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*The Naturopathic Institute of Therapies and Education is
licensed by the State of Michigan and is accredited through the American
Naturopathic Certification Board.*

All information is subject to change.

Orientation Manual – Doula Program

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The Naturopathic Institute's Philosophy:

*"Health is not a flower that you pick;
it is a path that you must follow."*

Bessheen Baker

Owner and Founder of NITE

Vision and Mission Statement

Resonating With Our Intention

The Naturopathic Institute of Therapies and Education (NITE) is vibrant, successful, unified and renowned.

We are reputable and beloved.

We maintain attainable, sustainable growth,
easily recruiting mature men and women
who have a passion for learning and find NITE valuable and affordable.

Our instructors, administrators and staff are fulfilled with our visionary work;
we received, respected and highly skilled in their areas of expertise.

We connect and communicate skillfully in verbal and non-verbal ways with
our wonderful students and each other.

NITE students are of exceptional quality -
committed, passionate, open-minded, delightful, responsible learners.

They are respectful, willing to be awake, have great work ethics,
and they persevere with graceful tenacity.

They are capable and successful in their mission as leaders in natural health.

We co-create with wisdom and shared passion our collective vision;
inspiring radiant health, healing and love throughout our
community, the world and beyond.

Welcome!

This orientation manual is to provide you with an overview of the expectations and policies here at NITE; and, to make sure that you start out your program with a master copy of various forms that you need for things like turning in homework, logging volunteers, and documenting practical hours spent outside the classroom.

Some of the basics you need to know:

NITE Phone: (989) 773-1714
Academic Advising: (989) 773-1714
Herbs Etc Phone: (989) 773-3636
Tuition Payments/ Financial Questions: (989) 317-4787
NITE and **Herbs Etc** fax: (989) 775-7319
(not for homework)

Mailing address for NITE and **Herbs Etc**:
503 East Broadway Street, Mount Pleasant, MI 48858

Website: www.naturopathicinstitute.org
Email: contact@naturopathicinstitute.org
academicadvisor@naturopathicinstitute.org

Administrative concerns go to the [contact@](mailto:contact@naturopathicinstitute.org) and academic/scheduling concerns go to academicadvisor@naturopathicinstitute.org

When emailing put the person you wish to contact or the department in the Subject line.

For example: Subject: NHE - Dr. Finney

Herbs Etc Website: herbsetc.org
Email: contact@herbsetc.org

NCC Website: naturopathiccommunitycenter.org
Email: contact@naturopathiccommunitycenter.org

This notebook should be of great assistance, and if you can suggest any additions that will make future students' experiences here better, we would appreciate hearing them.

Academic Policies and Procedures

Class Schedule

Generally, all weekend classes begin Friday, 5 p.m. – 9 p.m., and Saturday and Sunday from 9 a.m. – 6 p.m. The lunch break will be from 12:30-2pm on Saturday and Sunday.

Supplies Provided by the Student

- Note-taking materials: Pens, Pencils and at least 3 colors of highlighters

Books for the program will be distributed at orientation unless you have picked them up previously.

Student Portal

The Naturopathic Institute has created a student portal to create transparency with our student body. When you were added to the portal at the time of your enrollment, you should have received an email providing you with a login name and temporary password:

Hi STUDENT_NAME,

A new account has been created for you at the Naturopathic Institute | Student Portal and you have been issued with a new temporary password.

Your current login information is now:

username: USERNAME (this is filled in when you receive the email)

password: GENERATED_PASSWORD (this is filled in when you receive the email)

(You will have to change your password when you login for the first time)

To start using Naturopathic Institute | Student Portal, login at

<https://students.naturopathicinstitute.org/login/?lang=en>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Directed Studies (Homework)

Expectations & Policies

- Each class credited toward a diploma will have a Directed Study assignment.
- The assignment is due **60 days from the date of class**.
- The doula workbook and birth attendance reflection are due 30 days prior to graduation.
- Any Directed Study work not completed on time will require the student to apply for an extension (see below). **See full policy on Page 8.**

Logging Practical Hours

For some of your classes, practicing on people is required as the Directed Study assignment. This usually means that you find ten friends and/or relatives or neighbors who are willing to be your practice clients, and who are willing to be contacted by the

Institute to answer questions about their experiences.

- There is a master copy of the form that you should use when you are logging this kind of practical work included in this notebook. You can also find a copy of your forms located on the Website: <https://naturopathicinstitute.org/students/> and look under Forms.

Teaching as Directed Study

- When you are asked to get a group of people together to teach them something that you have learned, remember the reason you are doing this: **you learn something much better yourself when you explain it to someone else.**
- Your class is to be at least one hour long and have a minimum of ten people (at least 10 years of age—i.e., you can't teach a room full of toddlers!) in attendance. This is a vital part of your learning here at the Institute, and you will be helping others, too!
- There is a master copy of the Directed Studies Lectures Log Sheet in the back of this notebook, as well as on the Website: <https://naturopathicinstitute.org/students/> under Forms.
- Some classes require visual aids as a part of the directed studies. See Guidelines for Visual Aids on page 7. Visual aids can be used for classes that do not require them. Always turn them in if you use them to get credit for your work.
- **The NITE Attendance Log (Sign in Sheet) is REQUIRED for all classes taught as part of your homework.**
 - The following are the acceptable items that can be submitted to allow us to verify attendance at the classes you teach. **Only one option is required.**
 - 1) A supervisor, organization leader, or professor signature along with their full name and phone number. (This option is only applicable if you taught your class to an organization or as part of another supervised class such as a college course)
 - 2) A picture taken at the class with all the students in attendance holding a LEGIBLE sign with the TITLE and DATE of the class. This picture must be printed off, but it can be in black and white on normal computer paper. (THIS IS THE PREFERRED METHOD)
 - 3) Emails for all class participants. The Attendance Log Form is where to collect this information. If a participant does not have an email address, that's fine, just have them list their phone number instead. If you are choosing this option, you must read the following blurb at the beginning of your class:

“Thank you for coming to my class today. I wanted to let you know that you will be receiving an e-mail in the future asking you to verify your attendance at this class. The email will be titled: PLEASE RESPOND- Class Attendance Verification for (*insert your name*)'s (*insert the name of the class you are teaching*). The survey is five questions long and should only take you a minute or two to complete. Your email address will only be used for the purpose of this survey and will not be shared for any other purposes.”

Volunteers/Participants

- How do I find people to volunteer to be my “clients” and attend my classes? Think first of friends, relatives, classmates, and neighbors. You may also want to consider going

into a specific location, such as in a community recreation center, nursing home, school, or group. If you are really stuck for participants, ask your instructor or staff members for suggestions.

Addendum: Teaching Classes

COVID-19 / Pandemic Policy Change

Beginning November 15, 2020, the Institute has made a policy change to recognize the hardship that some students have and may continue to encounter when teaching classes for their directed studies.

It is highly recommended and encouraged that the student attempt to teach their class twice in person if needed. If the student is not successful, then the student may use an electronic format, either Zoom or Go-To-Meeting platforms, to teach their classes online.

If the student chooses an electronic format, the student will still have to verify attendance of their class attendees by having the attendees send an email to the **student** confirming they attended the online class. The student will include these emails stapled to their Attendance Log sheet and put in their homework folder for submission.

All emails from participants must include the following items to receive credit:

- Name of Participant
- Phone Number
- Email Address
- Date / Time of Class
- Class Title
- Presenter's Name

This policy will remain in effect until otherwise noted.

Guidelines for Visual Aids

If you have a homework assignment that requires you to submit visual aids used in your class, please use the following guidelines listed below.

Examples of **ACCEPTABLE** Visual Aids:

- **PowerPoint:** Every 10 slides with good information will be counted as one visual aid. If your PowerPoint is 20 slides or longer, it will count as two visual aids. Title and conclusion pages do NOT count as slides. Slides must contain good informational content. Slides that are just a picture or primarily a picture with few words will NOT count. Please note: this doesn't mean you need to put a paragraph of info on every slide with no pictures. Use your best judgment.
 - PowerPoint slides must be printed (no more than three slides per page) so that the information on the slides is readable.
- **Poster:** A poster-board sized poster with neat writing and diagrams. You can submit the poster or a picture of the poster so long as the information on the poster is legible in the picture.
- **Food:** A demonstration of how to make a recipe or bringing a food item you prepared into class for everyone to taste. For this to count as a visual aid, you must provide a printed copy of the recipe to the class participants.
- **Demonstration:** A demonstration of how to use a specific tool along with a handout about the tool or demonstration. For example- bringing a Brix meter to class, showing people how to use it and giving them a hand out YOU created about the Brix meter.

Examples of Visual Aids that will **NOT** be Accepted:

- **Handouts:** These are considered to be standard materials for a class and as such will **NOT** be counted as visual aids unless they fall in the food or demonstration category as outlined above.
- **Food:** Bringing an organic pepper or a box of pre-made snacks **DOES NOT** count as a visual aid.
- **Props:** Bringing a bottle of supplements to class or a premade poster or premade item of any sort **DOES NOT** count as a visual aid.

If you have an idea for a visual aid that does not fall under these guidelines, please have it approved by the NITE academic staff before teaching your class and indicate on the assignment that your visual aid was instructor-approved.

Mentors and Tutors

Our goal is to help all students achieve academic success. However, that success depends on the seriousness of the student. If you find that you are having difficulty learning and understanding course material, please let your instructor, the academic advisor, or the academic advising office know as soon as possible. The Naturopathic Institute provided mentors and tutors free of charge to students that need extra help. Please contact the academic advising office at (989)773-1714 or email academicadvisor@naturopathicinstitute.org to learn more and to sign up for this service.

Extensions of Due Date

Extensions are possible, if arranged in advance. The first extension is due when you have exhausted your first 60 days. If you turn in your directed studies within 30 days, the cost is \$50. If you should need another 30 days, a second extension request is required, and will cost an additional \$50. Each class can only have two extensions. After that, the class must be retaken for \$100. See Extension Form in last section of this book. **See full policy below.**

Directed Studies and Directed Studies Extension Policy

Directed studies are designed to continue education and learning beyond the classroom. They are part of all programs, and students shall expect approximately 30 hours of assignments for each class. Each class credited toward a diploma will have a directed studies assignment. Each program has defined requirements for their respective directed studies.

General Directed Studies Requirements

1. The assignment is generally due 60 days from the date of the class. For example, if the class is May 1-3, then the assignment is due July 3.
2. All classes and log hours must be recorded on appropriate log sheets.
3. All assignments must be typewritten, double-spaced, 12-point font, with one-inch margins.
4. If the class requires the student to teach a one-hour class on the subject, then specific rules apply for verification of attendance and presentation materials.
5. A request for an extension of Directed Studies due dates is permitted. Extensions need to be requested by submitting the request form with payment by the original due date. Any Directed Studies or Research Papers **not** completed and turned in by the original due date are considered late and an extension must be filed.

Extension #1 must be filed by the original date that the Directed Studies was due. This requires a Directed Studies Extension Request form and a fee of \$50 turned in to the Academic Advising Office. This form gives the student an additional 30 days to complete the assignment. Nothing will be extended unless the form **and** the payment are received.

If the Directed Studies is **not** completed at the end of the first 30-day extension, the student can apply for a second extension.

Extension #2 must be filed by the end date of the first extension. It also requires a Directed Studies Extension Request form and a fee of \$50 turned in to the Academic Advising Office.

This form gives the student an additional 30 days to complete the assignment. Nothing will be extended unless the form **and** the payment are received.

If after filing two (2) extensions, giving a total of 120 days to complete the Directed Studies assignment, it is still not complete, the student will need to **retake the class with an additional fee of \$100. Retaking a class may mean delaying your graduation date by a year or more.**

If a student notifies the academic advisor that they will need to retake a class BEFORE the original due date of the Directed Studies assignment, then the extension fees will be waived. However, the retake fee of \$100 will still be required.

Grading

Weekend class tests and Final Exams are based on a percentage grading system (the number of correctly answered questions divided by the number of questions on the test). A student must achieve 75% or higher to pass the test. Practical testing is graded on a checklist of areas to be done or covered by the student. The student must explain and/or demonstrate, to the satisfaction of the examiner, at least 75% of the items on the checklist. Oral exams can consist of any of the areas covered in the program of which the student is testing. The examiner will ask questions, and the student will answer to the best of his/her ability. The student must score at least a 75% in each of these areas in order to pass.

Directed Studies and segments of the final exam are graded on the following grading scale:

5.0	Professionally Competent, Exceptionally Skilled
4.0-4.75	Professionally Competent, Strongly Skilled
3.0-3.75	Professionally Competent
2.0-2.75	Needs Improvement
0-1.75	Unsatisfactory

Notification of Class Grades

An email will be sent notifying students of their directed studies grade each time an assignment is graded. Students receive their evaluation of their class tests at the end of each weekend. Final exam scores will be available at the end of the exam series, as well as published on the final transcript for that program year.

Directed Studies Assignments that are Graded Incomplete

Submitted directed studies assignments that are returned marked as Incomplete need to be resubmitted within 30 days of notification of the Incomplete from the Academic Advisor. Failure to complete within 30 days will require student to retake the class.

The Academic Advisor will notify the student of the information that is incomplete in the directed studies assignment by email. If the missing or incomplete items can be completed and brought with the student the next time they come to class, then their incomplete assignment (which should be in the student's mailbox) and the additional materials will be combined and all resubmitted at the time the student comes to class.

If the missing or incomplete assignment cannot be completed without the original work being in front of the student, then the incomplete directed studies assignment will be mailed or emailed to the student. The 30 days notification rule still stands from the date the student was informed of the Incomplete. This will include mailing time.

Arrangements for mailing or emailing the materials can be made with the Academic Advisor at the time of notification. A postage fee will be assessed.

In Cases of Non-Passing Test Grades

If a student does not pass any test, both in class testing and final exams weekend, he or she can apply for a retest. The test/exam is scheduled at the convenience of the examiner. If the non-passing score is for a class that is part of a diploma program, the retest must be completed and passed before the student will be allowed to continue with the next class in the program (generally within two weeks). Only one retest is allowed. If the student does not pass the retest, he or she must take the class again with a \$100 retake fee assessed.

Exams and Re-Test Policy:

Class Test: Any test that needs to be re-taken for a class or lab regardless of the circumstances, must be completed within 30 days of the date the test was originally administered. Failure to re-take the test within 30 days will result in having to pause the student's current schedule of classes and retake the class the next time it is offered with a passing score to be able to continue forward in the program.

Final Exams: Any final exam re-take needs to be completed within 14 days of the date that the original exam was administered. Failure to re-take a final exam segment within the 14 days will result in needing to re-test the ENTIRE final exam weekend the next time it is offered.

Final Exam Exceptions: Students who have been allowed exceptions for taking final exams because of outstanding directed studies and/or research papers will have until 14 days prior to the start of their next program year to complete and turn in all outstanding requirements. Failure to turn in the outstanding requirements will result in needing to re-test the entire final exam weekend the next time it is offered to receive an official transcript, diploma, and eligibility to start the next program year.

Student Academic Conduct

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

- **Plagiarism:** The adoption or reproduction of original creations of another author (person, collective, organization, community, or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

- Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- Bribery: or paid services. Giving assignment answers or test answers for money
- Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- Professorial misconduct: Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.
- Impersonation: Assuming a student's identity with intent to provide an advantage for the student.

All forms of academic dishonesty will not be tolerated and will be dealt with on an individual basis between the instructor, student(s) and the Director of Education.

Re-entrance Policy

Any student dismissed for conduct, attendance, or non-passing grades will have the option of re-entry providing the following requirements are met.

Conduct - A six-month suspension, re-entry interview with the Director of Education to ensure student is ready to re-enter without reoccurrence of poor conduct.

Grades or Attendance - No suspension, a student may retake any class at a \$100 retake fee two additional times. After this, there will be no re-entry without re-enrolling and paying for the entire program.

Attendance

Attendance Sheets

Students are responsible for signing in at the beginning of each class, out and in for lunch, and out at the end of the class. If you fail to sign in or out, **for any section**, you are considered absent and lose the scheduled hours. If you have an emergency, you must call the administrator's office, or contact your instructor if the emergency arises during the weekend to notify them. Excused absences will be considered on an individual basis.

Students must maintain a 90% attendance record. If attendance falls below 90%, arrangements will need to be made for making up the hours, if the instructor or the Director of Education approves.

Being Late

Classes start on time! Any information covered will not be re-addressed for anyone who is late. If you are 15 minutes late, you lose 1/2 hour of class time. If you are 1/2 hour late, you lose 1 hour of class time. If you are later than 1 hour, you lose 2 hours or the actual time you are late rounded up to the next 1/4 hour, whichever is greater. If you are 15 minutes late coming back from lunch, you lose 1 hour. If you are 1/2 hour late, you lose 2 hours. In other words, DON'T BE LATE!

Excused Absences or Lateness

Requests must be in writing and sent to the administrator's office and will be considered on an individual basis. Consideration will be on what control the student has over the event. **If there is no time for written communication, please contact the administrator by phone.**

Leave of Absence

A request for a leave of absence must be in writing. Each circumstance will be considered on an individual basis. We will do our best to accommodate each student with their needs.

The first option is to apply their fees to the next time a course is offered. Keep in mind each one year diploma program is allowed 36 months to complete.

Extra Credit Hours

If a student needs to make up hours, then the instructor or Director of Education can offer extra credit hours, granted one time per diploma year. These may include such things as a book report, giving a lecture or extra Directed Studies. These will all have a time limit and must be completed within that time in order for credit to be given. See the Director of Education for details.

Retakes

Students are allowed to retake any class they have previously attended if the homework for that class has been completed. The retake fee is \$50. If the homework is not completed, the retake fee is \$100.

Certificates of Attendance

Certificates of Attendance: Both diploma program students and individual class participants are awarded a Certificate of Attendance for classes that are successfully completed.

School Closure/Class Postponement Policy

The school reserves the right to change the opening and closing dates of its classes, hours of instruction, equipment, faculty, tuition rates and fees. In the event of a labor disputes, act of God, or government mandates, the school reserves the right to postpone training until circumstances are such that the school can move forward on its regular course of business. All students will receive the opportunity to finish their programs. In case of such an event, students will be communicated with through our Web site, email, and social media platforms, and should be construed as official notification and communication.

Academic or Financial Probation/Suspension/Dismissal

Academic/Financial Probation and Suspension Policy

At the end of each quarter, any student who does not meet the academic requirements of attendance, timely submission of homework, or has late tuition payments will be placed on academic or financial probation. This means that any student with three overdue directed studies qualified to be placed on Academic probation and will no longer be eligible to continue to take classes until the Directed Studies are complete. This also means that if a student is behind on three tuition payments, the student will no longer be eligible to return to classes until a new payment plan is approved. If a student is on academic or financial probation for three consecutive quarters, the student may be academically or financially suspended by the institute.

Students are subject to academic or financial suspension if their academic or financial responsibilities fall below the range for academic/financial probation. Suspended students may re-enroll for the next academic session if granted permission by the Director of Education. Permission to re-enroll for the next class needs to be made in writing and is requested through the Academic Advisor's office. A written appeal and a personal interview are required to be rematriculated.

Academic/Financial Dismissal Policy

A student is subject to academic/financial dismissal if the student has been on academic/financial probation for three consecutive quarters and has not made strong academic or financial gains.

The Institute reserves the right to cancel the matriculation of any student at the end of the year when his or her total record indicates that such action is desirable. Likewise, a student whose total record shows considerable ability and marked improvement may be given special consideration. The Institute will notify the student whose matriculation has been cancelled. No student whose matriculation is cancelled can enroll again unless readmitted. Consideration for re-matriculation will be given to students only after six months or more. Students may apply for re-admittance to the Director of Education. Review the Policy on Re-Entrance in your orientation folder.

Re-matriculation

The Institute reserves the right to cancel the matriculation of any student at the end of the year when his or her total record indicates that such an action is desirable. Likewise, a student whose total records show considerable ability and marked improvement may be given special consideration. The Institute will notify the student whose matriculation has been cancelled. No student whose matriculation is cancelled can enroll again unless readmitted. Consideration for re-matriculation will be given to students only after six months or more. Students may apply for re-admittance to the Director of Education.

A student who has been dismissed twice will be re-matriculated only under extraordinary circumstances and then, not until six months after the student's second dismissal.

Permission to return is not automatic but is based upon the merits of each case. Students will be expected to show solutions to the difficulties that prevented them from achieving academic competence or financial stability. A written letter and a personal interview are required. Interviews should be completed at least 30 days before the beginning of the next enrollment period or 30 days before resuming remaining classes. Last-minute interviews are not acceptable.

Final Exam Testing Weekend: An Overview

Friday night of testing weekend is a time to enjoy snacks/potluck with your classmates and review any of your last-minute concerns before actual testing begins on Saturday. This is an independent evening with your classmate unless otherwise prearranged with an instructor to be present. Saturday consists of the practical portions of the exam as well as presentation of research papers. Sunday includes the oral and written portions of the examination.

Graduation

A very special graduation celebration including dinner is arranged for you and your guests at the successful completion of the doula program. As a graduate, your dinner and use of cap and gown is included in your tuition; guests are most welcome but must be registered and plan to pay for their own meal. Please turn in your RSVP to the institute with the number of guests you plan to have in attendance.

Graduation requirements for a diploma program include:

- Completion of the program within 36 months of starting date
- All fees paid
- 90% attendance with satisfactory participation in each class, and testing weekend
- 75% or better on each class test
- 75% or better on each part of the final exam (written, oral, practical)
- All Directed Studies completed and submitted
- Doula workbook and birth attendance are submitted and complete

Official Transcripts and Diplomas

Official transcripts and diplomas will be awarded to the student once all academic and financial obligations are met at the institute. If you need more copies of your transcripts in the future, there is a \$5 fee per copy per written request.

Classroom, Facility, and Parking Rules

Classroom Rules and Student Conduct

Students are expected to practice common courtesy and to respect their fellow students and instructor in and out of the classroom. There is no dating allowed within the student body or among faculty or employees of the institute. Students must practice proper hygiene. No disruption of the class is acceptable. All cell phones must be turned off or in airplane mode. Soliciting of fellow students for products or services is not allowed. Attire should be modest (see dress code below). Shoes and socks are required to be worn at all times. No food or drink (other than water in an enclosed glass or stainless-steel container) is allowed in any classroom – unless given permission by the instructor. No electronic recording of the lecture.

If the need arises, a student will be notified and given a verbal warning of the offensive behavior. If the situation is not resolved the student will receive a written warning including the offense, the correction needed, and the consequences if not resolved. If the behavior does not change, then the student may be withdrawn from the class or program without a refund.

Mailboxes at the Institute

All students have a mailbox located outside of the administrator's office. Check your mailbox (and the area above the boxes or by the Administrator's door for larger items) every time you visit the Institute! Returned homework and other important messages are often placed in them. Also, it is a good idea to check the bulletin boards in your classroom, too!

No Smoking/Vaping

Smoking is prohibited in all of the enclosed areas of the building without exception. This includes common work areas, the entryways, classrooms, conference and meeting rooms, private offices, hallways, the kitchen, front porch, patio, library, stairs, restrooms, sidewalk entrances and all areas within 50 feet of the building.

The only designated smoking area is outdoors, across the street, or in the parking lot directly east, outside the 50-foot parameter. No one may smoke along any pathway or walkway leading to or from the designated smoking area.

No Alcohol

Students will refrain from drinking alcohol over the weekend of class and/or lab; any student whose clothing or breath has remnants of alcohol or drug usage will be asked to leave. Repeated offenses may be grounds for dismissal.

Parking

Please keep in mind the parking challenges around the building. Do NOT park in the four spaces directly outside the NITE entrance doors. These spaces are open for our physically challenged customers and clients. Please do not park near the front entrance to the Herbs Etc store, as those spaces are reserved for our customer and clients shopping in the store. Use the parking lot east of our building if needed.

Dress Code

Herbs Etc is open on Saturday and Sunday. Clients are coming and going all day long. You, as a student, represent our school and the store as well. It is your responsibility to act, talk and dress professionally. Therefore, **everyone** will be required to wear their program's dress code:

Massage Therapists:

Collared shirt (or Institute shirts), pants (khakis, slacks, and no jeans), socks and closed toed shoes (tennis shoes are acceptable).

Naturopaths and Doulas: can follow the Massage Therapists' code and/or business casual professional, and no tennis shoes.

For everyone this means:

- No flip flops, slippers or sandals without toes
- No jeans
- No leggings for pants
- No cleavage showing
- No short skirts or shorts
- No glutes showing
- No sweats
- No midriff shirts
- No shirts with any kind of writing or slogans

Consequences for not adhering to the dress code will result in one warning, and the offense will need to be corrected by the next class break that day. A second warning will result in your dismissal from school for that weekend.

Housing Accommodations

The Naturopathic Institute, in conjunction with the Naturopathic Community Center, offers a bread-and-breakfast accommodation for its students. The cost to stay at the campus (house, apartments, or canopy) is \$90 per weekend. You will have access to the full kitchens, as well as eggs, bread, and butter you can prepare yourself. You may also bring other food to prepare you meals, as you see fit. However, no food is allowed in the classrooms or common areas of the facility. The eating areas include the kitchens, tables in the student

lounge, or when weather permits, outside on the decks. These are provided for your convenience.

Room reservations can be taken at the time of enrollment for the entire year, or you may request a housing accommodation when confirming your attendance in class on an as needed basis. We can accommodate a limited number of students in our facilities. We have also partnered with a local hotel to accommodate any overflow. When this happens, the cost to the student is \$90 for the weekend. However, this is only when there is a need for overflow for the weekend. During the warmer months, we do have rustic camping available for \$10 at the Symbiosis Ranch.

Due to tight rooming schedules, if you have arranged to stay and you need to cancel, you will need to contact us by Wednesday of that week to cancel your room. If you contact us on Thursday or Friday, or fail to contact us altogether, then you will be charged the full \$90. Two or more no call/no shows will be sufficient cause for removing the student from housing for the year.

House Rules: The same rules apply regardless of where you stay:

- Clean up after yourself
- Do the dishes
- Wipe down the counter and stove top
- Wet towels can be laid out on top of the laundry baskets/washer. Do not put the wet things in with the dry things in the hamper
- Check out is on Sunday by 2:00pm
- Strip your bed on Sunday before you leave, and place sheets in hamper in laundry room
- No items should be taken out of any housing facility. Sheets, towels, dishes, etc. are not to be used for class and should never leave the housing areas.
- Remove items from refrigerator that belong to you – they will not be there the next time you stay...
- Keys need to be returned to the key board in the kitchen of the main house regardless of where you are staying
- Other house rules are posted in the facilities. Please adhere to them.
- The laundry facilities are for staff use only. Do not do your personal laundry over the weekend.

Incidentals: There is a one time “Incidental Fee” of \$10.00 added to your first stay of the year. This will make the cost of your first stay \$100.00 for the weekend. This fee covers the cost of extra items such as plates, silverware, kitchen usage, upkeep etc. However, this fee does not cover damage caused to the premises or items taken from the facility. These situations will be handled individually and upon inspection after each stay.

Checkout: Remember the checkout time is 2:00pm on Sunday. All housing fees should be paid at the store, key returned, and all items removed from housing area by 2:00pm. After checkout, please do not use the bathroom in the housing areas. Make sure to check your items carefully when packing up.

Keys and Key Charges: You are responsible for your key, and it should be returned to the housing board by you. Replacement costs for lost keys are as follows:

- First Key = \$10.00 (this must be paid prior to your next stay)
- Second Key = \$25.00 (this must be paid prior to your next stay)
- Third Key = \$50.00 and suspension of housing privileges

Therapy Room

For guests staying in housing facilities, the equipment/therapies available free of charge in the Therapy Room is the Magnetic Bed and the Migon Bed on Friday and Saturdays only during regular business hours. The Vibe machines located in the hallway between the store and the waiting room are also available free of charge. To use any of these therapies, you will need to contact the store to sign up. **These are not available outside of store hours.**

If you have any questions regarding the Accommodation Policy and Procedures, please feel free to contact the Operations Officer.

Mom's Policy

Mothers with infants and small children are welcome at the institute. Students whose children are here will also need to have a caregiver in attendance to care and tend to them while the student is in class. Moms will be excused from class for feeding and attention outside of the classroom. No children are permitted in the classroom while class is in session, except infants up to 6 months of age may accompany the parent in the classroom as long as they are not being disruptive to the class.

Also, if the student/infant/caregiver needs housing accommodations, please note that the caregiver will be placed in the same room as the student, and the accommodation fee for the caregiver is the same as the student's for the weekend.

If you have any questions regarding the Accommodation Policy and Procedures, please feel free to contact the Administrator's office.

Additional Policies and Information

Referral Policy

If a student you referred signs up and pays for a year of study with the Naturopathic or Massage program, you will receive a check for \$200. Referrals for the Holistic Doula Program are \$100. Make sure that the student tells us that you sent them!

Herbs Etc and You

As a student of the Institute, you are entitled to a 10% discount on all products such as herbal remedies, homeopathic, books, massage supplies, healthy snacks, essential oils, flower remedies, and more! You will keep a running tab of your snacks and other purchases throughout the weekend. You will be required to settle your bill before the store closes at 4 p.m. on Sunday. You may also be able to qualify for a 15% discount on Nature's Sunshine products Herbs Etc stocks – ask the store associate to help you with this offer.

Store Policy:

- a. Scan your items at the cash register each time you want to take items from the store
- b. Cash out for ALL purchases on Sunday
- c. Be aware of non-student customers in the store; you will need to take your turn in line and you will also need to return to class in a timely fashion

Refunds

Diploma Programs: All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school or if the applicant is rejected by the school before enrollment. All refunds shall be returned within 30 days. After the three-day period has expired, all tuition fees are non-refundable. Tuition will be held, however, for three years from the date of registration and is subject to tuition increases once you register for a program. You have up to three years to complete the program before the original tuition payment expires.

If a student cannot attend a scheduled diploma class, notice must be given at least 7 days prior to the class date. At that time, the tuition will be moved forward to the next time the class is offered. If the notice is not received 14 days prior, then an additional \$100 retake fee is required to attend the class the next time it is available.

Individual Classes (non-diploma students): If unable to attend a class already paid for, students *may* receive a refund. However, with written notice two weeks prior to the class, fees will be moved to the next time that exact class is available.

Payment Plans: If you are using the convenient payment plan available for financing your education, you may call (989) 317-4787 to make your payment over the phone.

Frequently Asked Questions

- ☑ **Does NITE offer any scholarships or financial assistance?**
No, unfortunately we do not because we are not state-funded. However, the payment plan and our accepting credit cards have helped many students. Keep in mind that many financial institutions will loan money to students who will have a marketable skill immediately after completion of courses.
- ☑ **Is there a time limit to finish each year program?**
Yes, a program must be completed within 36 months of the start date.
- ☑ **Can I take classes out of order, or maybe combine two years into one?**
There are prerequisites for some other classes in all programs. Also, all classes aren't offered at all times, so working carefully with the schedule is necessary to try to accommodate possible combinations. Often students are able to join the natural health program in the middle of the year or even take classes in two programs at the same time (if scheduling permits).
- ☑ **What do I have to supply?**
You will be required to bring note-taking materials.
- ☑ **When do I have to pay?**
Initial payment of tuition should be at least two weeks before classes begin, whether that is the entire amount or the down payment. If you are on the payment plan, the monthly amount is due on the 1st of the month, unless otherwise noted; there is a 10% fee for late payments.
- ☑ **Will NITE help me find a job?**
We don't provide a placement service, but we do notify qualified students and graduates whenever we are contacted about employment possibilities on our Website under the Jobs tab.

Master Copies of Often Used Forms

Course Comment Sheet (for you to fill out at the end of your weekend class session, one per weekend)

Directed Studies Practical Hours Log (to be used when you practice on people)

Directed Studies Attendance Log (to be used when teaching a class)

Directed Study Extension Request- Extension #1 (Accompanied by a \$50 fee)

Directed Study Extension Request- Extension #2 (Accompanied by a \$50 fee)

Change to Program Schedule Request (Accompanied by a \$100 fee if schedule change is due to not getting directed studies in after filing both 1st and 2nd extensions)

Excused Absence Request

Application for Graduation (for preparations for the graduation ceremony)

Change of Information Form

NITE COURSE COMMENT SHEET

We would like to know your comments about the course you just attended. We review these sheets to find ideas that might make our classes better for you. Please take a few moments to answer these questions.

What did you like best about the course?

Was the information presented in an easy-to-understand manner?

Comments about the instructor(s):

What part of this course had the greatest impact and why?

Please make suggestions/comments on the course manual, class environment, and/or visual aids:

Other requests or suggestions:

DIRECTED STUDIES PRACTICAL HOURS LOG

Student: _____ NITE Class: _____

By signing my name below, I acknowledge and understand that this therapy is being done by a student and it is part of his or her training. Suggestions for better health may be offered, but whether or not I follow these suggestions is entirely my own decision. I give my permission for the above-named student to discuss this session at school for purposes of learning and better understanding. The length of time spent in my session is indicated next to my name.

	Length of session	Name Printed	Email	Phone
1.				() -
2.				() -
3.				() -
4.				() -
5.				() -
6.				() -
7.				() -
8.				() -
9.				() -
10.				() -

By signing my name below, I state that the total number of hours is correct and true, and all the volunteers were eligible for the sessions.

Total Hours: _____

Student Signature

Date



DIRECTED STUDIES LECTURES: ATTENDANCE LOG:

NITE Student _____ Lecture Topic _____

Date of Lecture _____ Organization _____

	Name	Email Address	Phone	Would you like info about becoming a N.I.T.E. student?
1.			() -	Yes / No
2.			() -	Yes / No
3.			() -	Yes / No
4.			() -	Yes / No
5.			() -	Yes / No
6.			() -	Yes / No
7.			() -	Yes / No
8.			() -	Yes / No
9.			() -	Yes / No
10.			() -	Yes / No
11.			() -	Yes / No
12.			() -	Yes / No
13.			() -	Yes / No
14.			() -	Yes / No
15.			() -	Yes / No



DIRECTED STUDY EXTENSION REQUEST: EXTENSION #1

Student Name: _____ Date: _____
Class: _____ Class Date: _____
Directed Studies Due Date (Original): _____
Extended Directed Studies Due Date (Original plus 30 days): _____

I am unable to complete the assigned directed studies for the above class by the due date. I understand the following:

- This is my first extension, and each class is limited to two extensions.
- This extension is only for an additional 30 days.
- There is a \$50 fee due **with** this extension.
- My Directed Studies will not be submitted for grading until both the extension request and the fee have been received and processed by the Institute.
- If I cannot complete the Directed Studies within this 30-day extension period, I will apply for a second extension and an additional \$50 fee (using the appropriate form).
- Failure to submit the Directed Studies by the due date or an extension request within 7-days of the Directed Studies due date will result in placement on Academic Probation. I understand this could result in not being allowed to continue taking classes until the Directed Studies is completed.
- Failure to complete the Directed Studies within the two extension periods will result in taking the class again for an additional \$100 tuition fee. I understand that this may impact my final exam schedule and graduation date.

Student's Signature: _____

IN PERSON SUBMISSION: Directed Studies Extension Request Form and the extension fee are submitted either to the accountant at the Institute during regular business hours or to Herbs Etc during weekend hours. Payment can be cash, check, or credit/debit card.

REMOTE SUBMISSION: Directed Studies Extension Request Form is submitted by email to contact@naturopathicinstitute.org, and then call the accounts receivable office at 989-317-4787 to make extension fee payment over the phone. Payment can be by credit/debit card only.

OFFICE USE ONLY

Directed Extension Request Form:

Date Received: _____ Received by: _____ Logged by: _____

Extension Fee: \$50

Date Received: _____ Received by: _____ Logged by: _____

Form of Payment: _____



DIRECTED STUDY EXTENSION REQUEST: EXTENSION #2

Student Name: _____ Date: _____
Class: _____ Class Date: _____
Directed Studies Due Date (First Extension): _____
Extended Directed Studies Due Date (First Extension plus 30 days): _____

I am unable to complete the assigned directed studies for the above class by the first extension due date. I understand the following:

- This is my second extension, and each class is limited to two extensions.
- This extension is only for an additional 30 days.
- There is a \$50 fee due **with** this extension.
- My Directed Studies will not be submitted for grading until both the extension request and the fee have been received and processed by the Institute.
- If I can't complete the Directed Studies within this 30-day extension period, I will apply to retake this class at a cost of an additional \$100 (using the appropriate form).
- Failure to submit the Directed Studies by the due date or an extension request within 7-days of the Directed Studies due date will result in placement on Academic Probation. I understand this could result in not being allowed to continue taking classes until the Directed Studies is completed.
- Failure to complete the Directed Studies within the two extension periods will result in taking the class again. I understand that this may impact my final exam schedule and graduation date.

Student's Signature: _____

IN PERSON SUBMISSION: Directed Studies Extension Request Form and the extension fee are submitted either to the accountant at the Institute during regular business hours or at Herbs Etc during weekend hours. Payment can be cash, check, or credit/debit card.

REMOTE SUBMISSION: Directed Studies Extension Request Form is submitted by email to contact@naturopathicinstitute.org, and then call the accounts receivable office at 989-317-4787 to make an extension fee payment over the phone. Payment can be credit/debit card only.

OFFICE USE ONLY

Directed Extension Request Form:

Date Received: _____ Received by: _____ Logged by: _____

Extension Fee: \$50

Date Received: _____ Received by: _____ Logged by: _____

Form of Payment: _____



CHANGE TO PROGRAM SCHEDULE REQUEST

Student Name: _____ Date: _____

Reason for change:

Requested Changes

1. Class/Lab: _____

Current Class/Lab Date: _____

Requested Class/Lab Date: _____

2. Class/Lab: _____

Current Class/Lab Date: _____

Requested Class/Lab Date: _____

3. Class/Lab: _____

Current Class/Lab Date: _____

Requested Class/Lab Date: _____

4. Class/Lab: _____

Current Class/Lab Date: _____

Requested Class/Lab Date: _____

5. Class/Lab: _____

Current Class/Lab Date: _____

Requested Class/Lab Date: _____

6. Class/Lab: _____

Current Class/Lab Date: _____

Requested Class/Lab Date: _____

7. Class/Lab: _____

Current Class/Lab Date: _____

Requested Class/Lab Date: _____

Student's Signature: _____

SUBMIT THIS FORM TO THE ACADEMIC ADVISING OFFICE: Form can be submitted in person at the office or by email to academicadvisor@naturopathicinstitute.org.



EXCUSED ABSENCE REQUEST

Student Name: _____ Date: _____

Class/Lab: _____

Date and times requested for excused absence: _____

Reason for the absence:

I understand that I am allotted only one excused absence of up to 4 hours per program year, and any other absence will result in needing to retake the class in its entirety.

I understand that any absence of more than 4 hours will necessitate that I reschedule and retake the class in its entirety.

Check the option that applies to you:

_____ **I plan on missing less than 4 hours** and understand that I will have additional work assigned. I also understand that my request may not be approved depending on the material that is covered in class during the period I am requesting to be absent. I understand I will be notified if this absence is approved or disapproved.

Student's Signature: _____

_____ **I plan on missing more than 4 hours** and request to reschedule this class/lab as follows:

Class/Lab: _____

Date: _____

Student's Signature: _____

SUBMIT THIS FORM TO THE ACADEMIC ADVISING OFFICE: Form can be submitted in person at the office or by email to academicadvisor@naturopathicinstitute.org.

Change of Information Form

Full Name _____
<PLEASE PRINT>

Street Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Email:

SIGNED _____ DATE _____

OFFICE USE: MAILING LIST EMERGENCY FORM STUDENT FILE