deemed appropriate to remedy the situation up to and including requiring the student to leave the

classroom, clinic shift and/or University property for the remainder of the day. A student who is removed from a class, clinic shift or the university property may also be subject to suspension or other discipline.

**LIMITS ON STUDENT CREDIT LOADS**

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

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 (all programs) .....	20 credits
Master of Arts in Counseling Psychology .....	24 credits
Master of Science in Midwifery (all tracks).....	30 credits
Master of Science in Nutrition (all tracks) .....	24 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. Students enrolled in dual programs may use the credit limit of either program.

In extraordinary cases, very capable students may be allowed to exceed the maximum for their programs upon approval by their department chairs. Department chairs indicate their approval by signing student 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 universal course and lab attendance policy. However, faculty members may establish attendance requirements for 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 the student has a legitimate personal emergency, a serious illness or a documented birth (midwifery program students), as long as the student calls the faculty member(s) or leaves a message for the faculty member(s) with the faculty services department regarding 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. Not meeting 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 disciplinary action.

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 given 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). 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 accumulated patient contacts and hours for that shift. 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 - Global Module* for further 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 observing such holidays are required to notify faculty during the first week of classes as well as find substitutes for clinic shifts affected. Students should follow reschedule exam procedures in the event an exam falls on a religious holiday. Bastyr University schedules clinical training and occasional required courses or intensives on weekends. Students with religious restrictions against attending classes on weekends need to contact their program chairs, in advance, when such conflicts occur. 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 such events must receive advance permission from their instructor(s) if there is an attendance requirement for the class or an exam or project due during that time. 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, as outlined in the policy on rescheduled examinations in the *Academic Policy and Procedure Manual*. Students must also comply with clinic absence policies. Please refer to the *Student Clinician Handbook - Global Module* for further 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 academic 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

Bastyr University requires national background checks for all students enrolling in clinical training courses. Background checks must be completed prior to any student contact with patients at Bastyr Center for Natural Health, an affiliate clinic, or a practicum or preceptor site.

Students will also be required to immediately notify the dean or department chair of their program and their clinical training program supervisors if charged with and/or convicted of a felony after the background check has been conducted. Students should also note that Bastyr University requires that all felonies be disclosed at time of application for admission. Failure to comply with these disclosure requirements may result in immediate dismissal from the University. See "Background Checks" in the *Academic Policy and Procedure Manual* for more information.

### 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 have shifts at Bastyr Center for Natural Health are required to be screened annually for tuberculosis (TB), and are responsible to provide documentation of their results. Screening results can be submitted directly to the Facilities and Safety Office on campus, room 38, or to the TB Results box, outside the Medical Records service window at the clinic.

Bastyr provides two TB testing clinics each year, and all are encouraged to have their screening performed in sync with these week-long clinics, called TB Weeks. Two screening options are available: Tuberculosis Skin Test (TST) or QuantiFERON blood test (QFG).

Students pay \$10 toward the cost of their TST during the TB Week clinic, or \$20 if you make a special appointment at Bastyr Center. QFG is available at Bastyr Center for an approximate cost of \$110. If a chest x-ray is necessary, Bastyr University agrees to pay \$37.50 toward this cost. Other locations are available with low cost options. Questions regarding TB screening or requests for forms can be addressed to the campus facilities and safety office or to the safety manager at the clinic.

### 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 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, and before ND, AOM and clinical nutrition students begin their clinic shifts. Hepatitis immunization forms/waivers are distributed to students in one of their required clinical courses. Hepatitis immunization questions can be directed to the Blood Borne Pathogen Safety Officer.

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 with a master's degree or graduate-level certificate, the 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 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 at the discretion of the school or the University.

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 or may elect to graduate under degree or certificate requirements specified in a subsequent *Bastyr University Catalog* with written permission of the program dean/chair. Under no circumstances are the requirements from an earlier catalog applied.

Students in the ND and MSAOM programs must complete their degrees within six years. (In extraordinary circumstances, a one-year extension may be approved for ND students.) Students in the DAOM, MSA, MS Midwifery and MS nutrition programs must complete their degrees within five years. There is no time limit on the completion of undergraduate programs.

Students in all degree and certificate programs must have discharged satisfactorily all financial obligations to the University (tuition, fees, library fines, and all other 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 specific deadlines. These deadlines affect the actual awarding of degrees. Student participation in commencement ceremonies is governed by a separate policy. The dates for final examinations each quarter and for commencement ceremonies are published in the *Bastyr University Catalog* and the registrar's quarterly calendar.

For all bachelor's, master's 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 in coursework or clinic shifts 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.

**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. Core courses required for an academic program will be graded according to the normal grading policy for that program.

**Naturopathic Medicine/Dietetic Internship**

Bastyr University provides a competency-based learning format in the classroom for students in the naturopathic medicine program, clinic courses 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 are 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 earn a grade of Achieved Competency, Partial Competency or Failure.

**Naturopathic Medicine Degree Program, 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. The W grade is transcribed for all course withdrawals after the first week of the quarter (with the exception of courses that have not yet met).

AW - Administrative Withdrawal

IP - In Progress - for clinic shifts, preceptorships, 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. Faculty determine the date by which a PC grade must be converted; however, PC grades must be converted no later than the end of the break of the subsequent quarter in which the grade was received. 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. Grades of PC that have not been converted to AC grades by the deadline revert to F grades. 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.

**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. 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 subsequent to the quarter in which the grade was received. Students may be required to complete an I grade contract with the faculty member. Upon conversion of the grade, the instructor must submit a grade change form to the registrar's office.

**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 grade by the registrar. The AW grade is awarded for all incomplete courses in a given quarter. (See “Administrative Withdrawal” in the *Academic Policy and Procedure Manual* for more information.)

IN PROGRESS (IP): IP grades are indicated for didactic courses, clinic shifts, preceptorships, community practicum, clinic preparation, theses, internships, and clinic entry courses in which work may extend beyond the end of a quarter. If not converted to a passing grade, IP grades may be converted to an F grade.

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 administrative grades and are assigned only by the registrar. N grades are not refundable.

CHALLENGE EXAMINATION (CE): Please see “Challenge Examinations” in the *Academic Policy and Procedure Manual* for more information.

NO SHOW (NS): NS grades are assigned to indicate that a student did not attend class. NS grades are not refundable, and no credit is given.

AUDIT (AU): Students generally audit a course for their personal enrichment. No credit is given, and no academic grade granted. Courses taken for audit cannot serve as a prerequisite for a subsequent course.

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, 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 GPA in their first year and a 3.0 GPA in their second year. Any required course in which a student receives a grade of F must be repeated.

The letter grading system for acupuncture and Oriental medicine\*, nutrition, exercise science, herbal sciences, integrated human biology 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, preceptorships, community practicum, outreach and practical courses

PC - Partial Competency - for clinic shifts, preceptorships, 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. The W grade is transcribed for all course withdrawals after the first week of the quarter (with the exception of courses that have not yet met).

AW - Administrative Withdrawal

IP - In Progress - for didactic courses, clinic shifts, preceptorships, 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 above.

\*It should be noted that while a C-, D+, D and D- grades are passing, some courses require a C grade for professional standards.

**Graduate Degree Programs: (DAOM, MACP, MSA, MSAOM, MS Midwifery, MSN, MSN/CHP, MSN/DPD)**

The grading system used for graduate degree 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 ongoing work on a thesis. For an explanation of grading terms, see the listing under the professional degree programs.

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 a grade of F must be repeated.

### Grade Change Policy

The grades of PC, IP and I are considered temporary grades and designed to be changed. The grades of AC, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are considered permanent grades and can be changed only 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 grade, or a PC that converts to an F grade, in a sequence course, the student will not be allowed to continue study in the next sequential course. If a PC grade is not remediated by 5 p.m. on the Friday at the end of the first 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. Integrated human biology students must have completed at least 60 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 of independent study toward the completion of their degree program. Students pursuing two majors as an undergradu-

ate may apply a maximum of ten (10) credits by independent study, five (5) toward each program.

### 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.

### COMPETENCY EXAM

Competency examinations are available when there is evidence on a student’s official transcript of coursework completed in an area of study but the competencies, level of material or accreditation of the institution granting the original credit is in question. Competency examinations are also available when the age of the coursework exceeds the guidelines in the transfer credit policy. Competency examinations are not available when the coursework in question was completed at Bastyr University. If a student satisfactorily completes the exam, the student will be awarded transfer or waiver credit in accordance with the transfer credit policy. Please see “Competency Examinations” in the *Academic Policy and Procedure Manual* for more information.

## 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 that are accredited by regional accrediting agencies 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 University with credit from institutions outside the U.S. are required to have international transcripts evaluated by an independent evaluation service. The evaluation report must be issued by an NACES (National Association of Credential Evaluation Services) accredited evaluation service. 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. A student must provide documentation showing that the competencies of the Bastyr University course have been met.

In some cases a competency or challenge exam may be required before the waiver will be granted. Students are advised to refer to policies governing competency or challenge examinations in the *Academic Policy and Procedure Manual*.

The waiver decision rests with the chair of the department responsible for teaching the curriculum. Appeals may be made to the dean of the school in which the student is enrolled, whose decision is final.

## SUBSTITUTION

In some cases, students may request to substitute one Bastyr University 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. See "Transfer of Credit to Bastyr University" in the *Academic Policy and Procedure Manual* on MyBU for complete information.

## DIVERSITY AWARENESS IN ACADEMICS

Bastyr University is dedicated to the welfare of its students and patients as well as to promoting equal opportunity and access in education and health care. The University pledges its commitment to recognizing and responding to multicultural and minority health care perspectives in all academic programs, clinical training and patient services, including curriculum development, course content, and supervision. Specifically, wherever appropriate and feasible, the University considers and implements health care information and therapeutics pertaining to differences in age, race, color, religion, national origin, sex, sexual orientation, gender identification or expression, socioeconomic level, disability and physical/mental challenge.

## WHERE TO FIND OTHER ACADEMIC POLICIES AND PROCEDURES

The complete *Academic Policy and Procedure Manual* is located on MyBU. Student clinicians are also held to the policies found in the *Student Clinician Handbook* modules applicable to their specific program(s).

## FACULTY

Bastyr University's location in the greater Seattle area has been a tremendous asset in developing a highly qualified and diverse faculty. The greater Puget Sound region 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 a variety of University committees and meet regularly as a faculty assembly to discuss issues of mutual importance.

Listings of 2012-2013 faculty are located throughout this catalog, within each school section.

## SIMKIN CENTER FOR ALLIED BIRTH VOCATIONS

The Simkin Center for Allied Birth Vocations provides extraordinary education for birth and postpartum doulas, lactation educators, childbirth educators, infant massage educators, and specialists in prenatal massage therapy. It also offers other allied birth professional workshops. Its mission is to educate and inspire leaders in the childbirth professions. Founded in 1988 in honor of its namesake Penny Simkin, PT, the Simkin Center has a history of pioneering leadership and innovation. Since then, more than 6,000 students have met their educational goals at the Simkin Center. Offerings include:

- Birth Doula Skills Workshop
- Postpartum Doula Skills Workshop
- Childbirth Educator Training
- Professional Education in Breastfeeding and Lactation
- When Survivors Give Birth Workshop
- Pre-and Perinatal Massage Therapy Certification Course
- Infant Massage Educator Certification
- Dancing for Birth Instructor Training
- Perinatal Support Group Facilitator Training

Simkin Center workshops include face-to-face and blended curricula. Instructors and curricula are approved by DONA International, the International Childbirth Education Association, PALS Doulas and the Northwest Association for Postpartum Support. CEUs for lactation educators are

approved from the International Board of Lactation Consultant Examiners, American Dietetic Association and the California Board of Registered Nursing.

For detailed description of workshops, instructors or to register for classes, visit [www.SimkinCenter.Bastyr.edu](http://www.SimkinCenter.Bastyr.edu) or call 425.602.3361.

## CERTIFICATE, COMMUNITY & CONTINUING EDUCATION

Bastyr University's Department of Certificate, Community and Continuing Education (CCCE) offers a variety of educational opportunities for health care professionals, health-centered workshops for the general public, and certificate and training programs open to both health care professionals and the public. In addition to individual workshops and seminars, CCCE offers non-credit programs: Hypnotherapy, Essential Oils and Aromatherapy, Medical Qigong and Craniosacral Therapy.

Many of CCCE's offerings provide continuing education units (CEUs) for acupuncturists, naturopathic physicians, nurses, massage therapists, counselors and a variety of other health care professionals. Offerings include live seminars and home study (distance education) options.

For seminar and program descriptions or to register, please call CCCE at 425.602.3152 or visit [www.Bastyr.edu/Continuing-Education](http://www.Bastyr.edu/Continuing-Education).

## 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. The University encourages evaluation of

new and promising therapies for a variety of diseases and conditions.

Bastyr University's research facilities include a fully equipped clinical research center with three exam rooms, two acupuncture/massage rooms, an interview room, a reception area, a practitioner's office and phlebotomy services. Also included are 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 western blots, and a PCR thermocycler. Adjunctive to our tissue culture facilities are an ELISA plate reader with fluorescent capabilities and microscopes with attached photodocumentation systems. The research lab also has an air displacement plethysmograph (commonly known as the BOD POD), which is used to measure body fat by percentage. Bastyr University has its own Institutional Review Board (IRB) for ensuring the safety and ethical treatment of human participants in clinical trials.

The commitment and expertise of the research faculty have been recognized by the National Center for Complementary and Alternative Medicine, part of the National Institutes of Health, and by a growing number of foundations and natural health product manufacturers who have funded many projects over the years. Bastyr University's research faculty members continue to collaborate with researchers at major universities and research organizations, including the University of Washington, the University of Minnesota, the University of Mississippi, Purdue University, Group Health Research Institute and the Fred Hutchinson Cancer Research Center.

Research faculty members have conducted a variety of basic science and clinical studies. These include randomized clinical trials, larger observational studies and laboratory investigations on a variety of topics. Completed projects include an investigation of the cardiovascular effects of garlic; nutrient absorption; naturopathic treatment of HIV infection; homeopathic treatment of osteoarthritis; botanical treatment of menopausal symptoms; botanical and nutritional treatment for weight loss and diarrhea in HIV+ patients; hyperimmune bovine colostrum in the treatment of cryptosporidiosis; in vitro evaluation of botanicals and ultrahigh dilutions

of chemotherapeutic drugs in breast cancer cells; homeopathic treatment of tinnitus; neurophysiological studies pertinent to consciousness science; evaluation of certain natural agents on prostate cancer cells; a novel telehealth delivery of a weight loss program in diabetes; investigation of the menopause effect in obesity; evaluation of siliphos for hepatitis C; a randomized controlled trial of guided meditation and massage therapy complementing allopathic comfort care for persons with advanced cancer and AIDS; the relative influence of eating patterns versus dietary fat percentage on energy intake; the effects of mixed carotenoids in food or supplements on biomarkers of endothelial dysfunction following an inflammatory challenge; the impacts of Yi Ren Qi-gong on self-care; measurement of oral glutathione supplementation in healthy adults; a comparison of the effects of three different Vitamin D supplements to correct Vitamin D insufficiency for the prevention and treatment of diabetes and cardiovascular disease, and an investigation of whether probiotics can alter immune markers.

Current studies include an assessment of various botanical medicines for clinical application to immune-related disorders, investigation of antitumor effects of botanical medicines, how the mushroom species *Trametes versicolor* may strengthen the immune response to breast cancer, the influence of Echinacea on cold prevention, a curriculum-based research training grant in the School of Naturopathic Medicine, the influence of a naturopathic diet on glycemic control, preclinical studies of complementary and alternative medicine (CAM) botanicals and iron overload, a study of the anti-tumor mechanisms of polysaccharide krestin, an evaluation of the safety, tolerability and absorption of glutathione in Parkinson's disease, and a study that compares "disease free survival" and quality of life in cancer patients who are treated in the Integrated Oncology Research Center to patients living in Washington state who do not include complementary alternative or integrated therapies in their treatment plans. For more information on research at Bastyr University, see [www.Bastyr.edu/Research](http://www.Bastyr.edu/Research).

## CENTER FOR INTERDISCIPLINARY STUDIES

The Center for Interdisciplinary Studies offers both required and elective courses in a variety of interdisciplinary subjects. The center also coordinates course offerings for the Center for Spirituality, Science and Medicine.

## CENTER FOR SPIRITUALITY, SCIENCE AND MEDICINE

The Center for Spirituality, Science and Medicine (CSSM) was created in November 2009 to support Bastyr University's commitment to multidisciplinary exploration of the deep questions at the heart of spiritual and scientific inquiry. As an expression of Bastyr's mission and vision, CSSM hosts courses and conversations devoted to illuminating the interfaces, connections and congruence between spirituality, science, nature and medicine. CSSM shares resources and develops collaborative relationships with organizations and individuals who work on the frontiers of this exploration. Its primary ambition is to contribute to the cultivation of wisdom and wholeness in the practice of medicine.

## CENTER FOR STUDENT RESEARCH

The University established the Center for Student Research (CSR) in 2010 as the central institutional point of contact for students who desire to do formal scientific research at Bastyr University. The CSR informs students about ongoing research projects at Bastyr and links students to appropriate faculty mentors depending on the research interest. It also provides funding, through competitive awards, for faculty-student research projects. These grants have provided the necessary support for students to complete required master's theses as well as conduct research outside their program curricula. Encouraging the ambitions of the University's aspiring student researchers is one way Bastyr maintains its leadership role in natural health arts and sciences research.

## LIBRARY

Established in 1980, the Bastyr University Library comprises a vital multimedia collection supporting the natural health arts and sciences. Scholarly resources include state-of-the-art databases, e-journals, anatomy models, DVDs, and a specialized print collection. Library staff, experts in the subject area of complementary and alternative medicine, promote intellectual curiosity by encouraging questions and inquiry. Students in all programs receive focused instruction in research-oriented classes and individual instruction tailored to their needs. The Kenmore

campus library, featuring distinctive three-story high windows, offers a bright, welcoming space for studying. Bastyr Center for Natural Health and California campus libraries provide comprehensive suites of clinical resources.