

BOUCHER INSTITUTE POLICY

Policy Title: Admissions Policy

Date of Initial Board Approval: July 23, 1999

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Person(s) Responsible for Implementation & Adherence: Admissions Committee

Related Procedures: Admissions Procedure; Criminal Records Check Procedure; First Professional Advanced Standing Procedure; Immunization and Communicable Diseases Procedure; Transfer Student Procedure

Related Policies: Criminal Records Check Policy; Essential Skills and Abilities Policy; Immunization and Communicable Diseases Policy; Prior Credit Policy; Readmission Policy; Student Accommodation and Support Policy

NOTICE OF NONDISCRIMINATION

The Boucher Institute is dedicated to maintaining a safe, diverse community in an environment which respects and appreciates differences.

The Boucher Institute does not discriminate in its selection of new students on the bases of race, color, creed, religion, national/ethnic origin, gender, sexual orientation, gender identity and expression, genetic information, age, marital or parental status, disability, or service in the military or other uniformed services.

ACADEMIC REQUIREMENTS

Minimum admission requirements may not be waived.

Degree requirements

A degree and no less than 90 credits overall from a recognized¹ or authorized² Canadian or a regionally accredited American post-secondary institution is required for entry into the program. For credentials and credits earned outside of Canada and the United States a "comprehensive evaluation" must be submitted from either International Credential Evaluation Service (ICES) or World Education Services (WES) and must demonstrate equivalency to a North American degree and minimum credit requirements prior to matriculation.

The Boucher Institute of Naturopathic Medicine calculates a cumulative grade-point average for all courses that constitute a degree and minimum credit requirements. For a candidate to be competitive for our limited seats, the Admissions Committee expects a degree with a minimum cumulative GPA of 2.7. For candidates who have a cumulative GPA below the expected minimum but have completed additional degree(s) the

¹ **Recognized Institution:** Public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of the provincial/territorial legislature or through a government-mandated quality assurance mechanism.

² **Authorized Institution:** Public or private institution that has been given authority to grant specific degrees, diplomas, or other credentials through a government-mandated quality assurance mechanism, and/or by a private act of the provincial/territorial legislature.

Admissions Committee may take additional education into consideration when assessing academic preparation.

Academic Prerequisites

The following specific courses are required prerequisites and applicants must show a minimum final grade of 60 per cent or 'C' in each course with an expected overall minimum cumulative science GPA of 2.5 to compete for the limited program seats. Course retakes are capped at a maximum of two in a pre-requisite science course and in such cases the lowest grade will be discarded and an average of the other two grades will be calculated. However, if a more advanced level course is completed and that grade is higher than the calculated average of previous lower level prerequisites the Admissions Committee will use the more advanced level course to satisfy the prerequisite.

Prerequisite courses must be at least 100 level to be accepted and must be taken at a recognized³ or authorized⁴ Canadian or regionally accredited American post-secondary institution, or the equivalent as assessed by either ICES or WES. Lab courses may not be used to fulfill the number of required prerequisite credit hours or be included in calculating prerequisite grades.

The Admissions Committee expects prerequisite courses to be completed no more than seven (7) years prior to an application for admission. Candidates should be prepared to show that they have kept themselves up-to-date in the sciences.

Biology -one full year (6 credit hours)

It is strongly recommended that the requirement be fulfilled by 6.0 credit hours of introductory or general biology. This requirement may also be satisfied by 3.0 credits hours of general/introductory biology, which can include ecology, evolution or microbiology courses, plus 3.0 credit hours of another appropriate biology, such as botany, cell biology, genetics, or zoology.

Note: anatomy and physiology courses may not satisfy the biology requirement.

General Chemistry -half year (3 credit hours)

It is strongly recommended to complete 6.0 credit hours of general chemistry to prepare for the rigours of the program.

Organic Chemistry - half year (3 credit hours)

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Acceptable courses must have at least 3.0 credits hours of general chemistry as a prerequisite.

Biochemistry -half year (3 credit hours)

Acceptable courses must provide a general overview of biochemistry, including the structure and function of the various biomolecules (ex: carbohydrates, lipids, proteins, nucleic acids). It must have at least 3.0 credits hours of general chemistry as a prerequisite. It is strongly recommended that acceptable courses also have at least 3.0 credit hours of organic chemistry as a prerequisite.

Psychology -half year (3 credit hours)

This requirement must be fulfilled by introductory, general or developmental psychology. It is strongly recommended that applicants complete additional psychology or counseling credits to prepare for the rigours of the program.

English/Humanities – half year (3 credit hours)

This requirement may be fulfilled by courses such as, academic writing, anthropology, English, history, literature, philosophy, sociology, women's studies etc. Coursework must include written components that add up to least 40 per cent of the total coursework. Applicants may be required to write a short essay at the time of interview to demonstrate academic writing ability.

Please note: second language courses (Spanish, French etc.) and courses taught in a language other than English may not be used to satisfy this requirement.

CNME preparatory courses

The Boucher Institute may at its discretion accept prerequisite preparatory courses from other Council of Naturopathic Medical Education (CNME) approved institutions. This option is generally reserved for students who apply as transfer students from other CNME approved institutions. It is preferable for first year applicants to complete prerequisite courses through a recognized, authorized or regionally accredited post secondary institution. Students who are accepted into the Boucher program who started a Doctor of Naturopathic Medicine program at a CNME approved institution but are not applying as a transfer student may, at the discretion of the Admissions Committee, be able to use credits completed during the ND program at the issuing institution to satisfy Boucher prerequisites, such as biochemistry, provided at least a 60% or C was attained and the credits earned are at least equivalent to a 3 credit hour of half year course. Courses accepted as a prerequisite may not be used for advanced standing or transfer credit.

ADDITIONAL CRITERIA FOR ADMISSION

The Boucher Institute of Naturopathic Medicine evaluates all applicants in accordance with the constitutional guidelines that protect the rights of individuals. The primary objective of the applicant screening process is to assure that applicants accepted into the program have made an informed commitment to Naturopathic Medicine as a career. Applicants must be temperamentally and morally suitable to the profession, and have a reasonable probability of successfully completing the program and becoming licensed to practice in a regulated jurisdiction. The criteria described below are used in the evaluation of applicants in order to achieve this objective.

The successful applicant is expected to:

- have demonstrated reasonable academic ability in previous educational endeavors;
- have reasonable knowledge of and realistic attitudes towards health and healing and towards naturopathic medicine in particular, understand the importance of self-care, demonstrate a reasonable understanding of holistic health care, and be able to discuss the role of the healer in a person's natural self-healing process;
- have some knowledge and personal experience of naturopathic medicine;
- recognize the ongoing responsibilities inherent in a life of service to the community as a naturopathic physician;
- understand that naturopathic medicine is a rapidly advancing field in which there is a continuing need to maintain and update skills and knowledge by keeping current with journals and through continuing education;
- have realistic expectations regarding the income potential of naturopathic physicians, be aware of the potential for mental and emotional stress involved in this occupation, and have an understanding of the relationship of naturopathic medicine to other health care professions;
- understand that naturopathic medicine is an entrepreneurial undertaking requiring business skills and marketing acumen;
- have devoted sufficient time and energy to researching the naturopathic medicine profession and, considering their personal goals and expectations, to be confident in their career choice;
- have an appreciation of the importance of diversity in society and show evidence by way of appropriate life experience of the maturity, emotional stability, and physical capability necessary to engage in the activities required for naturopathic training and practice;
- be able to demonstrate an ability for critical thinking;
- have good communication skills;
- be able to provide references as to character and ability;
- be able to demonstrate adequate financial resources to become a full time student for four years;

Applicants who meet the degree and academic prerequisite requirements and who have also satisfied the above criteria, as evidenced through their application, essay, references and interview, are eligible for admission to the Institute at the discretion of

the Admissions Committee.

English Language Proficiency

Applicants whose first language is not English must meet the minimum English requirements for admission into the Doctor of Naturopathic Medicine program by presenting official and original evidence of proficiency as below.

Minimum requirements for admission:

Candidates who have completed a degree (all degree credits) at an institution where the official language of instruction is English AND completed secondary school (all grades from grade 8) and received a high school diploma at a secondary school where the official language of instruction is English will meet the minimum language requirement, provided there are no concerns regarding language ability during the admissions interview. Candidates wishing to meet the English language requirement as outlined above must submit an official transcript from all applicable institutions. For programs completed outside of Canada or the United States an official transcript from the issuing institution must be received in addition to a "comprehensive evaluation" of that transcript from either ICES or WES prior to the first day of the Boucher program.

If a candidate is determined to not meet the aforementioned requirements they will be required to satisfy the English language requirement by one of the following:

Test of English as a Foreign Language (TOEFL)

Boucher only accepts the Internet Based Test (IBT):

- Minimum score of 95 overall with a minimum of 23 in each testing section.

TOEFL scores over three years old at the time of application will not be accepted.

International English Language Testing System (IELTS)

- Minimum score of 7.0 overall with a minimum of 6.5 in each testing section.

IELTS scores over three years old at the time of application will not be accepted.

Criminal Records Background Check

All applicants who have been offered a seat must adhere to the Criminal Records Check policy prior to matriculation into the Doctor of Naturopathic Medicine program.

Immunization and Communicable Diseases Policy

All applicants who have been offered a seat must adhere to the Immunization and Communicable Diseases Policy prior to start of the first day of the second term of the Doctor of Naturopathic Medicine program.

Clinic Entry Requirements

Students must also submit a valid and current Standard First Aid CPR-HCP certificate prior to entry into the clinical component of the program.

Canadian Study Permit

International applicants must prove that they are legally permitted to study in Canada and must hold a valid and current passport and study permit for as long as they are classified as an international student throughout the duration of the program. In addition, international applicants should be able to prove that they are able to finance both their education and living expenses during their entire studies. For more information, see: www.cic.gc.ca.

The Boucher Institute makes no representation that any state or country outside of Canada will accept our diploma. Students are responsible for ensuring their own licensure through the jurisdiction in which they wish to ultimately practice naturopathic medicine.

TRANSFER APPLICANTS FROM CNME ACCREDITED PROGRAMS

Students who have completed credits at a Council of Naturopathic Medical Education accredited or candidate for accreditation program may apply for transfer into the Boucher Institute Doctor of Naturopathic Medicine program. Students may only apply for transfer into years 1-3 of the Boucher Institute program.

Transfer applicants must be in good standing in the program/institution from which they are transferring and must submit a complete application (with all supporting documents) to transfer into the Boucher Institute within two years of terminating studies at that institution to receive automatic transfer credit for any equivalent courses. Students who submit an application outside of two years may be eligible for transfer credits into the Boucher program to be assessed on a case by case basis.

Transfer applicants will not be granted credit for clinic shifts, including shadow shifts and secondary hours. Preceptorship hours, however, may be recognized. All transfer students must complete the Boucher Institute's Introduction to Clinic course prior to starting any clinic rotations.

Degree and Prerequisite Requirements

To be eligible for admission all transfer applicants must satisfy the degree and minimum credit requirements, all prerequisite requirements, and all additional criteria for admission (see above) with the following exception: students who transfer into year 3 of the Boucher program and provide official proof of passing the Naturopathic Physician's Licensing Exam Part I (Basic Sciences) will be given automatic credit for all of the Boucher science prerequisites.

Transfer into Years 1 and 2

Students transferring into a point of the program prior to the start of year 3 must apply for transfer credits on a course-by-course basis. To receive transfer credit for a Biomedicine course, all the topics covered in that course must have been taken and passed at the previous institution. No partial credits for any of the Biomedicine courses will be given.

If the student has completed Biochemistry at their transfer institution but does not have an additional Biochemistry course which satisfies the Boucher Biochemistry prerequisite, their Biochemistry course from the transfer institution will satisfy this prerequisite provided the minimum standards (grade and credit) as outlined above have been met. Biochemistry credits from the transfer institution that are used to satisfy the Boucher Biochemistry prerequisite cannot also be used as credit towards any of the Boucher Biomedicine program.

Transfer into Year 3

Transfer students wishing to enter the Boucher program at the start of year 3 must pass the Naturopathic Physician's Licensing Exam Part I (Basic Sciences) by providing official proof of passing from the North American Board of Naturopathic Examiners prior to matriculation.

Candidates meeting this criterion will be given automatic credit for the following courses: Anatomy, Microbiology, and Neuroanatomy. Credit for all of Biomedicine will also be given, with the following exception: if pharmacology has not been completed at the transfer institution and/or credit has not been granted by the Boucher Institute, a transfer student is required to complete the Boucher pharmacology classes embedded into the biomedical sciences and pass a pharmacology assessment.

Transfer applicants who provide proof of passing NPLEX I are eligible to apply for additional transfer credits to those listed above on a course by course basis.

FIRST PROFESSIONAL ADVANCED STANDING APPLICANTS

Students who have completed graduate training in a first professional degree program may apply for advanced standing into the Doctor of Naturopathic Medicine program.

Degree and Prerequisite Requirements

To be eligible for admission all advanced standing applicants must satisfy the degree and minimum credit requirements, all prerequisite requirements, and all additional criteria for admission (see above) with the following exceptions:

A. Medical Doctors who have passed MCCEE or USMLE within the two year limitation

Applicants who have passed either the Medical Council of Canada Evaluating Examinations (MCCEE) or the United States Medical Licensing Examination (USMLE) Step 1 within two years of submitting a complete application to the Boucher Institute will be given automatic credit for all of the Boucher science prerequisites and will receive automatic advanced standing credit for the following courses: Biomedicine, Anatomy, Neuroanatomy, Microbiology, Medical Procedures and Clinical Diagnosis I-III. On a case by case basis medical doctors may receive advanced standing for courses in Naturopathic Counseling and Research.

B. Medical Doctors who have passed MCCEE or USMLE outside of the two year limitation

Applicants who have passed either the MCCEE or the USMLE Step 1 but outside of the two year limitation will be considered for advanced standing credits on a case-by-case basis if they have current and valid medical licensure and have been in continuous practice, involved in medical research and/or teaching in a medical school. The Admissions Committee expects courses to be completed no more than seven (7) years prior to an application for admission for advanced standing consideration.

Applicants who have passed either the MCCEE or the USMLE Step 1 but outside of the two year requirement will be given automatic credit for all of the Boucher science prerequisites; however, they will not receive automatic advanced standing in the Biomedicine courses. In order to achieve advanced standing in the Biomedicine courses, 60% or above must be achieved on the current final examination for each Boucher Biomedicine course. If a 60% is not achieved the applicant will have to successfully complete the relevant Biomedicine course(s).

C. Medical Doctors who have not passed MCCEE or USMLE

Applicants who have not passed MCCEE or the USMLE Step 1 will be considered for advanced standing credits on a case-by-case basis.

D. Chiropractors who have passed CCEB or NBCE within the two year limitation

Applicants who have passed the Canadian Chiropractic Examining Board exam (CCEB) or the National Board of Chiropractic Examiners (NBCE) exam within two years of submitting a complete application to the Boucher Institute will be given automatic credit for all of the Boucher science prerequisites and will receive automatic advanced standing credit for the following courses: Biomedicine, Anatomy, Neuroanatomy, Microbiology, Clinical Diagnosis I-III, Physical Medicine, Naturopathic Manipulation and Practice Management. On a case by case basis Chiropractors may receive advanced standing for Soft Tissue Mobilization, and courses in Nutrition, Naturopathic Counseling and Research.

E. Chiropractors who have passed CCEB or NBCE outside of the two year limitation

Applicants who have passed either the CCEB or the NBCE but outside of the two year limitation will be considered for advanced standing credits on a case-by-case basis if they have current and valid chiropractic licensure and have been in continuous practice, involved in medical research and/or teaching in a medical school. The Admissions Committee expects courses to be completed no more than seven (7) years prior to an application for admission for advanced standing consideration.

Applicants who have passed either the CCEB or the NBCE but outside of the two year requirement will be given automatic credit for all of the Boucher science prerequisites; however, they will not receive automatic advanced standing in the Biomedicine courses. In order to achieve advanced standing in the Biomedicine courses, 60% or above must be achieved on the current final examination for each Boucher Biomedicine course. If a 60% is not achieved the applicant will have to successfully complete the relevant Biomedicine course(s).

F. Chiropractors who have not passed CCEB or NBCE

Applicants who have not passed CCEB or NBCE will be considered for advanced standing credits on a case-by-case basis.

G. Other first professional and graduate degree holders

Applicants with other first professional, graduate or doctorate degrees, or students who have started but not completed their first professional training will be determined for advanced standing credit on a case-by-case and course-by-course basis. The Admissions Committee expects courses to be completed no more than seven (7) years prior to an application for admission for advanced standing consideration. In addition to equivalency, relevant factors such as ongoing work in a related field and/or the nature of the course in question may affect the granting of credit.

Advanced Standing Maximum and Clinic Credits

No more than two years advanced standing will be granted for all applicants and there is no waiver of clinic credits, clinic practicum hours, perceptorship hours, or clinic competencies.

All advanced standing students must complete the Boucher Institute's Introduction to Clinic course prior to starting any clinic rotations.

Advanced Standing Applicants with International Credentials/education

Applicants who obtained a first professional degree in a country other than Canada or the United States must provide the equivalent documentation and information from the country in which they obtained their credentials and/or license (licenses and credentials that are not in English must be translated and notarized at the applicant's expense and be submitted in a sealed envelope directly to Boucher Admissions). In addition, for degrees earned outside of the Canada and the US a comprehensive evaluation must be completed from an approved evaluation service (International Credential Evaluation Service or World Education Service only). The official evaluation must at minimum demonstrate equivalence to a North American graduate medical degree. Only post baccalaureate (master and doctoral level) university courses taken from recognized or authorized post-secondary institutions in Canada and regionally-accredited institutions in the US and reports from approved evaluation services of foreign university post baccalaureate (master and doctoral) level courses that demonstrate North American equivalency, may be considered for advanced standing credit.

ACCOMMODATION AND SUPPORT

The Institute may accept students with special needs whose disabilities or impairments are considered to be such that the safe and effective practice of naturopathic medicine will not be inhibited and providing that such students can demonstrate that they can meet requirements specified in the Boucher Institute's Essential Abilities and Skills of Naturopathic Medical Students and Physicians Policy. Please also refer to the Student Accommodation and Support Policy.

It is the sole responsibility of students attending the Boucher Institute of Naturopathic Medicine to provide for all specialized equipment and any additional services they may require in order to complete their training. This includes arranging for and taking financial responsibility for any equipment or services required to manage every aspect of the Naturopathic Medicine Program curriculum and clinical practicum. Students with special needs are expected to complete every component of the program to the same performance standard that is applied to all other students. All students are expected to provide for sufficient equipment and additional services as needed to ensure that their theoretical and manual skills meet Boucher Institute standard.

