

# POLICIES AND PRIVILEGES

## Privileges, Rights, and Responsibilities

Sonoran University expects students to be honest, responsible, and professional at all times. Our policies of student conduct are an expectation of student behavior, and these are upheld despite the location of the alleged incident or behavior. Students are expected to be respectful to others, both in and outside of Sonoran University's community; and to demonstrate professional behavior, accountability, and high ethical standards.

Sonoran University is committed to providing an educational environment for its students, with challenging and comprehensive coursework and practical experience; programs that enhance and assist students in their daily and professional lives; and practical, fair, and timely appeal and dispute procedures.

The following policies inform students of their rights, privileges, and responsibilities and outline the various administrative procedures. More detailed information about student-related policies and procedures is included in Sonoran University's Student Handbook (<https://catalog.sonoran.edu/student-handbook//student-handbook/student-policies/>) and, for ND students, Sonoran University's Clinical Handbook found on the Campus Publications page ([https://my.sonoran.edu/ICS/Campus\\_Life/Campus\\_Publications/](https://my.sonoran.edu/ICS/Campus_Life/Campus_Publications/)) on MySonoran.

Sonoran University reserves the right to update policies and procedures pertaining to student rights and responsibilities as deemed necessary. Students may be informed of policy changes via e-mail or official updates to the Course Catalog, Student Handbook, or Clinical Handbook at any time. Students are responsible for the most current version of these publications as they supersede all previous versions.

## Employment at the University

Sonoran University offers campus-based students federal work study (FWS) and other employment opportunities as needs arise. FWS students must be in good academic standing to be eligible for employment at Sonoran University see Academic Standing (<https://catalog.sonoran.edu/catalog/university-policies/standards-satisfactory-academic-progress/#academicstandingandprobationtext>). For more information, see Student Employment (<https://catalog.sonoran.edu/student-handbook/student-programs/student-support-programs/#studentemploymenttext>).

## Medical Student Conduct

Unethical conduct of naturopathic medical students, including practicing without a license, will be reported to the State of Arizona Naturopathic Physicians Medical Board, in compliance with Arizona statutes.

## Criminal Conduct/Theft

Theft is considered an infraction of the Student Professional Code of Conduct and Academic Honor (see Sonoran University Student Handbook). All students are expected to observe national, state, and local laws and ordinances. Conduct that Sonoran University officials think violates laws and ordinances will be reported to the proper authorities. Conduct that violates the Code of Professional Conduct will be handled according to the prevailing student disciplinary process and may result

in suspension or dismissal. For more information, see the Student Code of Professional Conduct (<https://catalog.sonoran.edu/student-handbook/code-professional-conduct-academic-honor/>) in the Handbook or contact the Dean of Students.

## Student Identification Card

All Sonoran University students are issued an institution photo identification card. On-campus students will receive their ID card during orientation. Students enrolled in online distance learning programs will receive their ID by mail approximately two weeks after the start of classes. Students are required to always wear and keep the ID in their possession when on campus or at any Sonoran University-affiliated site. For more information, refer to the ID Card Policy ([https://my.sonoran.edu/ICS/icsfs/ID\\_card\\_policy\\_updated\\_September\\_2020.pdf?target=ed32998e-6de5-4547-9559-3041a6503a50](https://my.sonoran.edu/ICS/icsfs/ID_card_policy_updated_September_2020.pdf?target=ed32998e-6de5-4547-9559-3041a6503a50)) on MySonoran. The photo ID is used as a security measure and is required for students to receive access to various campus buildings, as well as certain services such as library borrowing and copy/prINTER privileges. The first card is provided free of charge. Replacement cards are available for a fee. For more information, contact the Dean of Students at [dos@sonoran.edu](mailto:dos@sonoran.edu).

## Personal Appearance and Professional Behavior

Students are expected to maintain a clean and neat appearance at all times while on campus, attending university events, and engaging in online courses. Clothing with offensive graphic designs or statements is prohibited. Footwear must be worn on campus and in campus buildings with close-toed shoes required in Sonoran University's Medical Center, Medicinary, and Neil Riordan Center for Regenerative Medicine facilities at all times. Professional attire is expected at all Sonoran University medical facilities. For complete dress guidelines in clinical environments, please see the Clinical Handbook ([https://my.sonoran.edu/ICS/Campus\\_Life/Campus\\_Publications/](https://my.sonoran.edu/ICS/Campus_Life/Campus_Publications/)) on MySonoran.

## Examinations and Course Assignments

Sonoran University values the pursuit of knowledge, research, and personal growth. These pursuits cannot be achieved without an adherence to ethical standards of behavior and honesty. As we embrace this quest for academic growth, we are guided by a Sonoran University Core Value: *Do the Right Thing*. Academic integrity is the commitment to and the demonstration of honesty and integrity within an academic or learning environment. It is important that students understand what constitutes academic integrity. The following paragraphs define Sonoran University's expectations of our students with respect to academic integrity and honesty.

## Examination and Assessment Standards

When taking in-person or online examinations or other individual graded assessments, students:

- are expected to abide by Sonoran University's Code of Professional Conduct and Academic Honor (Code) (<https://catalog.sonoran.edu/student-handbook/code-professional-conduct-academic-honor/>) as described in the Student Handbook. Cheating is a violation of Code policies and undermines the community of trust and integrity of which we

are all stewards. Failure to follow the Code as outlined in the Student Handbook will not be tolerated, and students in violation may be subject to disciplinary actions, including suspension and dismissal.

- are expected to understand that taking a screenshot, photo, or transcribing questions and/or responses to questions or sharing answers with other students is strictly prohibited and constitutes cheating.
- should encourage honesty and discourage dishonesty among other students.
- may not receive/send answers from/to other students (via text, instant message, phone, email, etc.)
- must refuse to assist other students in cheating.
- are expected to adhere to all expectations as outlined in course syllabi as well as examination/assessment instructions. Some examinations and assessments have specific requirements and unique expectations.

In addition to the expectations outlined above, when taking in-person or online examinations students:

- are required to leave all books and other aids in an inaccessible spot, such as in the front of the room or another room (except open-book tests).
- are not allowed to talk to each other during an examination.
- should place as much space between themselves and other students as possible, when necessary.
- are encouraged to take the initiative to prevent others from copying their work.
- may not leave the room or virtual testing environment and return to the test without expressed permission by the faculty or proctor.
- if note/blank paper is allowed, all notes must be turned in with the exam or destroyed as instructed.

Students who violate any standard above will receive an automatic zero for the examination or assignment and are subject to disciplinary actions. For more information, see the Integrity, and Academic Honesty Policy (<https://catalog.sonoran.edu/student-handbook/student-policies/integrity-academic-honesty/>).

## Missed Examinations, Assignments, and Absences

Students are expected to take all examinations at the scheduled time and day as well as complete examinations and assignments by the published deadline. This includes didactic and clinical exams, quizzes, assignments, activities, assessments, midterms, finals, and meeting attendance requirements as applicable. In exceptional situations, the course faculty may allow a student to reschedule a missed exam, provide a comparable learning activity/assignment, or permit an extension of an assignment deadline, depending on attendance, examination, and/or assignment specifications, due to an extenuating circumstance as defined in the Excused Absence Policy.

### Absences

Absences must be requested prior to the absence and prior to a scheduled exam or assessment deadline, unless due to a sudden emergency or the student's being incapacitated. If a request is made after the absence, missed exam, or deadline, notifications are required upon resolution of the emergency or upon returning to class, whichever is sooner. Failure to

submit documentation within this time frame will result in an unexcused absence.

The Dean of Students determines whether the absence is excused, and the faculty, at their discretion, determines a student's eligibility to receive a makeup exam or an extension on other classroom exercises, assignments, and assessments.

### Requesting an Excused Absence

To request an absence be excused, students must complete the following. Absence for presenting at a conference must be pre-approved by the program dean before completing the steps below:

1. The student must complete the Absence Report Form (<https://forms.office.com/r/c1hssZm7Fb/>) and, when applicable, provide medical, religious, or other supporting documentation to the Dean of Students Office. For non-acute illnesses, medical documentation from a neutral (non-supervisory) qualified licensed healthcare professional must accompany the Excused Absence Request Form.
2. Students must immediately notify the course faculty by email. Clinical clerkship faculty must be notified by phone.

The Dean of Students will evaluate the submitted absence report and any supporting documentation to determine whether it conforms to Sonoran University's Absence Policy. The Dean of Students will notify if the absence "meets criteria" or "does not meet criteria". This decision is communicated to the student, the course faculty, and the program dean within one business day. The faculty will then notify the student whether the absence permits them to take a rescheduled exam, receive an assignment deadline extension, or complete a comparable learning activity/assignment. The format of any rescheduled exam will be determined by the faculty member, subject to any ADA testing accommodations required by law. Special Examination Fee(s) apply for missed exams, visit Tuition and Fees (<https://catalog.sonoran.edu/catalog/financial-information/>) for more information.

Requests to reschedule tests or receive an assignment deadline extension, or comparable learning activity/assignment for unexcused absences are solely at the discretion of the faculty member and will be refused if deemed not within the parameters of the assignment, activity, and/or course syllabus.

Students who are not permitted to make up a missed examination or assignment and/or believe they were not provided fair treatment may utilize the University feedback or complaint procedures found in the Student Solution Center ([https://my.sonoran.edu/ICS/Students/Student\\_Solution\\_Center.jnz](https://my.sonoran.edu/ICS/Students/Student_Solution_Center.jnz)) on MySonoran.

### Competency Examinations

As part of the transfer credit evaluation process, students may request to take a competency examination for select course transfer credit if a similar course has been completed more than seven (7) years prior to the start of the course. Due to the complexity of scheduling and because it affects the student's schedule, competency examinations must be requested and approved prior to matriculation. Competency exams for first-quarter courses must be completed prior to matriculation; all other competency exams must be completed prior to the start of quarter two. Eligibility is determined on a case-by-case basis by the Registrar's Office, in conjunction with faculty and the program dean. A syllabus of the previously completed course and other official documentation are required

to determine eligibility. The competency examination applies only to the course requested and may not be used for another course.

Students may request to take a competency exam by submitting a request to Admissions or the Registrar's Office. Students may attempt a competency examination only once per approved course. If a student fails the competency examination, the student must enroll in the course. Course credit given through passing a competency examination may be reflected as transfer credit or a grade of "S" Satisfactory on the transcript. Competency Examination Fee(s) apply, see Tuition and Fees (<https://catalog.sonoran.edu/catalog/student-information/policies-privileges/catalog/financial-information/>) for more information. Clinical credits are not eligible for competency examinations.

## Student Course Evaluations

Course evaluations provide opportunities for students to comment on their experiences in the classroom and their learning environment. Students are encouraged to complete evaluations near the end of each course. Course evaluations are anonymous; only aggregate results are reported to faculty and administration with no student identifiers included. The Academic Affairs Department tabulates the information from these evaluations, provides a report to faculty, department chairs, division directors, and deans, and posts the aggregated program results to the applicable Program page (<https://my.sonoran.edu/ICS/Programs/>) on MySonoran for each degree of study. This information is used to inform faculty and administration about the effectiveness of each course and the areas requiring improvement.

## Non-student Campus Visitors

### Visitors on Campus

Students may have visitors, including children, friends, and family members, on Sonoran University premises subject to the following requirements:

- All visitors must check in at the Welcome Center in the Lim Commons Building upon each visit and receive a visitor badge, which must be in full display while visiting. Exceptions are for visitors who only utilize the café facilities.
- Students are expected to accompany their visitors while on campus.
- Visitors are prohibited from all classrooms and labs.

Visitors are responsible for their actions while on campus and are expected to conduct themselves in a respectful manner. Visitors causing any disruptions to the learning environment may be asked to leave the campus and/or lose future visitation privileges.

## Children on Campus

Children are permitted on campus with the following conditions:

- Children are allowed in common areas with adult supervision but are prohibited from all classrooms and labs.
- Children under the age of 12 must be accompanied by an adult at all times, including in Sonoran University's Medical Center, Neil Riordan Center for Regenerative Medicine, Medicinary, and the café.

Sonoran University assumes no responsibility or liability for infants/children under their parent's or guardian's care.

## Animals on Campus

Certified service animals are permitted on campus. All service animals are required to wear a visibly identifiable recognition of their function at all times, be under their handler's control at all times, and are required to be appropriately trained for their respective duty. Owners are responsible for any damage that may occur to facilities due to improperly trained service animals. All other animals, including emotional support animals, are prohibited from campus.

## Food in Classrooms and Laboratories

The consumption of food and drinks, within reason, is permitted in the classroom. However, students are asked to be considerate of others and to avoid consuming food items that create messes, smells, and/or noise. Students are expected to dispose of all trash and clean up after themselves. All classrooms offer food-free zones in the front of the room. For health and safety reasons, neither food nor beverages are allowed in the laboratories or any patient-contact area, with the exception of bottled water.

Where necessary to address a documented ADA accommodation, the school reserves the right to implement a ban on specific foods and beverages or a total ban on all items in the classroom, as required for the health and safety of other community members. Students will be notified at the beginning of the term if there is any such ban, its scope, and the items covered. For more information, please see the Consumption of Food and Beverage in Instructional Areas policy on MySonoran.

## Photographs, Images, and Recordings

In order to promote Sonoran University and our Medical Centers through various media, including but not limited to television, the Sonoran University website and affiliated social media sites, magazines, journals, newspapers, and internally developed publications and advertisements, faculty, staff, and students may be photographed and/or video recorded. Sonoran University retains ownership and reserves the right to publish these photographs and videos. From time to time, Sonoran University community members may be asked to meet with a reporter or photographer who wishes to learn more about the institution. If a member of the media contacts you directly, refer the request to the Marketing Department, [marketing@Sonoran.edu](mailto:marketing@Sonoran.edu)

Sonoran University allows the recording of lectures, presentations, and events for personal use only. Recordings may not be posted to the internet or used in any social media without express approval of the person(s) being recorded. For more information, refer to the University Notifications (<https://catalog.sonoran.edu/student-handbook/student-policies/notifications/#photographsimagesandvideorecordingtext>) page in the Handbook.

## Lobbying/Political and Legislative Activity

The tax-exempt status of Sonoran University affects all staff and students. Tax-exempt organizations are limited in their political and legislative activity, even if the lobbying activity would contribute directly and substantially to meeting Sonoran University's tax-exempt purposes. Lobbying is also prohibited on Sonoran University premises, using Sonoran University technology, or at any Sonoran University function

unless the activity is pre-approved by the President and Dean of Students within 15 days of the event.

## Personal Property

Sonoran University is not responsible for the personal belongings of students while on campus. All students are encouraged to safeguard and secure personal belongings and to remove them at the end of each class session. Students should be aware that many spaces on campus can be accessed by the general public. Any items found in the classrooms during cleaning will be removed. Please check with the Welcome and Enrollment Center for lost items. Sonoran University reserves the right to inspect campus property and personal property used on Sonoran University premises.

## Benefits at Sonoran University Medical Facilities

As a commitment to the health and well-being of our students, Sonoran University's Medical Center and Neil Riordan Center for Regenerative Medicine provide discounted medical care to Sonoran University students and their families, including their spouse, domestic partner, child(ren) (18 and under), and parents. Discounts are also available in Sonoran University's Mediscary and for certain services such as intravenous and injectable therapies. For more information, contact Sonoran University's Medical Center at 480.970.0000 or email [psr@sonoran.edu](mailto:psr@sonoran.edu).

## Courtesy Phones

Courtesy phones are available in the student lounge area in the Academic Building at Sonoran University and the medical reference room in the Medical Center. Students are asked to limit their calls to allow all students access to the courtesy phones. Students are not permitted to use Sonoran's University office or medical facility phones without permission. Only emergency messages will be taken by Sonoran University personnel and communicated appropriately and promptly whenever possible.

## Housing

While Sonoran University does not provide student housing, information on housing near campus may be obtained through MySonoran's Community Forum page ([https://my.sonoran.edu/ICS/Campus\\_Life/Community\\_Forum.jnz](https://my.sonoran.edu/ICS/Campus_Life/Community_Forum.jnz)). Prospective and current students may also advertise for roommates or housing on designated campus bulletin boards.