

UNIVERSITY OF NATURAL MEDICINE, INC.

HANDBOOK FOR INCOMING CREDIT ASSESSMENT

OVERVIEW:

A portfolio for incoming credit is assembled from documents showing your knowledge and skills gained from a variety of sources. Below lists common areas used for incoming credit assessment:

- academic, college-level learning
- full or part-time jobs
- independent study
- training programs or in-service courses
- seminars and certificate courses
- volunteer work
- cultural and artistic pursuits
- hobbies and recreational pastimes
- community or religious activities
- military service
- travel study
- organization memberships

PUTTING YOUR PORTFOLIO TOGETHER:

Step 1. Take inventory of your knowledge and skills.

Review your job history, educational history, hobbies, special training, volunteer work and other activities. Then list all of the different skills you have acquired as a result of these experiences.

Step 2. Choose the areas in which you want to seek incoming credit.

Evaluate your prior learning to determine which areas to select for assessment. List those activities, including seminars, workshops and/or distance learning courses that you would like to have evaluated for incoming credit..

Step 3. Find a course description to match your learning.

Review the University catalog course descriptions and locate a course which best reflects your knowledge. With certain exceptions, any subject is eligible for incoming credit assessment.

Step 4. Provide evidence of your knowledge.

Assemble a package of material that documents your knowledge of the subject. This may include a resume, notes taken in training courses, certificates, transcripts, or letters from people who have first-hand knowledge of your abilities.

Step 5. Describe what you know and how you learned it.

Compose a written narrative, outlining your learning along with an explanation of how you acquired this knowledge. This narrative is especially important if you are submitting proof for clinical training, field work, and other evidence that lacks solid verification. This statement, which may be anywhere from 1-10 pages, is your forum for persuading the faculty evaluator that you have accumulated enough knowledge to warrant credit for a particular subject.

Step 6. Submitting your portfolio.

After you have selected a course and gathered evidence to prove your knowledge, your portfolio is complete. Once submitted, your incoming credit assessment portfolio is considered an academic record and therefore belongs to the University of Natural Medicine and becomes a part of your permanent file. Be sure to keep a copy of each item and do not send any original documents which you may need in the future.

THE ASSESSMENT OF YOUR PORTFOLIO

Each portfolio is assessed by a faculty evaluator with expertise in that particular subject. The evaluator will determine whether your knowledge of a subject is equal to a college-level grade of “C” or better. If so, you will receive a recommendation to receive credit.

The following criteria is taken into consideration:

- **Evidence:** whether you have supplied direct evidence of your learning and knowledge
- **Authenticity:** whether you have proven conclusively the work submitted is actually yours
- **Quality:** whether the caliber of your knowledge is high enough to merit a passing grade in a college level course according to the standards of the University
- **Breadth & Depth:** whether the scope and intensity of your learning is substantial enough to equal the contents of the course of study in the University

If the faculty evaluator decides more information is needed in order to make a determination, you may be asked to submit additional evidence, take an examination or be interviewed.

Students may earn up to 30% of incoming credit toward a degree for work/life experience. Work/life experience is defined as: work experience (therapist, physician/clinician, teacher, counselor, business, etc.), military experience or a combination of the two. Workshops, certificates, trainings, etc. are items that may be used to document life/work experiences.

Students may earn up to 50% of incoming credit toward their first degree for academic learning. Academic learning is defined as: learning acquired through an institute of post-secondary higher education. Official academic transcripts are required as evidence.

Once a credit award is recommended, you will receive a credit award report.

ACADEMIC INTEGRITY & HONESTY

The University of Natural Medicine maintains high academic quality, excellence and honesty and expects students to maintain the sincere ethical standards in all respects regarding the information and materials presented to the University for review.

EVALUATION FEE

Please include a \$50 Evaluation Fee along with your application and related materials.

YOU CAN BEGIN YOUR EDUCATIONAL PURSUITS TODAY.

The University offers a variety of **Diploma Courses**, all of which are part of the curriculum for advanced study. We invite you to enroll in one or more of these informative classes while you are completing your Portfolio for enrollment in a Degree Program.

We look forward to your submissions and your questions, and will work on your behalf to help you achieve your educational goals.

Please feel free to contact us if you need additional information.

Sincerely,

Dr. D. Milam
Director of Admissions

INCOMING CREDIT FROM ACADEMIC TRANSCRIPTS

(SUBMIT CORRESPONDING ACADEMIC TRANSCRIPTS AS EVIDENCE)

Last Name	First Name	M.I.
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Street	City	State	Zip
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Student ID #: _____ Telephone: _____

1. Title of Course for Which Credit is Requested:

Credits: _____

Title of Course from your academic transcript:

School Name: _____

2. Title of Course for Which Credit is Requested:

Credits: _____

Title of Course from your academic transcript:

School Name: _____

3. Title of Course for Which Credit is Requested:

Credits: _____

Title of Course from your academic transcript:

School Name: _____

4. Title of Course for Which Credit is Requested:

Credits: _____

Title of Course from your academic transcript:

School Name: _____

I acknowledge that the information I submit to the University is true and correct. I understand that failure to submit accurate information is considered adequate grounds for dismissal from the University and for revocation of credits granted.

Student Signature

Date

UNIVERSITY OF NATURAL MEDICINE

P.O. Box 4069, Santa Fe, NM 87502

Payment Options

Important: Please return with application

STUDENT NAME: _____

DEGREE AND DIPLOMA PROGRAMS

Please review the following payment options and indicate which you would prefer. Other options may be available upon approval by the University. (Registration fees are not required for diploma/certification programs.)

_____ **OPTION 1: FULL PAYMENT OF ALL FEES AT THE TIME OF ENROLLMENT.**

_____ **OPTION 2: PAYMENT BY MODULE OR PROGRAM (INCLUDING REGISTRATION FEE IF YOU ARE ENROLLING IN A DEGREE PROGRAM).**

_____ **OPTION 3: PAY-AS-YOU-GO PAYMENT PLAN. YOU PAY INCREMENTALLY ONLY FOR THE COURSES YOU ORDER (AND ANY FEES DUE). SOME STUDENTS ALSO ELECT TO MAKE MONTHLY PAYMENTS FOR PERSONAL BUDGETING PURPOSES. A CREDIT BALANCE IS ACCUMULATED AND YOU CAN THEN ORDER COURSES AGAINST THAT BALANCE.**

REFUND POLICY

1. This refund policy applies only to tuition. It shall not apply to application, evaluation, or registration fees, purchases of books or supplies, nor to any other expenses which the student may have incurred incidental to participating in the program, such as travel, lodging, and any other personal expenses.
2. Any student signing an Enrollment Agreement or making an initial deposit or payment toward tuition and fees of UNM shall be entitled to a "cooling off period" of at least three work days from the date of the Agreement or payment deposit, whichever is later. During the "cooling off period" the agreement can be withdrawn and all payments refunded.
3. In the event that a student withdraws or is expelled after the "cooling off period", a refund shall be based on the tuition received for courses not yet completed. All refunds are pro-rated from the date on which the instruction period begins which is defined as the date on which the instruction materials (courses) are handed or mailed to the student from UNM or affiliated institutions. After that date, refunds are made according to the amount of time elapsed since instruction began. The instruction period for distance learning at UNM is defined as six months per course or module. Refunds of tuition paid for courses delivered by affiliated institutions will be made according to the refund policies of the affiliated institutions. No refunds will be made for fees paid toward clinical and practical trainings. Refunds of tuition will be made according to the following schedule within the instruction period:

within 1st 10%	90%
within 2nd 10%	75%
within 3rd 10%	60%
within 4th 10%	45%
within 5th 10%	30%
within 6th 10%	15%
thereafter	no refund

UNIVERSITY OF NATURAL MEDICINE, INC.

APPLICATION FOR ADMISSION

P.O. Box 4069, Santa Fe, New Mexico 87502

INSTRUCTIONS: Please complete the following application by printing clearly or typing. Due to the individualized, self-directed nature of our programs, please complete this application carefully and thoroughly as this application identifies who you are academically, professionally and personally. This application form will be regarded as confidential and used only in the admission process and by appropriate University officials. In connection with this application, the applicant understands that a consumer report, which may contain public records information, may or will be requested. Use a separate sheet of paper when necessary.

PERSONAL DATA

Name:

Mr/Mrs/Ms/Dr

Last

First

Middle Initial

Present Address:

Address

City

State

Zip

Country

S.S.#

(H) Phone ()

(best time to call)

(W) Phone ()

(best time to call)

Date of Birth: / / (optional)
Month Day Year

Computer? ☐ yes ☐ no

Type:

E-Mail Address:

Present Occupation/Title:

Employer/School:

Citizenship:

Native Language:

Degree/Diploma I am seeking:

☐

Bachelor of Science in Natural Health Sciences

☐

Master of Science in Natural Health Sciences

☐

Master of Arts in Body/Mind Integrative Studies

☐

Doctor of Philosophy in Natural Health Sciences

☐

Doctor of Natural Medicine

☐

Doctor of Natural Medicine (For Health Professionals)

☐

Doctor of Naturopathy

☐

Doctor of Naturopathy (For Health Professionals)

Major or Concentration:

☐

Diploma Program

INCOMING CREDIT

The University accepts incoming credit toward a student's first degree program. Not only is relevant academic credit considered, but the University recognizes that individuals learn on their own or through their work as well. Thus, incoming credit may be considered for life and work experience. If you are applying for incoming credit for life and work experience, please submit your portfolio for incoming credit with your application.

a. I am applying for Incoming Credit from my academic transcripts.

☐ yes ☐ no

b. I am applying for Incoming Credit for life and work experience.

☐ yes ☐ no

EDUCATION

1. Undergraduate/Graduate Institutions:

Begin with last attended. Please use a separate piece of paper if necessary. Official transcripts must be received as soon as possible, however copies of your transcripts are acceptable initially for the evaluation process. All transcripts must be received for a complete evaluation.

Name	Address	Dates	Degree/Credits Earned

2. List Publications, Honors, Awards:

3. Comments:

Briefly describe the challenges and accomplishments of your educational experience.

EMPLOYMENT

1. Employment:

List most recent first. If available, please enclose a copy of your most recent resume.

Employer/Address	Dates from/to	Position/Title

2. Community/Volunteer Activities:

List most recent first. Please use a separate piece of paper if necessary.

Name/Address	Dates from/to	Position/Title

3. List Associations, Memberships, or Organizations:

4. Comments:

Briefly describe the most important job skills and interpersonal skills you have developed through work or activities.

How did you hear about the University of Natural Medicine?

CHECK LIST ✓

1. If not included, please indicate which items are being sent separately:

_____	COMPLETED APPLICATION FORM
_____	OFFICIAL TRANSCRIPTS (COPIES ARE UNACCEPTABLE)
_____	TWO-THREE PAGE (2-3) ESSAY
_____	APPLICATION FEE: \$50.00
_____	THREE (3) PASSPORT SIZE PHOTOS (TAKEN WITHIN FIVE YEARS)
_____	PAYMENT OPTIONS (FINANCIAL INFORMATION) SHEET
_____	INCOMING CREDIT PORTFOLIO (IF APPLICABLE)

2. I am sending official transcripts from:

(1) _____	(3) _____
(2) _____	(4) _____

ESSAY

Your essay, along with your completed application, is an opportunity for the University to assist you in the process of designing your program and educational goals to best fit your individual needs. Because the programs offered require the student to work more independently, communication and writing skills are emphasized. Your essay will be an important tool for the admissions committee to identify areas of strength as well as areas where added focus and attention would improve your academic and professional career. Please address, but don't limit yourself to, the following areas in your essay. It should be no more than 2-3 double spaced, typed or word processed pages.

1. Reflect upon your personal and professional history. How has this influenced your growth and contributed to your decision to seek admission to the University of Natural Medicine and to the program(s) of your choice?
2. Your most valuable asset is your unique life experience. Our programs are designed to help you to build upon your experience and special talents. Above all, we value your special individuality and ability to reflect upon your own life and learning. What have been your most valuable learning experiences and how do you incorporate these experiences into your life?
3. How do you view yourself and what do you value most about yourself? What are the challenges you might face in order to successfully complete your course of study? What are your goals, dreams and visions for the future and what do you plan to do with the degree or diploma you seek from the University?

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS COMPLETE AND ACCURATE. I UNDERSTAND THAT ANY MISREPRESENTATION MAY BE CAUSE FOR REJECTION OR SUBSEQUENT DISMISSAL FROM THE UNIVERSITY OF NATURAL MEDICINE. APPLICATION MATERIALS BECOME THE PERMANENT PROPERTY OF THE UNIVERSITY OF NATURAL MEDICINE. I ACKNOWLEDGE THAT THE APPLICATION FEE IS NON-REFUNDABLE

SIGNATURE OF APPLICANT _____ DATE _____

Thank you for submitting your application to the University of Natural Medicine

THE UNIVERSITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, AGE, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, POLITICAL AFFILIATION OR PHYSICAL IMPAIRMENT FOR ADMISSIONS OR ANY OTHER PROGRAM OR ACTIVITY.