



PALMER
College of Chiropractic

Student Handbook

Florida Campus · 2008–2009

Reservation of Rights

Palmer College of Chiropractic reserves the right, without notice, to modify its requirements for admission or graduation; to change the arrangements or content of its courses, the instructional materials used or the tuition and other fees charged; to alter any regulation affecting the student body; to refuse admission or readmission to any student at any time, or to dismiss any student at any time, should it be in the interest of the College, or of the student, to do so. The College also reserves the same right as to any other material in this Handbook. It is the responsibility of the student to inquire about the currency and possible changes to all such information.

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History of Palmer College of Chiropractic

The history of chiropractic education began at the Palmer School of Chiropractic, started by the profession's founder, Daniel David (D.D.) Palmer. The science, art and philosophy of chiropractic evolved from D.D. Palmer's years of independent research and study of human health and disease. Following the successful application of his knowledge to initial patients in 1895, he shared his findings with others. The first classes of the Palmer School and Cure (later known as the Palmer Infirmary and Chiropractic Institute, the Palmer School of Chiropractic and, finally, Palmer College of Chiropractic) were held in 1897. Palmer is chiropractic's first college and is known throughout the profession as The Fountainhead.

Early classes shared a space with the magnetic healing practice of D.D. Palmer in the Ryan Building at Second and Brady streets in Davenport. The need for space prompted Palmer to purchase property at 828 Brady Street in 1905. This became the nucleus of the current campus, which today occupies most of the hilltop now called Palmer Hill.

One of D.D. Palmer's early students was his son, Bartlett Joshua Palmer, who joined his father in conducting classes. Upon completing the course of study, Dr. B.J. Palmer (as he came to be known throughout the world) headed the school from 1906 until his death in 1961. One of B.J.'s first acts was to incorporate the school and change the name to Palmer School of Chiropractic, which was chartered in 1907.

During B.J.'s years of leadership, international attention was brought to the chiropractic profession and the school. His drive, creativity and capacity for attracting strong administrators and faculty propelled the school forward. By 1920, three major buildings—Administration, D.D. Palmer Memorial and B.J. Palmer Hall—had been constructed. The first X-ray equipment in the chiropractic profession was in full use in the classrooms in the patient clinic. Clinical research also was underway.

Dr. Mabel Heath Palmer, B.J.'s wife and a Palmer graduate, was the treasurer of the school and an anatomy faculty member. She earned the title First Lady of the Profession for her untiring devotion to chiropractic, the school and its students. B.J. and Mabel, accompanied by their son David, traveled the world lecturing to vast assemblies on the philosophy, science and art of chiropractic. Their communication skills also turned to the

written word, with B.J. writing 20 books and Dr. Mabel two. She died in 1949.

B.J. continued to accomplish new goals for the school and brought the curriculum to 4,320 hours in four academic years by 1950. To honor his wife, he constructed the Mabel Heath Palmer Laboratories in 1952.

With B.J. Palmer's death in 1961, the Palmer presidency passed to his son, Dr. David Daniel Palmer. As did his father and grandfather before him, Dr. David Palmer brought his own brand of leadership to Palmer. Just as they were known as the Developer and Founder of Chiropractic, respectively, he became known as the Educator. His perception of chiropractic education prompted him to change the name of Palmer School of Chiropractic to Palmer College of Chiropractic. The name change was only an inkling of his plans and administrative goals. Pre-professional studies of two years at a liberal arts college became an admissions requirement and groundwork was laid for the College's accreditation. He obtained nonprofit status for the College in 1965 and formed the first Board of Trustees in 1973. Acknowledging his limitless dreams for the College and the profession, he began constructing and acquiring additional facilities. The Palmer Alumni Auditorium, David D. Palmer Health Sciences Library and West Hall became part of the campus during his presidency. The faculty tripled and the PCC International Alumni Association was formed.

At the time of Dr. David Palmer's death in 1978, his dreams were still materializing. The College was accredited by the Council on Chiropractic Education in 1979 and by the North Central Association of Colleges and Schools in 1984. Dr. Galen R. Price, Dean of Philosophy, became the fourth president of Palmer College of Chiropractic and the first who was not from the Palmer family. Although contemplating retirement, he acceded to the Board of Trustees' bid to lead the College so they could conduct a thorough search for the College's fifth president.

Chosen was Dr. Jerome F. McAndrews, who served from 1979 until 1987. During Dr. McAndrews' tenure, planning programs were initiated, new emphasis was placed on research, and computerization came to office functions and research. His term also saw the College offering accredited Master of Science, Bachelor of Science and Associate of Science degrees. The physical expansion included a second floor addition to the Mabel Heath Palmer Laboratories; acquisition of nearby modern structures for the Research Institute and the School of Chiropractic Technology; open-

ing a satellite clinic in Rock Island, Ill.; and initiating construction of the Campus Center and Skywalk.

Upon Dr. McAndrews' resignation, Dr. Donald P. Kern was appointed the sixth president on March 26, 1988. Steady growth was evident during Dr. Kern's tenure, as the Campus Center was completed and two additional clinics were opened. Great strides were also made in research, especially following the dedication of the Institute of Graduate Studies and Research in 1988. Implementation of divisional restructuring within the College yielded greater efficiency and quality at all levels.

The Palmer Chiropractic University System was created in February 1991, bringing Palmer College of Chiropractic and Palmer College of Chiropractic West in San Jose, Calif., together under the same Board of Trustees. Under the leadership of Chancellor Michael Crawford, this became the first chiropractic university system in history. Both Colleges operated as independent academic institutions within the University System, while cooperating in many operational and administrative areas. Chairman of the Board Vickie Palmer, Dr. David Palmer's daughter, said, "The consolidation allows the new Palmer University System to speak with a single voice to address its mission and fulfill its role of leadership in the chiropractic profession."

Dr. Kern stepped down as president in June 1994, after 30 years as a Palmer administrator, to return to full-time teaching. Dr. Virgil V. Strang, Dean of Philosophy with 44 years of service in various capacities at The Fountainhead, was appointed the seventh president on Oct. 28, 1994. Dr. Strang wrote the widely used textbook on chiropractic philosophy, "Essential Principles of Chiropractic."

A year-long celebration of the Chiropractic Centennial was held from September 1994 to September 1995. The festivities included a float in the Tournament of Roses Parade, production of a chiropractic documentary and gala celebrations in Washington, D.C., and Davenport that attracted thousands of chiropractors from throughout the world.

A multi-year campus improvement plan was announced in 1996. The campus plan outlines approximately \$34 million in projects, projected to extend over 10 to 15 years. Work on phase one, which included new high-tech classrooms, remodeling much of West Hall and the new Campus Center Plaza complete with green space and trees, was completed in 2001 at a cost of approximately \$13 million.

The chiropractic profession gathered for a celebration again in Davenport, this time to honor 100 years of chiropractic education during a five-day celebration, Aug. 6 to 10, 1997.

In September 1998, Dr. Strang passed away—only five months after the announcement of his forthcoming retirement. Dr. Guy F. Riekeman, previously serving as executive director of the Palmer Institute for Professional Advancement, was appointed the eighth president of Palmer College in December 1998. In February 2001 he became the president of both Palmer and Palmer West. He became president of Palmer College of Chiropractic Florida (which opened in Port Orange, Fla., in October 2002) in 2003 and was named chancellor of the Palmer Chiropractic University System in July 2003 upon the retirement of Michael Crawford.

Phase II of the campus plan included the construction of a learning resource center on the Davenport campus. In 2001, Palmer College of Chiropractic launched an ambitious, \$35 million capital campaign, called “Building the Future Fountainhead.” The campaign was designed to raise money from alumni and friends to build a new learning resource center and add \$10 million to the College’s endowment fund.

Dr. Reikeman resigned his position in February 2004. Dr. Donald Kern was named interim president of Palmer College of Chiropractic and Palmer College of Chiropractic Florida on February 6, 2004. On the same date, Dr. Peter Martin was named interim president of Palmer West. Dr. Kern was appointed president of Palmer College of Chiropractic's Davenport campus in February 2005. Also in 2005, Dr. Peter Martin was named president of Palmer College of Chiropractic West and Palmer College of Chiropractic Florida. In February 2006, Larry G. Patten was appointed Chief Executive Officer for Palmer College of Chiropractic by the Palmer College of Chiropractic Board of Trustees, further solidifying the “one College, three campuses” concept announced by the Board in 2005.

By the beginning of 2006, the “Building the Future Fountainhead” capital campaign had raised more than \$30 million in cash and pledges toward the \$35 million goal and was on track to complete the campaign by December 2006. Ground was broken on the Chiropractic Learning Resource Center in August 2005, and it is scheduled to be completed in the spring of 2007. When completed, it will include community outpatient clinic facilities, clinical learning resources for students, radiographic services, rehabilitation services and a welcome center.

Palmer College has spawned legends and led the way for the growth of the profession and chiropractic education. It has sent more than 40,000 alumni out to practice throughout the world. The halls and corridors echo the voices of the past and the present. B.J.'s ornamental courtyard, adjacent to the Palmer Mansion, has become a place to study and relax. In addition, Heritage Court intrigues onlookers with the heroic-size busts of The Founder, The Developer, The Educator and The First Lady of Chiropractic built upon a wall of bricks recovered from the demolition of the site of the first chiropractic adjustment. This wall is known as Heritage Wall.

Science and technology blend with rich tradition at Palmer College of Chiropractic. Its story is one of people and of a healthcare system that has found its time.

Mission Statement

The mission of Palmer College of Chiropractic, based upon the Palmer Tenets, is to educate and prepare students to become Doctors of Chiropractic qualified to serve as direct access primary health care providers and clinicians, competent in wellness promotion, health assessment, diagnosis and the chiropractic management of the patient's health care needs. Palmer is committed to advancing the understanding of chiropractic through research; to providing service to the field of chiropractic, including continuing education; and to serving humanity through patient care and community education.

Accreditation

The Doctor of Chiropractic Degree Program of Palmer College of Chiropractic, Florida campus, is accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE), 8049 North 85th Way, Scottsdale, AZ 85258-4321. Tel: (480) 443-8877. The CCE is the agency to which complaints about the compliance of the program with the CCE Standards should be addressed.

Palmer College of Chiropractic, Florida campus, is accredited by The Higher Learning Commission and a member of the North Central Association www.ncahigherlearningcommission.org. They can be contacted at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504 or (800) 621-7440.

Palmer College of Chiropractic, Florida campus, is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street Suite 1414, Tallahassee, FL 32399-0400 or at the toll-free telephone number (888) 224-6684.

The College is approved by the Florida Department of Veterans' Affairs for the Veterans Administration of the United States and by the United States Immigration and Naturalization Service for attendance by non-immigrant students.

The Palmer Tenets

1. Palmer College of Chiropractic embraces the philosophy that life is intelligent; the human body possesses the inherent potential to maintain itself in a natural state of homeostasis through its innate/inborn intelligence.
2. Palmer College of Chiropractic maintains that the science of chiropractic emphasizes the relationship between structure, primarily of the spinal column and the nervous system, and how that relationship affects function and health. Implicit within this statement is the significance of the nervous system to health and the effect of the subluxation complex upon the nervous system and, therefore, the body.
3. Palmer College of Chiropractic maintains that a chiropractic examination incorporates the use of diagnostic procedures when indicated, including some or all of the following:
 - Patient history
 - Examination for subluxation complex
 - Biomechanical functional assessment
 - Spinal examination
 - Physical examination
 - Laboratory and imaging studies
4. Palmer College of Chiropractic maintains that chiropractic care focuses primarily on the chiropractic adjustment and may include some or all of the following:
 - Exercise
 - Physiotherapy/ancillary procedures
 - Patient education
 - Participation in coordinated care
 - Nutrition
 - Extremity adjustments
 - Case management
 - Spinal hygiene, including ergonomics and posture

5. Palmer College of Chiropractic does not accept as appropriate certain practices or procedures as forms of chiropractic care. These include but are not limited to the following:

- Drugs
- Acupuncture
- Obstetrics
- Manipulation and/or adjustment under anesthesia
- Surgery
- Colonic irrigation
- Reduction of fractures
- Manipulation and/or adjustment under anesthesia

Furthermore, Palmer College of Chiropractic supports in principle the statement of the Council on Chiropractic Education (January 1996) on the role of the doctor of chiropractic and his/her education:

- A Doctor of Chiropractic is a [doctor] whose purpose, as a member of the healing arts, is to help meet the health needs of the public, giving particular attention to the structural and neurological aspects of the body.
- The application of science in chiropractic concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system of the human body, as that relationship may affect the restoration and preservation of health. Further, this application of science in chiropractic focuses on the inherent ability of the body to heal without the use of drugs or surgery.
- The purpose of chiropractic professional education is to provide the doctoral candidate with a core of knowledge in the basic and clinical sciences and related health subjects sufficient for the Doctor of Chiropractic to perform the professional obligations of a primary care clinician.
- As a gatekeeper for direct access to the health delivery system, the Doctor of Chiropractic's responsibilities as a primary care clinician include wellness promotion, health assessment, diagnosis and the chiropractic management of the patient's health care needs.

When indicated, the Doctor of Chiropractic consults with, co-manages or refers to other health care providers.

The Palmer Educational Principles

The following is a statement of educational principles held by Palmer College of Chiropractic, including Palmer College of Chiropractic (The Fountainhead), Palmer College of Chiropractic, West campus, and Palmer College of Chiropractic, Florida campus. Palmer college recognizes the need to maintain an optimum learning environment through a sustained commitment to excellence and continual improvement. The following tenets reconfirm Palmer's role as an innovative, dynamic, and exciting community of diverse learners and scholars.

Palmer College embraces the philosophy espoused in the Palmer Chiropractic Tenets.

This philosophy holds that life is intelligent and that the human body possesses an inherent potential to maintain itself in a natural state of homeostasis through its innate/inborn intelligence. Moreover, the science of chiropractic emphasizes the relationship between structure and function, primarily that between the spinal column and the nervous system. Implicit within this statement is the significance of the nervous system to health and the effect of the subluxation complex upon the nervous system and, therefore, the body.

Palmer College is a learning community.

They are dedicated to developing, sustaining and refining a vertically and horizontally integrated chirocentric curriculum where excellence in teaching and learning is realized throughout the coursework and the clinical experience. As premier institutions of chiropractic education, the Palmer College is dedicated to offering students an exceptional education through a curriculum that is dynamic in nature. Palmer College encourages students to be health care professionals who make a difference in the community and in the world because they have learned to observe, think, question, imagine, serve and speak out based on the ethics they embrace and the education they have acquired. Palmer College exists to serve students and to promote student growth and development.

Palmer College encourages its students to become lifelong learners.

Engaging campus cultures are maintained through student interactions with administrators, faculty, staff and alumni exposing students to the

excitement of learning and discovery. Through persistent professional leadership and competency development, students learn to appreciate and understand the complexity and diversity of human communities and the world in which we live and work. As Doctors of Chiropractic, they will have high expectations of their own efforts and they will see learning as extending far beyond the classroom and clinic to their life responsibilities as health care professionals living in their communities. Palmer College is dedicated to teaching students how to learn.

Palmer College expects faculty to be effective teachers, productive scholars and focused academicians.

Further, it is recognized that the three are inextricably intertwined. Effective teaching over a lifetime career can only be maintained through productive scholarship. In its various forms, scholarship enhances excellence in the classroom and the clinic. Focused academicians, demonstrating mastery of a chosen field, inspire student learning. At Palmer, it is requisite that faculty are competent academicians and that they pursue teaching as one type of scholarship. Having creative scholars who teach and teachers who are creative scholars produces a special understanding by faculty and students of knowledge and its creation and fosters a learning atmosphere that is unique in chiropractic education.

Palmer College is committed to developing the finest chiropractic clinicians.

Students, through mentoring and compassionate health care, are encouraged to focus on wellness promotion, health assessment, diagnosis and the chiropractic management of the patient's health care needs. Palmer succeeds as its graduates are inspired by a broader vision using the knowledge and abilities they have acquired to form values and to serve the common good. Students train their minds, sensibilities and abilities for a lifetime responsibility of critical, independent thought and commitment to personal, professional and community service goals.

Palmer College is committed to the advancement of the chiropractic profession.

The College community of administrators, faculty, staff, alumni and students is encouraged to communicate and collaborate with others in the profession. The exchange of ideas and synergistic effect of collaborations

will lead to greater accomplishments for the profession than would be possible through individual efforts. The College is dedicated to advancing awareness and appreciation of chiropractic and chiropractic education throughout the world by the most efficient and effective means.

Palmer College is dedicated to the welfare and success of its students.

Through the Palmer learning experience, students are prepared to develop and refine:

- lifelong learning skills and habits;
- critical thinking skills;
- written, verbal and listening communication skills;
- leadership qualities and management skills;
- a sense of service to patients, the profession and the community;
- a consistent application of ethics in their practice of chiropractic;
- an ability to make a contribution to the development of a rational system of “wellness” health care;
- an ability to apply evidence-based reasoning in determining the needs of their patients; and
- an ability to be successful in current and emerging business management and reimbursement systems.

The Board has expanded its commitment to service stated in the Mission Statement through the adoption of a Service Statement. It is written as follows:

Palmer College is committed to providing service to accepting areas of need.

Palmer is further committed as an institution of higher education to providing service to the local community within which its stakeholders work and live as well as providing service beyond that community to the professional community which it represents.

Equal Opportunity Policy

I. Non-discrimination Policy Statement

In order to provide an environment that encourages respect, dignity and equal opportunity in compliance with applicable federal, state and local laws and regulations, Palmer College of Chiropractic does not discriminate in employment, admissions or in educational practices, programs, services or activities on the basis of age, ancestry, citizenship status, color, creed, marital status, disability, national origin, race, religion, sex, sexual orientation, veteran status or other characteristic protected by law in the state in which the applicable college premise is located.

Accordingly, Palmer's Board of Trustees requires the College's administration to develop and enforce administrative rules, processes and procedures necessary to fully comply with this policy, equal opportunity laws and regulations.

II. Administrative Rules

Employment, admissions and educational decisions are based on merit, qualifications, and competence. It is the intent of the College to provide equal opportunities for minorities, women and disabled individuals. The College's employment practices include all aspects of hiring, promotion, assignment, discharge and other terms and conditions of employment. The College's admissions and educational practices include all aspects of admissions, orientation, student employment, housing, academic and student programs, discipline and other terms and conditions of enrollment.

A. Reasonable Accommodations

1. Employment

Palmer College of Chiropractic makes reasonable accommodations for qualified individuals with disabilities, as required by law.

Any qualified applicant for employment or employee with a disability who requires a reasonable accommodation in order to perform the essential functions of a job may direct requests

to the person(s) named below:

Palmer College of Chiropractic, Davenport Campus

Michelle Walker, Senior Director for Human Resources
and Disabilities Services Coordinator

Office of Human Resources

1000 Brady Street

Davenport, IA 52803

(563) 884-5866

michelle.walker@palmer.edu

Palmer College of Chiropractic, Florida Campus

Cheryl Shaw, Human Resources Coordinator
and Disabilities Services Coordinator

4777 City Center Parkway

Port Orange, FL 32129-4153

(386) 763-2665

cheryl.shaw@palmer.edu

2. Education

Palmer College of Chiropractic makes reasonable academic adjustments for qualified individuals with disabilities, as required by law.

Any qualified applicant or student with a disability who requires a reasonable academic adjustment to meet the academic and technical standards requisite to admissions and/or participation in the College's educational program and activities may direct requests to the persons named below:

Palmer College of Chiropractic, Florida Campus

Melissa Lingo, Director of Student Services
and Disabilities Services Coordinator

Office of Student Services

4777 City Center Parkway

Port Orange, FL 32129-4153

(386) 763-2783

melissa.lingo@palmer.edu

3.The Public

Palmer College of Chiropractic makes reasonable accommodations for members of the public with disabilities, as required by law. Any such individual with a qualified disability who requires a reasonable accommodation to participate in a Palmer sponsored activity that is open to the may direct inquiries to.

Palmer College of Chiropractic, Florida Campus
Melissa Lingo, Director of Student Services
and Disabilities Services Coordinator
Office of Student Services
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2783
melissa.lingo@palmer.edu

B. Sexual or Other Unlawful Harassment

1.Non-discrimination Statement

Palmer College of Chiropractic does not tolerate sexual or other unlawful harassment of or by any of its employees or students on the basis of age, ancestry, citizenship status, color, creed, marital status, disability, national origin, race, religion, sex, sexual orientation, veteran status or other characteristic protected by law in the state in which the applicable college premise is located. All forms of sexual or other unlawful harassment on Palmer property, during Palmer sponsored activities, programs and events, including those that take place at off-campus locations are prohibited. It is a violation of this policy for any employee, student or third party to unlawfully harass any employee, student or any other individual associated with or conducting business with Palmer College of Chiropractic.

Palmer College of Chiropractic strictly prohibits such unlawful conduct whether verbal, physical or visual that:

- Affects tangible job benefits or other terms and conditions of employment or educational programs, services or activities.

- Unreasonably interferes with an individual's work or educational performance.
- Creates an intimidating, hostile or offensive work or educational environment.

Such conduct includes, but is not limited to, actions, words, jokes, kidding, teasing, comments, printed or visual material (including e-mail), objectionable epithets, demeaning depictions or treatment, threatened or actual abuse or harm directed toward an individual based on age, race, creed, color, sex, national origin, ancestry, citizenship status, religion, disability, veteran status or any other protected characteristic.

Specifically, sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, other verbal, physical or visual conduct of a sexual nature and any other sexually-based harassment when:

- Submission to the conduct is made either an explicit (clear) or implicit (implied) condition of employment, enrollment or academic status;
- Submission to, or rejection of, the conduct is used as the basis for an employment decision affecting the harassed employee or a decision affecting the admission or academic status of a student; and/or
- The harassment has the purpose or effect of unreasonably interfering with the individual's work or academic performance or creates an intimidating, hostile or offensive work or educational environment.

2. Reporting Unlawful Discrimination/Harassment

Employees, students or applicants for employment or admission, or any other individual associated with or conducting business with Palmer College of Chiropractic are to immediately bring to the attention of the Office of Adjudication or the Office of Human Resources in Davenport, Iowa, College administration, a college official and/or other designated contact person any behavior or conduct that may be interpreted as sexual or other unlawful harassment or discrimination. This includes all victims of sexual or

other unlawful harassment and persons with knowledge of behavior/conduct which may constitute sexual or other unlawful discrimination/harassment.

All reports of unlawful discrimination/harassment made to College administration, a designated contact person or any other representative of Palmer College of Chiropractic should be immediately forwarded to one of the following individuals:

Palmer College of Chiropractic, Florida Campus

Cheryl Shaw, Equal Opportunity Coordinator designee
and Human Resources Coordinator
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2665
cheryl.shaw@palmer.edu

Palmer College of Chiropractic, Davenport Campus

Michelle Walker, Senior Director
Office of Human Resources
1000 Brady Street
Davenport, IA 5280
(563) 884-5866
michelle.walker@palmer.edu

Palmer College of Chiropractic, Davenport Campus

Earlye Adams Julien, M.S. Ed., Senior Director
Office of Adjudication
1000 Brady Street
Davenport, IA 52803
(563) 884-5246 or 800-722-2586
earlye.julien@palmer.edu

Employees, students and applicants for employment or admissions or any other individual associated with or conducting business with the Palmer College of Chiropractic may contact any of the individuals listed above for additional information on the procedures for unlawful discrimination/harassment complaints.

3. Retaliation

Anyone involved in a discrimination/harassment complaint and/or investigation has the right to be free from retaliation of any kind. Palmer College of Chiropractic strictly prohibits retaliation or reprisal against an individual who has reported questionable behavior or who has initiated or participated in the complaint procedures available.

Retaliation in any form for the filing of such a complaint, whether informal or formal, or for any participation in the complaint procedure and/or investigation is strictly prohibited.

Such participation shall not be used in such a manner which will affect the status, grades or work assignments of the Filer or participant.

4. Disciplinary Action

Employees or students found to have conducted themselves in a manner prohibited by this policy may be subject to corrective disciplinary action up to and including termination of employment and/or dismissal as a student.

5. Community Member Responsibilities

Any person associated with the College who perceives the comments, gestures or actions of another person associated with the College to be unlawfully discriminatory or harassing as defined above in this handbook or applicable law should communicate to that person that such behavior is unwelcome. However, failure to express that such behavior is unwelcome does not preclude an individual from filing a complaint nor does it in any way exonerate the alleged harasser.

Any individual who witnesses or becomes aware of sexual or other unlawful harassment has a responsibility to disclose the factual and descriptive information including, but not limited to, identity of persons involved, dates, times, actions taken, if any and other relevant information to the College's administration and/or other designated contact persons as listed above (Reporting Unlawful Discrimination/Harassment).

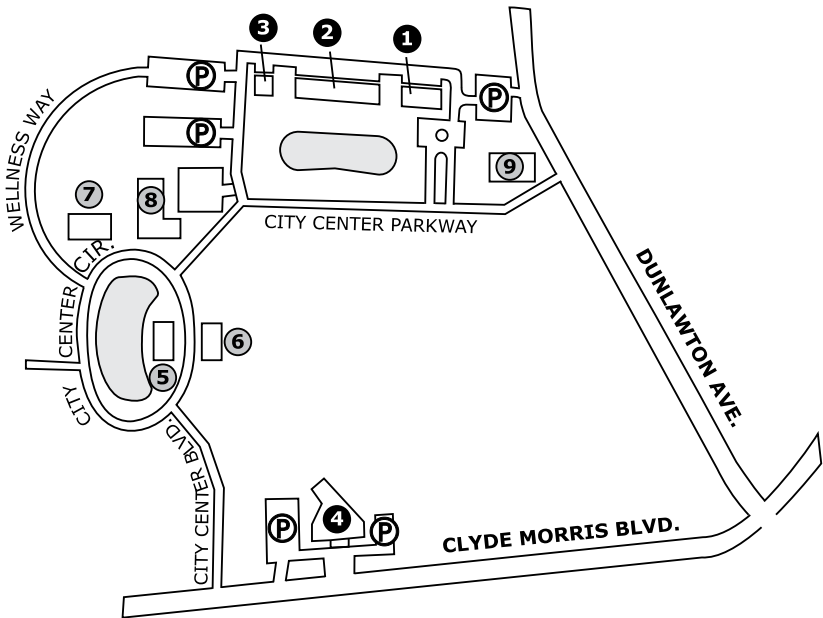
Office Hours

Most campus offices are open Monday through Friday from 8 a.m. to 4:30 p.m.

Clinic Hours

The outpatient and student clinics are open from 7:30 a.m. to 7:30 p.m.
Patients will not be seen between the hours of 12:30 to 2:30 p.m.

Campus Facilities



1. Administration Building, Building One 4777 City Center Pkwy.

- Admissions - Room 1204
- Bookstore - Room 1104
- Business Office - Room 1103E
- Classrooms - Second Floor
- Exam Room - First Floor
- Financial Planning - Room 1103C
- Institutional Planning and Research - 1204D
- Bookstore Manager - Room 1105
- Lecture - Room 1203
- Registrar - Room 1103A
- Student Lounge - Room 1106
- Student Services - Room 1103G and 1103H
- Technique Labs - Room 1107, 1109
- Exam Lab - Room 1111

2. Academic Building, Building Two 4777 City Center Pkwy.

- Academic Affairs - Room 2220
- Administration - Room 2220
- Anatomy Lab - Room 2177
- Classrooms - First and Second Floors
- Facilities Office - Room 2175
- Human Resources - Room 2210B

- Communications - Room 2210E
- Faculty Offices - Rooms 2170 and 2270
- Information Services - Room 2263, 2265
- Institutional Support - Room 2220F
- Library - Room 2120
- President's Office - Room 2220
- Technique Labs - Room 2223
- Exam - Room 2277

3. Central Energy Plant

4. Allen Green Civic Center, 4705 S. Clyde Morris Blvd.

- Campus Health Center - 2nd Floor
- Clinical Services
- Outpatient Clinic - 1st Floor

City Buildings:

5. Port Orange City Hall
6. Port Orange Library
7. Port Orange Recreation Center
8. Port Orange YMCA
9. Port Orange Police Department

Special Services for Students with Disabilities

- A. The Allen Green Civic Center and Academic Building are handicap accessible.
- B. Requests for academic adjustments and reasonable accommodations by students with disabilities may include the following:
- Enlarged texts and exams
 - Taped texts and exams
 - A text enlarger
 - A close-captioned television
 - Raised diagrams
 - Classroom instructional assistants to explain visually presented material to students who are blind or low-vision
 - Individual anatomy lab instruction
 - Alternative accommodations for individuals with chemical sensitivities
 - Classroom accommodations:
 - Tape-recorded lectures
 - Note takers
 - Clinic accommodations
 - Exam accommodations:
 - 1½ or double-time for written exams
 - 1½ or double-time for practical exams
 - Semi-private, reduced-noise rooms
 - Reader
 - Scribe
- All requests will be evaluated on an individual basis.
- C. Guidelines for Documentation of Disabilities:
Palmer College of Chiropractic provides academic accommodations for students with documented disabilities. Following are guidelines for documentation to assist in determining a student's eligibility for accommodations and the specific accommodations that would be most beneficial to the student.

1. Documentation should come from an appropriate evaluating and diagnosing professional, usually a psychologist, psychiatrist or medical doctor.
2. To establish appropriate accommodations the documentation should represent the student's current level of functioning. Generally, documentation should be no more than three years old.
3. The documentation, written on official letterhead, should state the following:
 - a clear, specific diagnosis or diagnoses
 - the tests or procedures used to determine the diagnosis and, when applicable, the scores on the tests and subtests
 - a clear interpretation of the tests
 - a description of the specific functional limitations the diagnosis presents for the student
 - recommendations for accommodations that would minimize the functional limitations
 - the name, address and phone number of the professional providing the documentation

If you have any questions, please contact Melissa Lingo, Director of Student Services and Disabilities Coordinator designee, Florida campus, at (386) 763-2783, via e-mail at melissa.lingo@palmer.edu, or at Palmer College of Chiropractic, Florida campus, 4777 City Center Parkway, Port Orange, FL 32129. Fax: (386) 763-2723.

Palmer College of Chiropractic, Florida campus Technical Standards for the Doctor of Chiropractic Degree Program

Palmer College defines the purpose and practice of chiropractic through its Tenets. Recognizing that the academic, clinical, social and personal preparation for the practice of chiropractic requires both mental and physical abilities, Palmer College of Chiropractic, Florida campus, requires that all **qualified students admitted** to the Doctor of Chiropractic program must be able to perform the following essential functions with or without reasonable accommodation:

- Candidates must have sufficient use of senses of vision, hearing and somatic sensation necessary to perform the chiropractic and general physical examination including the procedures of inspection, palpation, auscultation, and the review of radiographs as taught in the curriculum.
- Candidates must have sufficient physical strength and coordination to stand alone and perform the common chiropractic examination and adjustive procedures as taught in the curriculum.
- Candidates must have sufficient physical strength and coordination of both upper extremities necessary to apply chiropractic adjustments as taught in the curriculum.

Palmer College of Chiropractic, Florida campus, does not discriminate on the basis of disability in the admissions process. After a candidate has been admitted into the chiropractic degree program, the College invites and encourages voluntary self-identification of students with disabilities. The College seeks to accommodate students with disabilities on an individual basis if supported by specific information and assessment data documented by appropriate licensed professionals.

The degree of Doctor of Chiropractic, in and of itself, does not entitle the recipient to practice chiropractic. Those who earn the degree must apply for a license to practice in the jurisdiction of their choice. Each jurisdiction's licensing board then determines who is to be admitted to practice, the scope, and the extent of that practice under applicable law.

Administration

COLLEGE ADMINISTRATION TEAM

Larry Patten, M.A.

Chancellor

J. Clay McDonald, M.B.A., J.D., D.C.

Assistant Chancellor

Mickey G. Burt, D.C.

Executive Director for Alumni

Christine Goertz Choate, D.C., Ph.D.

Executive Director for Palmer Center for Chiropractic Research

Kevin A. Cunningham, D.C., Ph.D.

Vice Chancellor for Student Success

Darren R. Garrett, B.A., APR

Executive Director for Marketing and Public Relations

Douglas E. Hoyle, M.A., Ph.D.

Vice Chancellor for Institutional Effectiveness

Robert E. Lee, M.B.A.

Vice Chancellor for Support Services

Dennis Marchiori, D.C., Ph.D.

Vice Chancellor for Academics

Michael Novak, M.B.A.

Vice Chancellor for Enrollment

Thomas L. Tiemeier, B.B.A., C.P.A.

Vice Chancellor for Administration and Treasurer.

Kurt Wood, D.C.

Executive Dean for Clinic Affairs

COLLEGE MANAGEMENT TEAM

Earlye Adams Julien,
M.S.C., M.S.Ed.
Senior Director for
Adjudication

Dwight Bailey, Psy.D
Senior Director for
the Palmer Center for
Business Development

Mike Benedict
Senior Director
for Information
Technology

Alana K. Callender,
M.S.
Senior Director for
Palmer History

Stanley E. Carlson,
A.A.S.
Senior Director
for Facilities and
Maintenance

Karen Eden, B.A.
Senior Director for
Admissions

Carol Hoyt
Senior Director for
Bookstores

Mindy Leahy, M.B.A.
Senior Registrar

Mary Sue McCabe,
B.A.
Senior Director for
Financial Planning

Laurie Mueller, D.C.
Senior Director for
Continuing Education

Rita Nafziger, M.B.A.
Senior Director for
Center for Teaching
and Learning

Lori L. Newman,
Ph. D.
Senior Director for
Counseling Services

Robert E. Percuoco,
D.C.
Senior Director for
Assessment

Dennis R. Peterson,
M.A.
Senior Director for
Library Services

Alexis A. Vander
Horn, M.B.A.
Senior Director for
Financial Affairs

Michelle Walker, M.S.
Senior Director for
Human Resources

FLORIDA CAMPUS ADMINISTRATION

Peter Martin, D.C.
President, Palmer
College of
Chiropractic, Florida
Campus

Donald Gran, D.C.,
M.S.Ed.
Dean of Academic
Affairs

Michael Shreeve,
D.C., L.C.P.
Director of Level I
Instruction

Medhat Alattar,
M.B.B.Ch., M.S.,
D.C.
Director of Level II
Instruction

Albert Luce, D.C.
Director of Clinics

Christine Goertz
Choate, D.C., Ph.D.
Interim Director of
Research

George Bertish,
M.B.A.
Director of
Institutional Support

Kim Amendola
Director Campus
Enrollment

Melissa Lingo, B.A.
Director of Student
Services

Financial Planning

The Financial Planning staff assists eligible Florida campus students with funds to help meet the costs of their chiropractic education. To be considered for financial assistance, it is necessary to complete a Free Application for Federal Student Aid (FAFSA) form each year.

Students must maintain acceptable academic progress to receive financial aid. Unless otherwise specified, students must be attending the Florida campus at least half-time to receive financial aid. Financial assistance cannot exceed the cost of education during each award period.

Campus-based aid is awarded to students who demonstrate significant financial need, based on results of the FAFSA. Students should check with the Financial Planning Office to find out appropriate deadline dates for the application period. Processing for financial aid begins upon official or conditional acceptance, up to three months prior to the desired date of enrollment. For further information, contact the Financial Planning Office.

Scholarships

Available scholarships and criteria are posted on Web CT and the Palmer website. Specific questions can be directed to (386) 763-2651.

Student Services

Student Services is made up of Student Services, Student Activities, Intramural Programs, International Student Services and Disability Services, and exists to serve the students

Information regarding student health insurance, campus activities, intramurals and disabilities services is coordinated through Student Services, along with photo IDs and information regarding student clubs and organizations.

Student Activities

The Student Activities Coordinator is responsible for coordinating all campus activities, Student Council functions, clubs and organizations, on-campus speakers and other all-campus events.

Students interested in learning about a particular club or starting a new club should contact the Student Activities Coordinator. In addition, staff is available to help clubs with whatever particular needs may arise.

Intramural Sports

The College sponsors intramural sports including: volleyball, flag football, basketball and softball.

International Student Services

Palmer College of Chiropractic, Florida campus, received authorization from the Department of Homeland Security (DHS) to admit and enroll international students in F-1 status on September 13, 2004.

Student Health Insurance and Chiropractic Care

Information about student health insurance plans is available in Student Services.

Students will receive chiropractic care at no charge, with some limitations. Upon matriculation, students receive complimentary X-rays if taken in their first through eighth quarter and at a reduced rate if needed thereafter. Student family members also receive complimentary chiropractic care and reduced rates for X-rays.

Housing

Students who need assistance with housing may find help in the Student Services Office. Information available includes apartment, shared rental housing and roommate listings and can also be viewed on our Web site at www.palmer.edu/pccf. Questions or concerns regarding housing should be directed to the Support Generalist in the Student Services Office.

Photo Identification Cards

Photo identification cards (ID cards) are issued to all registered students. Photo IDs for each incoming class are taken during orientation. Replacement cards may be obtained through Student Services for a fee of \$5.

All IDs are the property of the College and must be presented to faculty, staff and authorized officials upon request. This card must be presented during class registration.

Any student who alters or intentionally mutilates a Palmer ID card, who uses the Palmer ID of another, or who knows his/her Palmer ID is to be used by another, may be subject to discipline. When performing his/her duties, an agent of the College may confiscate a Palmer ID card if an individual other than the student attempts to use the card to represent the individual as a registered student, or if the card is not valid at the time one attempts to represent oneself as a registered student.

In addition to the student ID, a special Clinic photo ID is required. This is issued in 9th quarter during Clinic orientation. Replacement clinic IDs are \$5 and may be obtained throughout the year.

Emergency Phone Calls

All student emergency phone calls are handled by the Student Services Office. When emergency calls come in, callers must identify themselves and the nature of the emergency. Messages of a non-emergency nature (such as car trouble, spouse has forgotten keys) will be placed in the student's mail box, which should be checked daily. It is not possible for the Student Services staff to constantly deliver messages and interrupt classes. While the staff will do their best to assist in a true emergency, it is asked that understanding, patience and discretion be used when placing emergency calls.

Mailboxes and Lockers

Mailboxes are for receipt and delivery of College-related correspondence only; they are not to be used for personal mail. Lockers are issued when available on a first-come, first-served basis. Mailboxes are assigned at orientation.

Clubs and Organizations

Palmer College of Chiropractic, Florida campus, is an active environment. While studying and academics are a priority, every student should make a place for extracurricular activities and recreation. Activities may include club meetings, speakers, athletic events and other activities approved through Student Services.

Class Governments and Class Advisers

Each entering class elects its own government, based on its own constitution. The Student Service Office aids the class in electing officers and representatives. This includes a president, vice president, secretary, treasurer and a representative for Student Council. The class can plan fund-raisers and social events within established guidelines. An adviser is appointed to each entering class, to aid with their activities and act as a source of information regarding College policies. The adviser is a faculty member interested in working with the class and is appointed by Student Services. Any questions regarding the responsibilities or functions of class advisers should be directed to Student Services.

Student Resource and Assistance Program (SRAP)

Vital components of wellness include emotional and social wellness. The rigors of chiropractic education present students with a multitude of stressors. Adapting and coping with these stressors can be a significant challenge. Students are encouraged to seek assistance before their circumstances are acute.

For personal and mental health wellness, students and their immediate family members are encouraged to use LifeWorks, Palmer's SRAP. LifeWorks is a free and confidential service that offers practical solutions, online resources, one-on-one telephone consultations—24 hours a day, seven days a week—on a variety of issues including, but not limited to:

Life

Stress overload
Relationships
Letting go
Health and well-being
Addiction and recovery

Money

Budgeting
Getting out of debt
Credit and collections
Saving and investing
Financial resources

Everyday Issues

Time squeeze
Consumer resources
Pet care
Buying a car
Moving and relocation

Work

Career planning
Communications
Job stress and burnout
Time management
Work and life balance

You may contact LifeWorks at (888) 267-8126. Or, you can visit the LifeWorks website at www.lifeworks.com (user id: *Palmer*; password: *health*).

TTY/TDD: (800) 346-9188
En español, llame al (888) 732-9020

Students may also contact the Office of Student Services to receive additional referrals to other community resources.

Use of College Electronic Communication Services

Palmer College of Chiropractic provides telephone, voicemail, facsimile, computer, software, network and Internet services to employees and students as resources to enable them to carry out their respective duties and responsibilities as well as to enhance the educational process. Employees and students shall exercise sound professional judgment when using these resources and shall not use any of these resources in a manner that is prohibited by Palmer policy and procedures or by federal, state or local laws.

Employees and students shall not send or receive any copyrighted, proprietary, or confidential information pertaining to Palmer without its prior authorization, and shall not send, or otherwise distribute, any other copyrighted, proprietary or confidential information received through

Palmer resources unless expressly permitted by applicable licenses or other agreements regarding the distribution of those materials.

Palmer reserves the right to monitor the use of computers, software and network services and Internet services it provides employees and students and may intercept, access, read or disclose any communication created, received or stored using those resources. Palmer shall follow all state and federal laws regarding the monitoring, wiretapping, eavesdropping or recording of telephone conversations or the interception or opening of mail and shall not engage in those activities without good and sufficient cause.

Employees and students shall not gain access to any computing files, records, communications or other information without proper authorization. Also employees and students shall not share passwords or other confidential login information.

Institutional Planning and Research

The Department of Institutional Planning and Research researches, produces and distributes all chiropractic licensing information, including state board reports, demographics and composite information reports. It also houses the National Board of Chiropractic Examiners scores pertinent to students applying for preceptorship. The department also designs and produces surveys for all interested parties (including students with sponsorship, student agencies and all factions of Palmer College of Chiropractic, Florida campus). The main office is located in Davenport, Iowa and can be reached at (563) 884-5678. The local IPR Coordinator is located in Building One and can be reached at (386) 763-2656. Copies of the licensure information are available in the Florida campus Registrar's Office.

Parking

Students must have a student ID to register their vehicles with Student Services. Registration forms are available in the Student Services Office. A parking decal will be issued and must be displayed at all times when parking on campus.

The following rules apply to all Palmer student parking lots:

- Vehicles must park in designated spaces.
- No parking allowed in the drive area.

- No parking on or along the berm at the Main Palmer Clinic.
- No overnight parking.
- No parking in handicapped spaces unless the vehicle is properly tagged.
- Replacement/additional parking decals may be acquired from the Student Services Office.
- No parking in the following dedicated spaces as these are reserved for certain individuals:
 1. President
 2. Dean
 3. Faculty / Staff
 4. Student Council President (SCP)
 5. Faculty Senate President (FSP)
 6. Reserved
 7. Visitors

NOTE: Parking on the east side of Buildings One and Two is only allowed for students after 4:30 p.m. Monday through Friday and all day Saturday and Sunday. Students may park in the Faculty/Staff and Visitor spaces only for study purposes. If the college is having a special event, then the previous rules apply.

Student parking is on a first-come, first-served basis.

In the event you park on the streets around the campus, you should be aware of the city parking restrictions. These are clearly marked with signs, and the city is aggressive in enforcing them.

Motorcycle parking: Motorcycle parking is in a designated area. There is limited space and it is on a first-come, first served basis. When this area is full, motorcycles have to be parked in a normal parking space.

Bicycle parking: Bicycles are to be parked and secured in the bicycle racks. There should be no parking or securing bicycles to stair railings, trees, flagpoles, buildings or any other structures. If this occurs, the bicycle will be seized and turned in to the Port Orange Police Department.

Note: The use of Florida Campus facilities for motor vehicle or bicycle parking by a student shall be deemed at the risk of the student. Palmer shall have no liability for damages to persons or property. Palmer is not responsible or liable for any articles lost or stolen from any motor vehicle or bicycle parked on a Palmer facility.

Parking Violations

The following applies when there is a parking violation: A parking violation is determined by the TYPE of violation, and not by the location where the violation occurred. Therefore, you could receive a second citation for the same offense; even though you parked in a different location, it is considered another parking violation.

Depending on the violation, any of the following may occur: Campus officials or campus security will issue a citation or a warning; the vehicle may be towed at the owner's expense; a fine may be issued; a fine for repeated violations may be doubled; and the violation may be photographed.

If your vehicle has been towed, contact Security, or the Facilities Manager. You will be notified as to which towing service has your vehicle.

School Closings

Emergency conditions, such as severe weather, fire, flood, etc., can disrupt College operations and interfere with class schedules, as well as endanger students' well being. In the case of such an emergency, students will be notified of school closing via e-mail.

For updated campus-closure information, students may call 1-888-962-2733 or log on to www.palmer.edu or www.news-journalonline.com. The College notifies the following media of campus closures, but we cannot guarantee that the media will disseminate the information:

Newspapers

The Daytona Beach News-Journal

The Orlando Sentinel

FM Radio

WVYB 103.3 FM

WHOG 95.7 FM

AM Radio

WNDB 1150 AM

WORD 1380 AM

TV Stations

NBC CHANNEL 2 WESH

CBS CHANNEL 6 WKMG

ABC CHANNEL 9 WFTV

FOX CHANNEL 35 WOFL

Designated Smoking Area

In keeping with Palmer College's intent to provide a safe and healthful environment, smoking is prohibited on the Florida Campus except in designated areas as follows:

Shelter east side of Central Energy Plant (CEP) – MAIN CAMPUS

Shelter east side of Building One – MAIN CAMPUS

Northeast side of Clinic – (AGCC) MAIN CLINIC

All designated smoking areas are clearly marked with signs and shelters. Smoking in buildings or undesignated outdoor locations on campus is strictly prohibited. Palmer may elect to designate additional temporary smoking areas for special events.

Additional Student Information

Accidents

If a person is injured or involved in a campus accident, students are asked to seek immediate assistance and notify campus security.

All injuries should be reported with as much pertinent information as possible, such as where and how the accident occurred, the probable extent of injury, and the names and addresses of witnesses to the accident.

Hurricane

Palmer's Florida Campus is located in a partial evacuation zone, which means evacuation is based on the category of hurricane.

Stay tuned to local media outlets for the latest information on evacuations and which shelters will be available. Remember, shelters only offer basic accommodations and should only be used as a last resort. There are four public shelters in the city of Port Orange:

Atlantic High School, 1250 Reed Canal Road
Horizon Elementary School, 4751 Hidden Lakes Drive
Sweetwater Elementary School, 5800 Victoria Gardens Boulevard
Creekside Middle School, 6801 Airport Road

Note: Atlantic High School and Creekside Middle School are designated as PSN shelters (Persons with Special Needs). The PSN shelters are designed to assist individuals during evacuations who are elderly; physically, mentally, or sensory disabled; visually or hearing impaired; or requiring oxygen.

Two shelters in Port Orange are reserved for city employees and Palmer College faculty, staff, and students. Palmer identification will be required.

Allen Green Civic Center, 4705 South Clyde Morris Boulevard
Port Orange YMCA, 4701 City Center Parkway

Note: The YMCA shelter will accept pets.

For more complete information, please refer to Volusia County's Emergency Management Services website at <http://www.volusia.org/emergency>.

For updated campus-closure information, students and employees may call 1-888-962-2733 or log on to www.palmer.edu or www.news-journalonline.com. The College notifies the following media of campus closures, but we cannot guarantee that the media will disseminate the information:

- * The Daytona Beach News-Journal
- * The Orlando Sentinel
- * Channels 2, 6, 9 and 35
- * WNDB 1150 AM
- * WORD 1380 AM
- * WHOG 95.7 FM
- * WVYB 103.3 FM

Fire

1. Contact Campus Security at Extension 2777 or (386) 763-2777 immediately. Give your name, building location, room number, phone extension, and a description of the fire. Campus Security will call 911 and direct authorities to your location.
2. Only properly trained and authorized Palmer employees will be allowed to extinguish a fire. If the fire is beyond their control, the Port Orange Fire Department will be contacted.
3. Evacuations will occur when a fire alarm sounds continuously.
4. Walk quickly in an orderly fashion to the nearest building exit and promptly vacate the facility. **DO NOT USE ELEVATORS! USE THE STAIRS!** Assist any disabled or injured parties to evacuate.
5. Once outside, proceed to the designated safe area, where a head count will be taken. Keep streets and walkways clear for emergency vehicles and personnel. Do not leave campus unless directed to do so by the Port Orange Fire Department.
6. Report any important information concerning the emergency to the Port Orange Fire Department.
7. No one is allowed to re-enter the building until the Port Orange Fire Department determines it is safe.
8. Faculty who are teaching at the time of the fire will instruct their students in the orderly evacuation of the class and should be the last one out of the room. Faculty should make sure their students

have vacated the building and have arrived at the evacuation area safely. Students are to remain on campus during the evacuation and throughout the emergency, unless instructed otherwise.

9. To reduce fire or smoke damage, close all doors and windows when leaving the room and the hallways if you have time. Report any hazardous conditions to the Port Orange Fire Department.

Note: If you become trapped in a building during a fire, stay near the floor where the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

Designated Evacuation Safe Areas

Building One

All people who leave the building through the north exit doors, gather in the North Parking Lot.

All people who leave the building through the southwest exit doors, gather in the South Parking Lot.

Building Two

All people who leave the building through the north exit doors, east exit doors, or west entrance doors, gather in the North Parking Lot.

All people who leave the building through the south exit doors, gather in the South Parking Lot.

Allen Green Civic Center

All people who leave the building through the north exit doors or the northeast exit doors, gather in the North Parking Lot.

All people who leave the building through any south or west exit doors, gather in the South Parking Lot.

Security

Florida Campus Security is provided by Security Forces, Inc. (SFI) and is supervised and monitored by the Facilities Manager.

Campus Security has the following authority and responsibility including, but not limited to:

- Locking, securing and patrolling campus buildings.
- Patrolling campus parking lots.
- Removing unauthorized persons from campus property/buildings.
- Issuing vehicle-parking tickets.
- Towing illegally parked vehicles.
- Contacting the Port Orange police or fire departments as needed.
- Providing escort services to individuals while on College property when requested.
- Campus Security does not have the authority to arrest individuals, so the Port Orange Police Department will be called if deemed necessary.

If you are a victim of, or a witness to, a crime committed on campus, it is your responsibility to report the crime immediately to Campus Security. If necessary, the Port Orange Police Department will be notified.

Florida Campus Security is maintained and monitored by both on-campus and off-campus resources. During the day, campus security is monitored by Campus Security provided by Security Forces, Inc. (SFI). During the off-hours the campus is monitored by security individuals who are available 24-hours-a-day. Campus buildings are protected by a security alarm system which is activated and monitored during off-hours.

“Code Blue” emergency telephones are located in the north and south main campus parking lots for use in requesting emergency assistance. Security may be contacted at any time for emergency assistance or escort services from Campus Security.

TO CONTACT FLORIDA CAMPUS SECURITY CALL (386) 763-2777.

Civil Disaster

In case of civil disaster, students should remain in the Allen Green Civic Center or one of the campus buildings.

Automobile Licensure and Registration

In the state of Florida, a motor vehicle is required by law to be registered within ten days of the owner either becoming employed, placing children in public school, or establishing residency. Registering your motor vehicle goes hand in hand with the titling process. For more information, contact the state of Florida Web site: www.hsmv.state.fl.us

Religion

There are a variety of religious organizations serving Volusia County. Students may locate the religious organizations of their preference by simply checking the yellow pages in the local phone book.

Academic Affairs

Doctor of Chiropractic Degree

Palmer College of Chiropractic, Florida campus, offers the Doctor of Chiropractic degree. Each candidate for the degree is required to complete a minimum of three-and-one-quarter academic years (nine months each of classroom work) in the prescribed curriculum. See the College Catalog for more details.

Student Administrative Services

The Student Administrative Services (SAS) Office is located in Building 1, room 1103. The office performs several vital functions for both students and alumni, including the certification of students and graduates for state licensure. Notary public service for applications, diplomas and more is available.

All D.C. transcripts are generated, edited and issued from the SAS for state boards and any other institutions, organizations, scholarships or designated third parties at the request of students or alumni. Unofficial copies are also available for the personal use of students and alumni. The fee is \$5, with the first copy provided free of charge. Student proof copies are provided at no cost to students.

Graduation certificates (D.C. diplomas) are ordered through and issued from the SAS Office for current graduates and alumni needing replacement certificates. In addition, the SAS Office processes credentialing requests for insurance companies, PPOs, HMOs and more, at a cost of \$15 per certification. The certification fee is usually paid by the organization requesting the information.

The Registrar certifies D.C. students for loan deferments and good student discounts and issues certification letters of matriculation, enrollment and graduation on the basis of student status or academic achievement at the students' request. In addition, the office will monitor international students for the Immigration and Naturalization Service and certify them for educational grants and loans from foreign governments and agencies, in conjunction with Financial Planning.

The SAS Office processes applications of eligible students and graduates for the National Board of Chiropractic Examiners. Applications are available at www.nbce.org and must be returned to the office for certification

of eligibility for Parts I, II, III and Physiotherapy. The office also handles the enrollment of eligible students in the veterans' benefits programs.

The preparation and publication of the curricular schedule and the academic calendar is the responsibility of the Registrar, in addition to the conducting of regular schedule registration each term. (Special schedule registration is handled through Student Administrative Services.) The SAS Office has custody of, and maintains all academic D.C. students and graduates files. Any D.C. student withdrawing from the Florida campus must notify the office in writing.

Finally, the SAS Office maintains records on enrollment and the history of the curriculum and oversees the preparation and storage of archived academic records.

Academic Affairs

One of the responsibilities of Academic Affairs is to see that all students fulfill the necessary academic requirements before they progress further in the curriculum. Student records are checked every term and academic progress is interrupted if minimum requirements are not met. Members of the department meet with students to assist them in solving academic problems.

Students must successfully complete all prerequisites in order to be allowed to register for succeeding courses. Academic Affairs is also responsible for handling all special scheduling for those students who do not complete the necessary prerequisites and must take a reduced course load.

Clinic Policies

Student interns entering into the clinic internship provide chiropractic health care to patients under the supervision of a licensed faculty doctor. The clinical conduct of student interns is governed by clinic policies, which are subject to change periodically to conform with state laws governing the operation of Palmer Florida Chiropractic Clinics and the chiropractic profession. It is the responsibility of each student intern to keep fully informed of clinic policies and abide by those policies at all times while delivering chiropractic care to patients of the Palmer Florida Chiropractic Clinics. Student interns will be required to maintain the highest degree of professional integrity and ethical conduct in their relationships with their patients, colleagues and clinical personnel.

Student Religious Observances

In order to accommodate an individual student's participation in religious observances, the Florida campus requires that the student shall advise each instructor—in writing—at the beginning of a term, or at least 30 days prior to the desired absence. The faculty will provide the student an equivalent alternative opportunity, within usual course time constraints, to make up any classroom requirements that would otherwise jeopardize the student's ability to successfully pass the course. Any question relative to a particular religious observance will be referred to the Director of Student Services.

This policy does not in any way relieve the student from the responsibility of satisfying all requirements, including attendance, necessary for the successful completion of any course.

Involvement in Community Crisis Situations

Palmer College of Chiropractic, Florida campus, takes seriously its responsibility and that of its students, staff and faculty to develop and maintain awareness of the needs of the community in which we all live. To that end, the College encourages students, staff and faculty to, wherever and whenever possible, support activities that look to the overall welfare of the community.

In emergencies such as hurricanes, weather damage or other serious catastrophe where citizen help is requested, the Florida campus will do as much as possible to help alleviate any problems.

College Events Department

The College Events Department plans and implements Homecoming activities on all three Palmer campuses throughout the year. Palmer Florida Homecoming is held annually at the end of January on or near the campus. The event offers programs for students and doctors of chiropractic, featuring world-renowned speakers, an exhibit hall with the latest products and services, great social events and a prospective student program. Special discounted rates are available to students for all programs. Complete seminar information can be found at www.palmerhomecoming.com or by calling (866) 592-3861 or (563) 884-5289.

Standards of Student Scholarship

Grading System

Grade	Arithmetic Value	Description
A	4	Passed with honors.
B	3	Passed with superior performance.
C	2	Passed (fulfilled the objectives of the course).
F	0	Failed: signifies failure to fulfill the objectives of the course and carries dismissal potential.
S	None	Passed without mention of quality of performance. Instructors for courses using Pass/No Credit grading do not issue A, B or C, but instead issue an S.
U	None	No credit without mention of quality of performance. Instructors in courses with Pass/No Credit grading do not issue grades of F, but instead issue U.
I	None	Incomplete signifies that serious cause prevented the student from completely fulfilling the objectives of the course. This grade will not be awarded unless the student can achieve a passing average. The student must complete the course during the first three class days of the next academic term or the Grade I will convert to Grade F. Because of its convertibility, this grade carries indirect potential for dismissal. (Please refer to the Academic Policy.)
W	None	Withdrawn signifies that the student has officially withdrawn from the course at or before the institution drop date of the academic term. (Contact the Office of the Registrar for the proper procedure.) This grade awards no credit for the course and does carry indirect potential for dismissal. Students are allowed to voluntarily withdraw from a class twice. (Please refer to the Academic Policy.)
AW	None	Administrative Withdrawal signifies that the College has withdrawn the student from the course. This grade also awards no credit for the course and does carry indirect potential for dismissal. (Please refer to the Academic Policy.)

Academic Progress

Introduction

In accordance with regulations and the Higher Education Act of 1965 as amended, Palmer College of Chiropractic, Florida campus, defines and enforces standards of acceptable academic progress. All Palmer students must conform to the stated policy to receive institutional aid, which is defined as all monetary assistance that is coordinated or received through Palmer College of Chiropractic.

Policy Definition

All students working toward the Doctor of Chiropractic (D.C.) degree must maintain satisfactory academic progress while enrolled. Progress will be measured upon application or renewal of financial aid. The Financial Planning Office and Academic Affairs use the same basis for constructing a satisfactory academic progress policy. Students who are not in good standing and are not making satisfactory academic progress are ineligible for federal aid. Students who are on Academic Management will not be eligible for federal aid until deemed in good standing (as defined by the contract) and making satisfactory progress (as defined by the Financial Planning Office). Voluntary or involuntary interruption will also result in the loss of financial aid.

Students who are candidates for the Doctor of Chiropractic degree must meet the following qualifications for financial assistance:

- Maintain an adjusted cumulative grade point average of 1.5 through first term, a 1.75 through second term and a 2.00 through the remaining terms; and
- Remain at full-time status for Federal Student Loans; and
- Successfully complete at least 18 to 20 credits per term, depending on the term of enrollment

Note: If students choose to take a term off, it would be most beneficial to take off between loan periods.

Although the D.C. curriculum is a four-and-one-quarter academic year program (13 quarters), extra quarters are allowed for completion and continued eligibility for financial assistance, assuming other responsibilities are being met.

Students who register each quarter are determined to be full-time, half-time or less than half-time status by the Academic Affairs Office or the Student Administrative Services Office. Financial aid eligibility is adjusted each quarter, dependent upon student academic enrollment status. Eighteen credits are required for full-time status, while ten credit hours are required for half-time status. If a loan has been certified for the student as at least a half-time student and then the student drops below half-time status, any subsequent disbursements will be canceled and the student may be eligible to reapply for aid the following term, depending on credit status.

Withdrawal of Financial Aid

During each quarter, the student must maintain acceptable academic progress or financial assistance will be withdrawn. (Academic progress must be documented through the Academic Affairs Office before financial assistance can be reinstated.) Students on Academic Management will not be eligible for financial aid until deemed in good standing and making satisfactory academic progress.

Student Financial Aid Appeals Process

The student may appeal financial aid decisions in writing (typed) through the Financial Aid Appeals Committee.

Upon the decision of the committee chairperson, individual cases involving the assignment and disbursement of funds can be appealed to the Financial Aid Appeals Committee. Appeals can be presented to the committee at regularly scheduled meetings, as the situation warrants. The decision of the Financial Aid Appeals Committee is final and will be documented and included in the student's financial aid records.

Repeating a Passed Course

A student requesting to re-enroll in a successfully passed course must petition to the Registrar. The petition must be approved by the Dean of Academic Affairs. The student must pay applicable tuition above and beyond the quarter tuition. The grade earned for the repeated course will be recorded accordingly in the quarter that the course is repeated and the transcript will reflect that this is a repeated course. The original grade for the course and the grade for the repeated course shall both appear on the

transcript. The cumulative grade point average will be calculated as in any other case.

Incomplete

A grade of “Incomplete” (“I”) signifies that a student has partially completed but not finished the work normally required for completion of a course. A grade other than “I” cannot, therefore, be issued until all course requirements are met. When the student has completed all course work normally required, the earned grade must be forwarded to the Student Administrative Services Office by the third day of classes in the following academic term to clear up the “I” or a final grade of “Failure” (“F”) will be posted for that class. Furthermore, if a student registers for any course in which the student has earned an “Incomplete,” the student’s registration automatically converts the Grade I to a Grade F.

Grade Changes

Grade changes may only reflect errors in computation of grades relating to mastery of material covered during the course. Grade changes must be made by the end of the student’s next academic term.

Grade Point Average

In each course, a student earns grade points equal to the product of the course credits and the arithmetic value of the grade in that course. It is calculated by dividing the sum of the grade points (course units multiplied by quality points) by the sum of the units with quality points completed. Only grades of “A”, “B”, “C” and “F” are computed in the GPA. All course credits and grades earned by the student will be reflected in their grade point average.

Students have the right to repeat all courses. When a student repeats a class and successfully passes that class, all previous grades, including the “F”, will remain in the cumulative GPA calculation.

Attendance

Attendance is monitored at the beginning of each class. Students are allowed 10 percent of the class hours as excused absences and five percent as unexcused absences. Absence in excess of the 15 percent total is defined as insufficient attendance. Any student exceeding those limits is issued

a failing grade for that course. Attendance for a course includes lecture, lab, active learning sessions and clinic hours. Attendance may also be considered as part of the course grade. In this case, the portion of the grade related to attendance must be clearly stated in the course syllabus.

Grade Reports

At the end of each academic term, the student receives a grade report that contains:

- The grade for each course taken that term, along with the clock-hours earned in each course
- The grade point average and its factors for that term
- The cumulative GPA and its factors
- Notation of all grade changes during that term
- The sum of total earned clock-hours and credit hours

The original copy of the grade report is deposited in the student file. A computerized record of the report is also maintained. If a student believes that there is a discrepancy in the grade report, he/she should immediately contact the Academic Affairs Office for assistance in resolving the discrepancy.

Dean's List

The receipt of this award for academic excellence shall be placed in the student's record, associated with the academic term in which the award was conferred.

Students meeting the following criteria will be placed on the Dean's List.

For the term of the award:

- The student will have been enrolled in at least 18 course credits.
- The student's grade point average will have been 3.5 for all courses taken and exclusively composed of Grades "A" and "B" in those courses that award quality grades.

Academic Load

Palmer's Florida campus defines a full-time student as one who is carrying a minimum full-time load of 18 credits. Note: For full veteran's educational benefits, a student must carry at least 14 credits.

The Florida campus also recognizes that not all students prefer or are able to handle the full-time academic load of a professional program. Some students may have difficulty in attending the Florida campus full-time and may need to extend their academic careers longer than four-and-one-quarter academic years (or 13 quarters). Due to specific personal reasons or a problem adjusting to the educational load, some students may choose to cut back on their course load to allow more time off from school and then return at a later date. Students on a reduced academic load may concurrently take courses in Structure and Function or Care and Foundations. The program must be completed in eight calendar years from initial matriculation.

Prerequisite Courses

Definition: A prerequisite course is one in which completion with a passing grade is a necessary condition for valid registration into other courses.

Exceptions: Exceptions from prerequisite courses require prior approval of the Academic Dean. The student will provide a written request for exception to the Academic Dean who will, in writing and within one week, decide if an exception is warranted. Copies of both letters will be sent to the Registrar.

Academic Discipline: Prerequisites may be established through Academic Discipline as deemed necessary, whether based on subject matter or sequencing of courses.

Academic Policy

Good Academic Standing

A student is in good academic standing if the student has no active failing grades and maintains the minimum cumulative grade point average (C.G.P.A.) requirement per academic term, as shown below:

Academic Term	1	2	3	4	5	6	7	8
Cumulative G.P.A.	1.50	1.75	2.00	2.00	2.00	2.00	2.00	2.00

Academic Term	9	10	11	12	13
Cumulative G.P.A.	2.00	2.00	2.00	2.00	2.00

Academic Warning

Students, regardless of C.G.P.A., are placed on academic warning for the following academic term of enrollment, if they have one or more active failure.

Academic Probation

Students are placed on academic probation when their C.G.P.A. falls below the acceptable minimum standard as stated in the table above.

Restricted Course Load

Students will receive a restricted course load, as determined by the Academic Dean, while on academic warning and/or probation. When a student earns an “F” grade, the student must repeat the course within the next two terms it is offered in the PCCF curriculum.

Academic Management

- Students will be placed on a one-term/one-time academic management contract:
 - If they have two active failures on their transcript,
 - If they have failed an individual class for the second time, or

- If after two consecutive terms on academic probation, the student fails to raise their C.G.P.A. to the minimal standard referenced above.
- Students placed on an academic management contract cannot be enrolled in elective courses.
- The terms of the management contract will be at the discretion of the Academic Standing Committee.
- Students failing to successfully complete all terms of the management contract will be dismissed from the College.
- Successful completion of an academic management contract shall return a student to good academic standing. Subsequently, any student who meets the criteria for a second management contract will be dismissed.

Course Cancellation Policy

Palmer College reserves the right to cancel a class for any reason. Registrants will be notified of cancellations in a timely manner, and refunds will be processed within three weeks of the scheduled cancellation. This policy applies to Doctor of Chiropractic courses and elective courses offered through the Office of Academic Affairs.

Program Cancellation

In the unlikely event that the Florida campus is closed, every attempt will be made by the college to assist students seeking transfer to other chiropractic colleges.

Students wishing to transfer to the Davenport campus or the West campus will be awarded advanced placement based on a detailed course-by-course review. In addition to awarding advanced standing credit, test out options and supplemental educational opportunities (alternative tracks) may be utilized by the Davenport campus or the West campus to expedite advancement through the program.

In the case of the Davenport campus, within the supplemental educational program are alternative tracks that mirror the curriculum at the Florida campus. Students would be placed into a track based on their incoming educational status i.e. 3rd trimester. Transferring students

would continue in these alternative tracks until they mainstream into the core educational track.

Academic Dismissal

- Students are dismissed from the College if they fail a management contract.
- Students may appeal a dismissal, in writing, to the Academic Standing Committee. This appeal must be submitted to the Dean of Academic Affairs by 4:30 p.m. on the Friday of the first week of classes, the following academic term. The committee will meet to hear appeals on the sixth day of classes.
- The Academic Standing Committee may choose to:
 - Uphold dismissal
 - Suspend the student for a minimum of one term with or without expectations to be met during their absence
 - Place a student on a second academic management contract
- Students who receive an academic suspension will be placed on a management contract upon return for the next term of enrollment.
- During terms of Academic Suspension, the student will be considered a non-enrolled student. This status allows access to College facilities, counseling services and academic tutorials. Non-enrolled students are not allowed to audit classes without written approval from the Dean of Academic Affairs.
- An appeal on the decision of dismissal by the Academic Standing Committee may be made by the student, in writing, to the President of the College.

Re-admission/Re-matriculation

Students not maintaining continuous attendance in the Doctor of Chiropractic program of less than one year are required to notify the Registrar 60 days prior to the start of the academic term of re-enrollment.

Students returning after a hiatus of less than five years, but greater than one year, are required to re-apply in writing to the office of the Registrar and complete the Application for Re-admission at least 60 days prior to the start of the academic term to re-enter the program. The com-

pleted application will be reviewed for re-admission acceptance by the Academic Standing Committee. Contact the office of Registrar for more information.

Students returning after a five-year (or longer) hiatus from active registration must complete the entire admissions process to be re-admitted to the College. The student is required to meet all current admissions requirements and will retain no previous course credits.

Students who have taken a hiatus of less than five years from their initial enrollment dates may request to have their previous academic record voided and start over as a new incoming student. All requests will be evaluated by the Registrar and presented to the Dean of Academic Affairs, or designee, for final action. Decisions affecting the action should be guided by the College policy No. 8, Length of Time to Complete the D.C. Program.

Withdrawal from the College

A student withdrawing from the Florida campus should do three things:

- Return his/her identification card to the Student Services Office.
- Complete a Financial Exit interview.
- Complete a Withdrawal Form in the Student Administrative Services Office.

If the student fails to comply with these instructions, he/she may be charged with a grade of F in all his/her current courses.

A student may find it necessary to withdraw from Florida campus after a quarter has begun. This will result in grades of “Withdrawal” (“W”) being posted for all classes currently being attempted. The last day to withdraw for an academic term is the 50-percent point of classes for that term. For specific withdrawal dates, refer to the Academic Calendar or contact the Student Administrative Services Office.

The continuance of each student on the rolls of the College and his/her graduation is strictly subject to the discretionary powers of the College. The College expressly reserves the right, and the student expressly concedes to the College, the right, to require withdrawal at any time of any student whose quality of work manifests an incompetence or unfitness to continue his/her course of study, or whose conduct is detrimental to, or incompatible with, the spirit and ideals of the College or the profession.

Graduation

Commencement exercises are held four times a year – in the winter, spring, summer and fall. Student Services coordinates all aspects of the graduation ceremonies.

Intent to graduate

Intent-to-graduate forms are filed when students register for their final academic term. To be eligible to apply for graduation, students must have no more than two deficit classes at the time of application. The graduation requirements listed below must be met. Students who do not graduate at the end of the academic term in which they applied for graduation must reapply with the Student Administrative Services Office during the first week of their next academic term. Intent-to-graduate forms will not be accepted after the 15th day of classes without approval of the Dean of Academic Affairs.

Graduation requirements

The degree of Doctor of Chiropractic is conferred upon students who have fulfilled the following requirements:

Academic requirements: A minimum of 4,896 classroom hours of instruction, or 408 credits, must be completed. Must have earned not less than the final 25 percent of the total credits required for the D.C. program from Palmer College of Chiropractic, Florida Campus. The candidate must have achieved no less than a 2.00 cumulative grade point average on a 4.00 scale. Academic Affairs will review the records of all students on the intent-to-graduate list to determine that all academic requirements, other than those in the final academic term, have been met. Discrepancies in the student's academic record will be investigated and unqualified students will be removed from the intent-to-graduate list.

Clinical requirements: Meeting the clinical requirements for graduation requires the successful completion of Patient Management I, II, III and all quantitative Clinical requirements, all Clinical Competency Practical and Summative Evaluations, and the Practice Development Quarter (PDQ) Contract. Clinical requirements must be completed two weeks prior to graduation or the student is not eligible to graduate. The Academic Standing Committee will hear appeals and act as the final decision maker.

Final academic approval: Final grades for graduating students will be available prior to the Academic Standing Committee graduation meeting on the Monday prior to graduation. At this meeting, the Registrar will present the graduation list for the committee's approval. All appeals of graduation decisions will be heard at this meeting and adjudicated by the committee. After the committee has approved the graduation list, it will be presented to the Academic Dean for final approval.

Institutional clearance: Under the direction of the Registrar, institutional clearance will be conducted shortly after the graduation list is approved. Graduating students are required to fulfill all outstanding obligations to the College at this time. Those who fail to complete institutional clearance will be removed from the graduation list and may be reinstated only by application to the Registrar, under the guidelines established between the Academic Standing Committee and the Registrar.

Attendance: Attendance at the graduation exercises is mandatory for all students. In extreme circumstances, students may be excused by application through the Academic Dean to the President.

Graduation Honors

Students meeting the following criteria will be awarded honors at graduation. The criteria are:

Cum Laude - GPA of 3.50 to 3.69

Magna Cum Laude - GPA of 3.70 to 3.89

Summa Cum Laude - GPA of 3.90 to 4.00

Valedictory and salutatory honors will be awarded to graduates according to custom. Honorees must have completed the entire professional curriculum at the Florida Campus.

Academic Honors

Honors in the course of study include the following:

Dean's List: The student has earned a GPA of at least 3.50 for a given term, with no quality grade less than Grade B in at least 18 credits of courses.

President's List: A student is eligible for the President's List if the student has achieved the Dean's List for four consecutive terms of enrollment.

Presidential Scholar: A student is eligible to be a Presidential Scholar at graduation if the student has earned President's List honors three consecutive times, and has achieved Dean's List for each term of enrollment.

Eligibility of Students for National Boards

In order for a student to be classified:

Part I: You must be classified as a seventh quarter student or higher at the time of the application deadline.

Part II: You must be classified as a ninth quarter student or higher at the time of the application deadline.

Part III: You must be classified as a tenth quarter or higher student, and enrolled in, or have completed Patient Management I at the time of the examination, and within nine months from your graduation. Also, you must have successfully completed Part I before the application deadline.

Part IV: You must be within six months of graduation and taking, or have completed, Patient Management III at the time of the examination. You must also have successfully completed Part I and Part II before the application deadline.

Physiotherapy: You must have completed 120 hours of Physical Therapy (CARE 7 and 8) by the late application deadline. Note: The instruction in physiotherapy must be taken at a chiropractic college whose students are eligible to take National Board of Chiropractic Examinations, or the courses and institution providing the instruction must be certified by such a college.

Academic Calendar

WINTER QUARTER - 2008

Jan. 4	Symposium Day
Jan. 7	New student orientation/ Faculty in-service day
Jan. 8	Classes begin
Jan. 14	Last day to register for Winter Quarter 2008
Jan. 21	Martin Luther King, Jr. Day/No classes
Feb. 11	Last day to drop a course or withdraw from term
March 10-13	Lab finals week
March 13	Last day of classes
March 14-16	National Board Exams/ No classes
March 17-20	Final exams
March 20	Graduation

SPRING RECESS

March 21, 2008, through March 30, 2008

SPRING QUARTER - 2008

March 28	Symposium Day
March 31	New student orientation/ Faculty in-service day
April 1	Classes begin
April 7	Last day to register for Spring Quarter 2008
May 2	Last day to drop a course or withdraw from term
May 26	Memorial Day/No classes
June 2-6	Lab finals week
June 6	Last day of classes
June 9-12	Final exams
June 13	Graduation

SUMMER RECESS

June 14, 2008, through July 10, 2008

SUMMER QUARTER - 2008

July 11	Symposium Day
July 14	New student orientation/ Faculty in-service day
July 15	Classes begin
July 21	Last day to register for Summer Quarter 2008
Aug. 15	Last day to drop a course or withdraw from term

Sept. 1	Labor Day/No classes
Sept. 12-14	National Board Exams/ No classes
Sept. 15-19	Lab finals week
Sept. 19	Last day of classes
Sept. 22-25	Final exams
Sept. 26	Graduation

FALL RECESS

September 27, 2008, through
October 2, 2008

FALL QUARTER - 2008

Oct. 3	Symposium Day
Oct. 6	New student orientation/ Faculty in-service day
Oct. 7	Classes begin
Oct. 13	Last day to register for Fall Quarter 2008
Nov. 7	Last day to drop a course or withdraw from term
Nov. 27-28	Thanksgiving recess/No classes
Dec. 8-12	Lab finals week
Dec. 12	Last day of classes
Dec. 15-18	Final exams
Dec. 19	Graduation

WINTER RECESS

December 20, 2008, through
January 8, 2009

WINTER QUARTER - 2009

Jan. 9	Symposium Day
Jan. 12	New student orientation/ Faculty in-service day
Jan. 13	Classes begin
Jan. 19	Martin Luther King, Jr. Day/No classes
Jan. 20	Last day to register for Winter Quarter 2009
Feb. 16	Last day to drop a course or withdraw from term
March 13-15	National Board Exams/ No Classes
March 16-20	Lab finals week
March 20	Last day of classes
March 23-26	Final exams
March 27	Graduation

SPRING RECESS

March 28, 2009, through April 2, 2009

SPRING QUARTER - 2009

April 3 Symposium Day
 April 6 New student orientation/
 Faculty in-service day
 April 7 Classes begin
 April 10-13 Spring holiday recess/No
 classes
 April 15 Last day to register for
 Spring Quarter 2009
 May 11 Last day to drop a course
 or withdraw from term
 May 25 Memorial Day/No
 classes
 June 8-12 Lab finals week
 June 12 Last day of classes
 June 15-18 Final exams
 June 19 Graduation

SUMMER RECESS

June 20, 2009, through July 9, 2009

SUMMER QUARTER - 2009

July 10 Symposium day
 July 13 New student orientation/
 Faculty in-service day
 July 14 Classes begin
 July 20 Last day to register for
 Summer Quarter 2009
 Aug. 14 Last day to drop a course
 or withdraw from term
 Sept. 7 Labor Day/No classes
 Sept. 14-17 Lab finals week
 Sept. 17 Last day of classes
 Sept. 18-20 National Board Exams/
 No classes
 Sept. 21-24 Final exams
 Sept. 25 Graduation

FALL RECESS

September 26, 2009, through
October 1, 2009

FALL QUARTER - 2009

Oct. 2 Symposium Day
 Oct. 5 New student orientation/
 Faculty in-service day
 Oct. 6 Classes begin
 Oct. 12 Last day to register for
 Fall Quarter 2009

Nov. 6 Last day to drop a course
 or withdraw from term
 Nov. 26-27 Thanksgiving recess/No
 classes
 Dec. 7-11 Lab finals week
 Dec. 11 Last day of classes
 Dec. 14-17 Final exams
 Dec. 18 Graduation

WINTER RECESS

December 19, 2009, through
January 7, 2010

WINTER QUARTER - 2010

Jan. 8 Symposium Day
 Jan. 18 Martin Luther King, Jr.
 Day/No classes
 Jan. 11 New student orientation/
 Faculty in-service day
 Jan. 12 Classes begin
 Jan. 19 Last day to register for
 Winter Quarter 2010
 Feb. 15 Last day to drop a course
 or withdraw from term
 March 12-14 National Board Exams/
 No classes
 March 15-19 Lab finals week
 March 19 Last day of classes
 March 22-25 Final exams
 March 26 Graduation

SPRING RECESS

March 27, 2010, through March 31, 2010

SPRING QUARTER - 2010

April 1 Symposium Day
 April 2-5 Spring holiday recess/No
 classes
 April 6 New student orientation/
 Faculty in-service day
 April 7 Classes begin
 April 13 Last day to register for
 Spring Quarter 2010
 May 10 Last day to drop a course
 or withdraw from term
 May 31 Memorial Day/No
 classes
 June 7-11 Lab finals week
 June 11 Last day of classes
 June 14-17 Final exams
 June 18 Graduation

SUMMER RECESS
June 19, 2010, through July 8, 2010

SUMMER QUARTER - 2010

July 9	Symposium Day
July 12	New student orientation/ Faculty in-service day
July 13	Classes begin
July 19	Last day to register for Summer Quarter 2010
Aug. 13	Last day to drop a course or withdraw from term
Sept. 6	Labor Day/No classes
Sept. 10-12	National Board Exams/ No classes
Sept. 13-17	Lab finals week
Sept. 17	Last day of classes
Sept. 20-23	Final exams
Sept. 24	Graduation

FALL RECESS
September 25, 2010, through
September 30, 2010

FALL QUARTER - 2010

Oct. 1	Symposium Day
Oct. 4	New student orientation/ Faculty in-service day
Oct. 5	Classes begin
Oct. 11	Last day to register for Fall Quarter 2010
Nov. 5	Last day to drop a course or withdraw from term
Nov. 25-26	Thanksgiving recess/No classes
Dec. 6-10	Lab finals week
Dec. 10	Last day of classes
Dec. 13-16	Final exams
Dec. 17	Graduation

WINTER RECESS
December 18, 2010, through
January 6, 2011

WINTER QUARTER - 2011

Jan. 7	Symposium Day
Jan. 10	New student orientation/ Faculty in-service day
Jan. 11	Classes begin
Jan. 17	Martin Luther King, Jr. Day/No classes

Jan. 18	Last day to register for Winter Quarter 2011
Feb. 14	Last day to drop a course or withdraw from term
March 14-17	Lab finals week
March 17	Last day of classes
March 18-20	National Board Exams/ No classes
March 21-24	Final exams
March 25	Graduation

SPRING RECESS
March 26, 2010, through March 31, 2011

SPRING QUARTER - 2011

April 1	Symposium Day
April 4	New student orientation/ Faculty in-service day
April 5	Classes begin
April 11	Last day to register for Spring Quarter 2011
April 22-25	Easter recess/No classes
May 9	Last day to drop a course or withdraw from term
May 30	Memorial Day/No classes
June 6-10	Lab finals week
June 10	Last day of classes
June 13-16	Final exams
June 17	Graduation

SUMMER RECESS
June 18, 2011, through July 7, 2011

SUMMER QUARTER - 2011

July 8	Symposium Day
July 11	New student orientation/ Faculty in-service day
July 12	Classes begin
July 18	Last day to register for Summer Quarter 2011
Aug. 11	Last day to drop a course or withdraw from term
Sept. 5	Labor Day/No classes
Sept. 12-15	Lab finals week
Sept. 15	Last day of classes
Sept. 16-18	National Board Exams/ No classes
Sept. 19-22	Final exams
Sept. 23	Graduation

FALL RECESS
September 24, 2011, through
September 29, 2011

FALL QUARTER - 2011

Sept. 30	Symposium Day
Oct. 3	New student orientation/ Faculty in-service day
Oct. 4	Classes begin
Oct. 10	Last day to register for Fall Quarter 2011
Nov. 3	Last day to drop a course or withdraw from term
Nov. 24-25	Thanksgiving recess/No classes
Dec. 5-9	Lab finals week
Dec. 9	Last day of classes
Dec. 12-15	Final exams
Dec. 16	Graduation

WINTER RECESS
December 17, 2011, through
January 5, 2012

Assuming a normal curriculum completion rate and fulfillment of all graduate requirements, students should expect to graduate within 13 quarters (39 months) of their matriculation date.

Tuition and Fees

Tuition Charges and Fees

Quarterly tuition for students registered from 27 to 35 credit hours is \$6,145. Students registered for fewer than 27 credit hours will be charged \$229 per credit hour. Students registered for more than 35 credit hours will be charged \$229 per credit hour for each additional credit hour above 35.

Nonrefundable Fees

- Application fee \$50
- Tuition Deposit \$200 (applied toward first quarter tuition)
- Matriculation fee \$150
- Activity fee \$20
- Late Registration fee \$15
- Liability insurance fee \$195 (three consecutive payments of \$65 each at the start of the 4th, 5th and 6th quarters)
- Late intent to graduate fee \$50
- Re-matriculation fee \$50 (assessed to students who interrupt their course of study for more than one academic term and seek to re-enter)

General Fees

- Payment of delinquent tuition 12% (APR service fee on monthly unpaid balances)
- Collection fee on non-sufficient funds check \$25.00
- Reinstatement fee \$50 (After undeclared or involuntary withdrawal)
- Clinic Participation Extension \$150 (non-refundable)
- Transcript Fee \$5 (first one at no charge, nonrefundable)
- Duplicate Diploma fee \$25 (nonrefundable)
- SRE \$85
- Record Duplication fee \$0.10 (nonrefundable) per page
- Replacement of ID card \$5 (nonrefundable)

The College reserves the right to modify or change tuition and fees, rules and requirements. Such changes shall go into force without notice whenever it is determined appropriate by the College.

Payment of Accounts

Palmer College of Chiropractic, Florida campus, has established all tuition, fees and bookkeeping procedures on an academic-term basis. Tuition, fees and other charges are due and payable on the 10th day of classes. Students may not be given credit for classes until tuition and all other charges are paid in full. In addition, registration for the following quarter will not be permitted prior to payment of all outstanding balances.

No official document is issued to anyone with outstanding obligations to the College. Non-payment of tuition when due may result in the discontinuance of registration, the loss of eligibility for registering for the following quarter, a hold on records (transcripts, grades, etc.) or all of the preceding.

Business Office Policies, Rules and Procedures

Palmer College of Chiropractic, Florida campus, establishes all tuition and fees.

1. Questions about tuition and fee charges can be directed to the Student Administrative Services Office between the hours of 8 a.m. and 4:30 p.m.
2. Tuition and fees are due in full by the 10th day of classes. If tuition and fees are not paid in full by the 10th day of classes, a deferment request must be completed and returned by that date. Failure to complete such an agreement could result in removal from the classes enrolled and/or restriction from registration for future quarters.
3. All balances unpaid 30 days from the date of service will be charged a one-percent per month (12-percent annual percentage rate) finance charge on the unpaid balance. There will be no exceptions.
4. Loan checks received shall be used to cover all tuition and fees assessed for the current quarter and any additional fees as stated in the Business Office Tuition and Fees Agreement signed by the student.
5. The College will accept checks by mail, postmarked by the tuition deadline, as timely payment of tuition.
6. Students will not be given credit for class attendance until tuition is paid in full.

Policy on Tuition Delinquency

- 1. Deferment by due date.** For certain approved loans, the due date for tuition is deferred when the student signs a deferment agreement in the Business Office and if the loans conform to all of the following conditions:
 - The loan will completely cover the unpaid balance of tuition.
 - The loan was procured through the Financial Planning Office or from a foreign government.
 - Written approval of the loan must be presented to the Business Office on or before the 10th day of classes. The due date for tuition is as stated in the Business Office Tuition and Fees Agreement.
 - The term “loan” shall also include grants for which the College is the recipient of the check(s).
- 2. Tuition delinquency and its consequences.** Any student who has not paid his/her tuition in full on or before the 10th day of classes or has not completed the deferment request is tuition delinquent.

Any student who is or who becomes tuition delinquent will be assessed a finance charge and may be removed from the classes in which he or she is enrolled. Re-instatement will be determined by Student Administrative Services. There is a fee for re-instatement.

Policy on Tuition Refunds

The College must engage its faculty, carry on its administrative functions, provide the physical plant and the laboratories and make other financial plans to correspond with the number of students to be enrolled. When students withdraw from the College, they leave a vacancy that cannot be filled that academic term. The following rules concerning refunds protect the College and its commitment to other students from losses when students withdraw. Exceptions will be made only under emergency conditions as determined by the College.

Withdrawal

Any student who withdraws from the Florida campus on or after the first day of classes in any academic term must do so in writing through the Student Administrative Services Office. The amount of the tuition and fees refunded will be calculated on a prorated basis up to the first 50-percent point of class days in the period of enrollment for which the student has been charged. Thereafter, no refund will be made. For specific information on withdrawal procedures and the dates associated with the last day to withdraw, please refer to page 55 – Withdrawal from the College.

Drops

When a student drops a class and the resulting remaining credits fall outside of the block tuition amount, the refund will be calculated on the following rates:

- On or before the first day of classes: 100 percent refund of the tuition difference.
- Between the first day and the end of 10 percent of class days: 90 percent refund of the tuition difference.
- Between 10 percent and the end of 25 percent of class days: 50 percent refund of the tuition difference.
- Between 25 percent and the end of 50 percent of class days: 25 percent refund of the tuition difference.
- After the end of 50 percent of class days: 0 percent refund.

Fees are non refundable.

If a withdrawal or drop indicates a refund of educational expenses and federal financial aid was used, these financial sources will be reimbursed first. Examples of the refund policy will be furnished upon request.

The last day to drop a course for an academic term is the 50-percent point of classes for that term. For specific withdrawal and drop dates, refer to the academic calendar or contact the Student Administrative Services Office.

Student Rights and Responsibilities

Policies, Rules, Procedures and Guidelines

The information contained here deals with the policies, rules, procedures and guidelines implemented by Palmer College of Chiropractic regarding student conduct. This information is very important to each student and it is advised that students read through each section carefully. Any questions or concerns about these policies, rules, procedures and guidelines should be directed to the Coordinator for the Administration of the Code of Student Ethics or his or her designee.

Reservation of Rights

Palmer College of Chiropractic reserves the right, without notice, to modify its requirements for admission or graduation; to change the arrangements or content of its courses, the instructional materials used or the tuition and other fees charged; to alter any regulation affecting the student body; to refuse admission or re-admission to any student at any time, or to dismiss any student at any time, should it be in the interest of the College, or of the student, to do so. The College also reserves the right, without notice, to modify, change or delete any material in this Handbook. It is the responsibility of the student to inquire as to whether a change has been made.

Code of Student Ethics

Preamble

- i. Students, as a condition of admission, agree to abide by all Palmer College of Chiropractic regulations contained in the College Catalog, Student Handbook, other publications and notices placed on official College bulletin boards including its website. This Agreement also includes students who reside in Palmer premises; participate in preceptorships; and participate in any Palmer programs on or off Palmer premises.
- ii. Students are also expected to abide by local, state and federal laws. The College assumes its students will conduct themselves as responsible citizens. The College, therefore, reserves the right to

dismiss any student at any time, should it be in the best interest of the College or the student to do so. It is the personal responsibility of every student to respect the rights of others and to conduct themselves with integrity.

Purpose

- i The intent of this Code is to ensure that students neither lose their ties covered by the laws of the larger community and those covered by College rules may overlap, it is important to note that the community's laws and the College's rules operate independently and that they do not substitute for each other. The College may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources (such as law enforcement agencies and the courts) to determine whether College rules have been broken.
- ii Students enrolled at the College must be guided by the highest standards of moral conduct. They are expected to demonstrate professional qualities when dealing with persons in the academic community, with chiropractic patients and with the public.

Student Disciplinary Code

Article I: Definitions

1. The term "misconduct" means ethical misconduct listed in Article I II, Section C.
2. The term "College" means Palmer College of Chiropractic, including the various degree programs.
3. The term "Palmer" refers to Palmer College of Chiropractic, and each of its three campuses—Davenport Campus, West Campus and Florida Campus; their respective clinics and other divisions operating under the direction and control of Palmer.
4. The term "student" includes all persons enrolled at the College, both full-time and part-time, pursuing undergraduate, graduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students." Students who violate the Code of Student Ethics can expect prompt and deliberate adjudication, whether or not they choose to be present or remain at the College. Furthermore,

individuals who are not currently attending the College remain subject to decisions made within the disciplinary process upon re-enrollment for conduct that occurred during any period of attendance.

5. The term “filer” means any member of the Palmer community who submits a charge alleging ethical misconduct.
6. The term “respondent” means any student, organization or club which has been charged with ethical misconduct.
7. The term “faculty member” means any person employed by the College to conduct professional responsibilities including, but not limited to classroom and clinic activities.
8. The term “Palmer official” includes any person employed by Palmer performing assigned administrative or professional responsibilities.
9. The term “member of the Palmer community” includes any person who is a student, faculty member, Palmer official, Palmer employee or any other organization or club recognized/registered with the College. A person’s status in a particular situation shall be determined by the Coordinator or his/her designee.
10. The term “Palmer premises” includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by Palmer, including adjacent streets and sidewalks.
11. The term “organization” or “club” means any number of persons who have complied with the formal requirements for College recognition/registration.
12. The term “Hearing Board” means persons authorized to recommend whether ethical conduct has been proven and, if appropriate, recommend sanctions to the designated Palmer Hearing official.
13. The term “shall” is used in the imperative sense.
14. The term “may” is used in the permissive sense.
15. The term “Coordinator” is that person designated by Palmer to be responsible for the administration of the Code of Student Ethics and its processes.
16. The term “designated Palmer Hearing official” is that Palmer official authorized to consider the recommendations of a Hearing Board in

deciding if ethical misconduct has been proven and what sanctions, if any, shall be imposed.

17. The term “designated Palmer Appeal official” is that Palmer official authorized to make the final appeals decision.
18. The term “policy” is defined as the written regulations of Palmer as found in, but not limited to, the Student Handbook, College Catalog and other Palmer publications and notices placed on official Palmer bulletin boards including its website.
19. The term “cheating” includes, but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests or examinations.
 - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
 - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
20. The term “plagiarism” includes, but is not limited to, the use—by paraphrase or direct quotation—of the published or unpublished work of another person without full and clear acknowledgement. It also includes the failure to acknowledge the use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Article II: Authority of the Coordinator

1. The Coordinator who administers the Code of Student Ethics and its processes shall determine who hears, recommends, and decides charges of misconduct.
2. The Coordinator shall have the following duties, which are not all inclusive:
 - a. Assist members of the Palmer community with the filing of charges of misconduct.
 - b. Assist students charged with misconduct.

- c. Determine if a charge of misconduct may be disposed of informally on a basis acceptable to Palmer.
- d. Determine whether a charge of misconduct will be processed under the Student Disciplinary Code or if it will be submitted to the jurisdiction of another appropriate process recognized by Palmer.
- e. Facilitate meeting(s) between the filer and respondent, if any.
- f. Maintain the file of all original documents submitted under the Code of Student Ethics involving the processing of charges of misconduct.
- g. Challenge members of the Hearing Board as to bias against or for the respondent or filer, and if there is bias, proceed to empanel an unbiased replacement.
- h. Oversee the procedures set forth in Article V.
- i. Halt the procedures set forth in Article V if the process is not being followed. This right of the Coordinator may be exercised without question. The Coordinator may call a meeting of Palmer officials to resolve any problems or concerns and then may restart the process.
- j. Provide final interpretations regarding the Code of Student Ethics and Student Disciplinary Code, subject to approval by Palmer officials.
- k. Amend the Code of Student Ethics, develop policies, procedures and forms for the administration of the Code of Student Ethics and Student Disciplinary Code subject to approval by Palmer officials.

Article III: Misconduct

A: Jurisdiction of the Code of Student Ethics

The Code of Student Ethics shall apply to conduct that occurs on Palmer premises or at Palmer-sponsored or Palmer-related activities or service functions on or off Palmer premises or at non-Palmer activities on or off Palmer premises that adversely affects the Palmer Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual

awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

B: Filing of Charges of Misconduct

Any member of the Palmer community may file charges with the Coordinator against any student for misconduct. Similarly, such charges may be filed with the Coordinator against any student organization or club, its student officers and student members who may be found collectively and/or individually responsible for misconduct when such misconduct is authorized, encouraged, directed, tolerated, supported by or committed on behalf of the organization or club.

Except as provided in Article II, Section 2c and 2d, any charge of misconduct is subject to the procedures outlined in Article V.

C: Misconduct – Rules and Regulations

Misconduct may include any of the following:

1. Acts of dishonesty, including but not limited to, the following:
 - a. Cheating, as defined in Article I, or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
 - b. Plagiarism, as defined in Article I, which includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials or other materials as one's own work when such work has been prepared by another person.
 - c. Unauthorized possession of examinations, library materials, laboratory materials or other course-related materials.
 - d. Unauthorized changing of grades on an examination, in an instructor's gradebook or on a grade report, or unauthorized access to academic computer records.
 - e. Furnishing false information, nondisclosure or misrepresentation to any Palmer official, faculty member or office.

- f. Forgery, alteration, misuse or unauthorized use of any Palmer document, record or instrument of identification.
 - g. Tampering with the election of any Palmer-recognized/registered student organization.
 - h. Unauthorized use of materials, electronic devices or other aids during quizzes, examinations or other testing or evaluation venues.
 - i. Substituting for another student or permitting another person to substitute for oneself in taking an examination or any other academic evaluation process.
2. Disruption or obstruction of teaching, learning, research, administration, disciplinary proceedings and other Palmer proceedings and activities, including its public service functions or other authorized non-Palmer activities.
 3. Physical abuse; verbal abuse; threats; intimidation; harassment; and/or coercion.
 4. Any conduct that threatens or endangers the health; safety; education; or employment of any member of the Palmer community, clinic patients or any other person.
 5. Engaging in individual or group conduct that is violent, including, but not limited to, behavior as defined in the Campus Violence Policy.
 6. Engaging in individual or group conduct that is abusive; indecent; unreasonably loud or similar disorderly conduct that infringes upon the privacy, rights or privileges of others, or disturbs the peace, orderly process, education or employment of any member of the Palmer community or any other person.
 7. Sexual misconduct or threats of sexual misconduct.
 8. Attempted or actual theft of and/or damage to Palmer property, property of a member of the Palmer community or other personal or public property.
 9. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into,

affiliation with or as a condition for continued membership in a group, organization or club.

10. Failing to comply with the directives of Palmer officials, Palmer security or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Unauthorized possession, duplication or use of keys to any Palmer premises or unauthorized entry to or use of Palmer premises.
12. Violations of published Palmer policies, rules or regulations.
13. Violation of federal, state or local law.
14. Use, possession, manufacturing or distribution of drugs of abuse including, but not limited to, solvents; hallucinogens; narcotics; depressants; stimulants; or other controlled substances except as expressly permitted by law.
15. Use, possession, manufacturing or distribution of alcoholic beverages, except as expressly permitted by law and Palmer regulations, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
16. Illegal or unauthorized use, possession or storage of firearms, weapons, explosives, fireworks or dangerous chemicals, even if legally possessed, in a manner that harms, threatens or causes fear to others.
17. Reporting the presence of a fire, bomb, explosive or incendiary device without good reason to believe the facts reported are true.
18. Misusing or damaging fire or other safety equipment.
19. Unauthorized use of the Palmer telephone system, e-mail, fax machines or other Palmer equipment.
20. Failure to make payment for any debts owed to Palmer.
21. Failure to comply with Palmer traffic and parking rules and regulations.
22. Participating in a demonstration, riot or activity that disrupts the normal operation of Palmer and/or infringes on the rights of

- others or leading or inciting others to disrupt scheduled and/or normal activities including, but not limited to obstruction that interferes with freedom of movement, either pedestrian or vehicular.
23. Conduct that is disorderly, lewd or indecent; breach of peace; or assisting, encouraging or facilitating another person to breach the peace.
 24. Theft or other abuse of computer facilities and/or resources, including, but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and/or resources to interfere with the work of another student, employee or Palmer official.
 - e. Use of computing facilities and/or resources to send obscene or abusive messages.
 - f. Use of computing facilities and/or resources to interfere with normal operations of the Palmer computing system.
 - g. Use of computing facilities and/or resources in violation of copyright laws.
 - h. Any violation of Palmer's computer or any other electronic communication use policy.
 25. Assisting, encouraging or facilitating another person to commit an abuse of the Code of Student Ethics.
 26. Abuse of this disciplinary process, including, but not limited to:
 - a. Failure to obey a notice from the Coordinator, a Hearing Board, Palmer official or office.
 - b. Falsification, distortion or misrepresentation of information to the Coordinator, a Hearing Board, Palmer official or office.
 - c. Disruption or interference with this disciplinary process.
 - d. Institution of a charge of misconduct, hearing and/or an appeal knowingly, without cause.

- e. Attempting to discourage an individual's proper participation in, or use of, this process.
- f. Attempting to influence the impartiality of a member of the Hearing Board, designated Palmer Hearing official, designated Palmer Appeals official or other Palmer official prior to and/or during the course of the hearing and/or appeal proceeding, including and until such time as a final written decision is issued.
- g. Harassment (verbal, physical or visual) and/or intimidation of the filer, respondent, witnesses, a member of a Hearing Board, designated Palmer Hearing official, designated Palmer Appeals official, investigator, or other Palmer official prior to, during and/or after a hearing and/or appeal proceeding, including and until such time as a final decision is issued.
- h. Failure to comply with any sanction(s) imposed under the Code of Student Ethics.
- i. Assisting, encouraging or facilitating another person to commit an abuse of this disciplinary process.

27. Acts of dishonesty in the Clinics or in Clinic programs including, but not limited to the following:

- a. Furnishing false information, nondisclosure or misrepresentation to any Palmer official, faculty member, employee, Clinic patient or office.
 - b. Forgery, alteration or misuse of any Palmer document record; Clinic record; protected health information or instrument of identification.
 - c. Unauthorized possession or access to any Palmer document record; Clinic record; protected health information or instrument of identification.
28. Misrepresenting or allowing themselves to be presented or represented as a Doctor of Chiropractic or anything other than as a student chiropractor to patients or the public.
29. Practicing chiropractic without a license under applicable state law outside of the legal scope provided for chiropractic students.

30. Failing to regard and refer to all peers, health professionals, and College employees with honor, giving credit where it is due.
31. Violations of published or taught clinic policies, procedures, rules or regulations.
32. Violating the confidentiality of protected health information obtained and/or recorded in the course of patient-related care unless otherwise released in writing by the patient.
33. Failing to adequately disguise or redact patient identity from protected health information used in writing, reports, classroom lectures or other public forums.
34. Unauthorized removal of patient records, radiographs, images or all other protected health information from Clinic facilities.
35. Failing to accurately note in patient records all data derived directly from the patient, all clinical assessments of the patient, all changes in the patient's condition, all recommendations to the patient and all care delivered to and/or performed on the patient.
36. Neglecting, abandoning or withdrawing from the care of a patient without prior approval from the Clinic doctor of record. All recommendations of referral, care and/or transfer of a patient for any reason are privileges reserved to Clinic faculty doctors of record.
37. Failing to treat with respect, and earn and maintain the trust of patients, patient families, faculty, staff, Palmer officials and the general public.
38. Subordinating the health and welfare of the patient and the quality of patient care to the student's expectation of academic, personal or other remuneration or lack thereof.
39. Inducing or attempting to induce patients or members of a patient's family to submit to chiropractic care in exchange for compensation or anything else of value.
40. Transporting patients to or from Palmer premises for the purpose of patient evaluation or care.
41. Advertising chiropractic services other than specifically defined as allowable by state, Palmer and clinic regulations.

42. Engaging solicitors or agents for the purpose of soliciting patients or becoming involved in such endeavors.
43. Failing to suspend, terminate or limit the scope of involvement with patients when a student's personal problems or conflicts interfere with or may interfere with providing quality patient care.

Article IV: Violation of Law and College Discipline

Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Ethics (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation. Proceedings under this Student Code of Ethics may be carried out prior to, simultaneously with, or following a civil or criminal proceedings at the discretion of the Coordinator. Determinations made or sanctions imposed under this Student Code of Ethics shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of Palmer rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, Palmer will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Ethics, Palmer may advise legal authorities of the existence of the Student Code of Ethics and of how such matters are typically handled within the Palmer community.

Article V: Procedures

A. Charges of Misconduct and Hearings

1. Charges of misconduct shall be prepared in writing and directed to the Coordinator, who is responsible for the administration of these disciplinary procedures. Any charges of misconduct should be submitted as soon as possible after the event takes place, preferably within 30 academic days.
2. After the Coordinator provides the charge of misconduct to the respondent, the Coordinator may then meet with the filer and the

respondent to determine if the charge can be disposed of informally on a basis acceptable to Palmer. If the charges cannot be disposed of informally, the charges shall be formally presented to the Hearing Board. If the informal resolution is not complied with by the respondent, the filer may formally present the charges of misconduct to the Hearing Board.

3. A time shall be set for a formal hearing, as soon as reasonably possible. Maximum time limits for scheduling of hearings may be extended at the discretion of the Coordinator.
4. Hearings shall be conducted by the Hearing Board according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the hearing, with the exception of the filer and the respondent shall be at the discretion of the Coordinator and witnesses may be excluded other than to testify.
 - c. In hearings involving more than one respondent or filer, the Coordinator in his/her sole discretion may permit the hearings concerning each to be conducted separately.
 - d. The filer and the respondent have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. If either party retains an attorney, such party shall notify the Coordinator at least three academic days in advance of the hearing such that the non-represented party and the Board may have the opportunity to obtain their own attorney. The filer and respondent are responsible for presenting his/her own case. Therefore, advisors are not permitted to speak or to participate directly in the hearing.
 - e. The filer, the respondent and the Hearing Board will be given the opportunity to question any and all witnesses who present evidence.
 - f. Pertinent records, exhibits and affidavits may be accepted as evidence for consideration by the Hearing Board at the discretion of the Coordinator.
 - g. All procedural questions are subject to the final decision of the Coordinator.

- h. The Coordinator may reopen any hearing if the Hearing Board requests additional evidence, which may include affidavits, exhibits and/or additional testimony.
 - i. After the hearing and any reopening, the Hearing Board shall deliberate and recommend by majority vote whether or not the charge of misconduct has been proven.
 - j. The Hearing Board's recommendation shall be made on the basis of whether it is more likely than not that the respondent engaged in misconduct.
 - k. If the Hearing Board makes a recommendation that misconduct was proven, this Board will then recommend the appropriate sanction(s).
 - l. The Hearing Board will communicate in writing its recommendations to the designated Palmer Hearing official. The Palmer Hearing official may accept or reject the Board's recommendations in whole or in part; may ask the Board to hear further testimony; reconsider its recommendations; or may modify the sanction(s) recommended by the Board.
 - m. The Coordinator will notify the respondent, in writing, of the designated Palmer Hearing official's decision.
5. There shall be a single, verbatim record such as a tape recording of all hearings before the Hearing Board. The record shall be the property of Palmer. The respondent will be given access for a personal opportunity to listen to the tape in the presence of the Coordinator or his/her designee. No one other than the Coordinator will be allowed to tape record the proceeding.
 6. No respondent may be found to have violated the Student Code of Ethics solely because of failure to appear before the Hearing Board. In all cases, the evidence in support of the charges of misconduct shall be presented and considered.

B. Sanctions and Interim Suspension

1. The following sanctions may be imposed for misconduct:
 - a. Warning: A written reprimand for misconduct.

- b. Loss of privileges: Denial of specified privileges for a designated period of time.
 - c. Fines: Previously established and published fines may be imposed.
 - d. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate services and/or monetary or material replacement.
 - e. Discretionary sanctions: Educational remediation, denial of academic credit, work assignments, services to the College, counseling, treatment, or other related discretionary assignments.
 - f. Clinic suspension: Separation from the Clinic (with the exception of receiving patient care) for a definite period of time. Conditions for readmission may be specified.
 - g. College suspension: Separation from the College for a definite period of time. Conditions for readmission may be specified.
 - h. Palmer residential premises suspension: Separation from the residence and any other Palmer owned residential premises for a definite period of time. Conditions for readmission may be specified.
 - i. Palmer residential premises expulsion: Permanent separation from the residence and any other Palmer owned residential premises.
 - j. College dismissal: Permanent separation from Palmer.
2. This list of possible sanctions is not all inclusive.
 3. More than one sanction may be imposed for any single finding of misconduct.
 4. In making a recommendation as to whether or not misconduct was proven, a Hearing Board is not made aware of any prior proven charge(s) of misconduct or sanctions imposed. However, once a subsequent charge of misconduct against the same respondent is heard by a Hearing Board and such subsequent charge is proven, then the Hearing Board is made aware of previous proven charges of misconduct and sanctions imposed. The Hearing Board may then consider these matters in making their recommendation for appropriate sanctions.

5. Sanction(s) may be more severe for respondents previously found to have engaged in misconduct.
6. Other than College dismissal, disciplinary sanction(s) shall not be a part of the student's permanent academic record, but may be made part of the student's confidential record maintained by the Coordinator. Two years after graduation, the student may, upon written application to the Coordinator, request that the student's College confidential record be expunged by the Chief Academic Official of all disciplinary actions other than College dismissal, misconduct involving the College clinics, preceptorships, Clinic Abroad or any other Clinic program.
7. A Palmer official may suspend a respondent prior to a hearing. Such suspension may be imposed:
 - a. To ensure the safety and/or well being of members of the Palmer community or preservation of Palmer property;
 - b. To ensure the respondent's own physical or emotional safety and/or well being;
 - c. If the respondent poses a definite threat of disruption of or interference with the normal operations of Palmer;
 - d. Or should it be in the best interest of Palmer, the filer or the respondent to do so.
8. During the interim suspension, respondents shall be denied access to Palmer premises (including classes) and/or all other Palmer activities or privileges for which the respondent might otherwise be eligible as the Palmer official may determine to be appropriate.
9. Palmer may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Disciplinary Code, including the completion of all sanctions imposed, if any.

C. Appeals

1. A decision by the designated Palmer hearing official may be 1. A decision by the designated Palmer Hearing official may be appealed by the respondent to the designated Palmer Appeals official within 10 academic days of the written decision. Such appeal shall be in writing and shall be delivered to the Coordinator.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record made before the Hearing Board and supporting documents for one or more of the following purposes:
 - a. To determine whether the formal hearing was conducted fairly in light of the charges and evidence presented and in conformance with these procedures.
 - b. To determine whether the decision reached was based on substantial evidence, that is, whether the facts were sufficient to establish misconduct.
 - c. To determine whether the sanctions imposed were appropriate for misconduct found.
 - d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out before the Hearing Board, because such evidence/facts were not known to the respondent appealing at the time of the hearing.
3. Review of the sanction(s) by the designated Palmer Appeals official may not result in more severe sanction(s) for the respondent. Instead, following the appeal, the designated Palmer Appeals official may, upon review of the case, recommend reduction of the sanction(s) imposed by the designated Palmer Hearing official.
4. After review of the above, the designated Palmer Appeals official, in writing, may decide to:
 - a. Affirm the finding of misconduct.
 - b. Dismiss the charge(s), finding no misconduct occurred.
 - c. Affirm the sanction(s).
 - d. Reduce or dismiss the sanctions(s).
 - e. Return the charge(s) to the original Hearing Board for reconsideration.
5. Except for 4(e) above, returning the charges, the decision of the designated Palmer Appeals official shall be final.

Article VI: Family Educational Rights and Privacy Act (FERPA)

1. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.
2. A charge of misconduct and all other documents submitted as a part of this Student Disciplinary Code, including the informal process; the formal hearing process; the appeal process; Board recommendations; and the decisions; are education records under FERPA.
3. The disclosure of such records to persons other than the respondent and Palmer officials with a legitimate educational interest is limited to:
 - a. Instances in which written consent of the respondent is provided; or
 - b. To the extent that FERPA authorizes disclosure without such written consent
4. For more information concerning this statute, please refer to Palmer's Student Records Policy.

For inquiries regarding the administration of the Code of Student Ethics contact any of the following Coordinators:

Palmer College of Chiropractic, Davenport Campus

Earlye Adams Julien, PHR., M.S. Ed.
Senior Director
Office of Adjudication/Compliance
1000 Brady Street
Davenport, IA 52803
(563) 884-5476
earlye.julien@palmer.edu

Palmer College of Chiropractic, Davenport Campus

Lori Larsen, Compliance/Reporting Coordinator
and Judicial Coordinator Designee
Office of Adjudication/Compliance
1000 Brady Street
Davenport, IA 52803
(563) 884-5246
lori.larsen@palmer.edu

Palmer College of Chiropractic, West Campus

William DuMonthier, D.C.

Dean of Student Academic Affairs
and Judicial Coordinator Designee

Office of Student Academic Affairs

90 E. Tasman Drive

San Jose, CA 95134

(408) 944-6062

william.dumonthier@palmer.edu

Palmer College of Chiropractic, Florida Campus

Cheryl Shaw, Human Resources Coordinator

and Judicial Coordinator Designee

Office of Human Resources

4777 City Center Parkway

Port Orange, FL 32129

(386) 763-2665

cheryl.shaw@palmer.edu

Reporting Violations of Local, State or Federal Law

Students are expected to abide by local, state and federal laws. Any student who has been convicted of, pled guilty or no contest to or forfeited bail for any criminal conduct under law or ordinance is to notify the institution. Such notification should be made in writing, through the Director of Student Services or the Office of Adjudication, within five days of the applicable conviction. This notification requirement excludes only minor traffic violations. Failure to promptly report such convictions may result in disciplinary action up to and including dismissal.

The institution may refer any student found in violation of local, state or federal law for prosecution. Any student referred for prosecution may be subject to legal action in addition to disciplinary action initiated by the institution. Such legal action may include criminal charges that can limit an individual's ability to obtain a license to practice chiropractic in certain states.

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit, to the Registrar or other appropriate College official, written requests that identify the record(s) they wish to inspect. The Registrar or other appropriate College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar or other appropriate College official to whom the request was submitted, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student's educational records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar or College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. Such an official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law-enforcement personnel and clinic staff); a person or company with whom the College has contracted (such as an attorney, auditor, security firm or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another College official in performing his or her tasks.

A College official has the legitimate, educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Except as provided in (3) above, the right to request that directory information be withheld from release.

The College has designated certain categories of information as directory information. Student's consent is needed to release this information as directory information. Students' consent to release this information is implied. A currently enrolled student may instruct the College to withhold one or both categories of directory information by submitting a request form to the Registrar prior to the end of the fifth day of instruction for a term. Regardless of a student's enrollment status, a request to withhold directory information remains in force until the student submits a subsequent request for removing the restriction. Forms may be obtained and filed at the Student Administrative Services office.

Personal Information

- The student's name
- Telephone numbers
- Weight and height, if an athletic team member
- Photographs
- Addresses
- Date of birth

Academic Information

- Student's name
- Dates of attendance
- Institutions previously attended
- Degrees, honors and certificates received or anticipated
- Class level
- Full- or part-time status
- Eligibility for membership in College honoraries
- Participation in officially recognized activities and sports

If a student has elected to withhold either personal or academic information, the College will respond to inquiries as follows:

"The student has instructed us not to reveal this information."

If a student has elected to withhold both categories of directory information, the College will respond to inquiries as follows:

“There is no information available for any student by that name.”

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is :

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington D.C. 20202-4605

Location of Records

Type	Location	Custodian
Admissions records (current student)	Student Administrative Services	Registrar
Health records	Palmer Chiropractic Clinics	Director of Clinic Records
Financial Aid records	Financial Planning Office	Director of Financial Planning
Financial records	Student Administrative Services	Registrar Bursar
Disciplinary records (current/previous students)	Adjudication and Compliance	Coordinator

Physical removal of files from offices is forbidden.

Student Concerns/Complaints

Unlawful Harassment, Discrimination, Retaliation or Personal Injury

For allegations related to unlawful harassment, discrimination, retaliation or personal injury the student(s) must contact:

- Palmer College of Chiropractic, Florida Campus
Cheryl Shaw, Human Resources Coordinator
Office of Human Resources
4777 City Center Parkway
Port Orange, FL 32129
(386) 763-2665
cheryl.shaw@palmer.edu
- Palmer College of Chiropractic, Davenport Campus
Earlye Adams Julien, Senior Director
Office of Adjudication, 4th floor, Administration Building
1000 Brady Street
Davenport, IA 52803
Phone: (563) 884-5476 Fax: (563) 884-5266
earlye.julien@palmer.edu

Course-Related Academic Concerns

If a student has a concern regarding a test, quiz, practical, examination, class assignment, class requirements, grades, conflicts with midterms or finals, or any other course-related academic concern, the student should first make every effort to communicate with the faculty member as soon as possible. Contact the faculty member during posted office hours, through their e-mail address, or by phone (listed in the class syllabus). The standard listing for faculty e-mail addresses is by first name followed by a period, the last name @palmer.edu (for example: john.doe@palmer.edu for Dr. John Doe). Please allow a reasonable amount of time for a response keeping in mind that faculty are not on campus at all times. If a concern has not been resolved after communicating with the faculty member, the student should then contact the appropriate Director (Level I, Level II or Clinic). If the faculty member is the director, this second

step is unnecessary. If the concern has not been resolved after steps 1 and 2 with the faculty member and Director, the student should contact the Dean of Academic Affairs. The decision of the Dean is final.

Course-Related Non-Academic Concerns

If a student has a concern regarding a faculty member other than a course-related concern, the concern should be directed to the Dean of Academic Affairs.

General Concerns

A Class representative may take general concerns for the class (those relating to the campus environment, resources and student activities concerns) to the Student Services Administration.

Clinic Concerns

Clinic class-related concerns should be directed to the Coordinator of Clinical Academics (CCA). If the concern has not been resolved after communicating with the CCA, the student should contact the Director of Clinics. If the concern has not been resolved after communicating with the Director of Clinics, the student should contact the Dean of Academic Affairs. The decision of the Dean is final.

Staff Concerns

If a student has a concern regarding a staff member, the concern should be directed to Human Resources.

Concerns Regarding Other Students

If a student has a concern regarding another student, the concern should be directed to the Coordinator for the administration of the Code of Student Ethics. Policies, rules, procedures and guidelines regarding student conduct are outlined in the Code of Student Ethics published in the Student Rights and Responsibilities section of this Student Handbook.

Additional Concerns/Questions

For additional concerns or questions, refer to the directory published in this Student Handbook.

Campus Safety

I. Commitment

Palmer College of Chiropractic is committed to maintaining an environment conducive to the safety and welfare of all members of the College community and its guests. As such, the College has established policies and associated rules and annually publishes the “Guide to Campus Safety and Substance Abuse Awareness.” This guide contains educational information for students and employees regarding:

- The College’s policies and associated rules regarding: 1) drug and alcohol use and 2) campus violence;
- Educational information regarding substance abuse and crime prevention;
- The promotion of healthy choices concerning the use of alcohol and other drugs, emphasizing the elimination of illegal use, high-risk behavior, harmful use and related violence;
- Updated information regarding available intervention, evaluation, referral and treatment services;
- Updated information regarding campus security;
- Updated information regarding local and campus crime statistics; and
- Emergency response information.

II. Available Information

The “Guide to Campus Safety and Substance Abuse Awareness” and associated reports is public information and can be found in the following locations:

Palmer College of Chiropractic website

<http://www.palmer.edu/news2.aspx?id=1688>

Palmer College of Chiropractic, Florida Campus

- Student Services
- Human Resources
- Facilities

- Library

A daily log of the Florida Campus security reports can be found at:

http://w3.palmer.edu/florida_security/default.htm

III. Crime Reporting

It is the responsibility of all students, employees and visitors to comply with the College's relevant policies, rules and procedures regarding safety and to take precautions toward ensuring their own safety.

If you are a victim of, or a witness to, a crime committed on campus, it is your responsibility to report the crime immediately to Campus Security. If necessary, Campus Security will notify the Port Orange Police Department.

“Code Blue” Emergency telephones are located in the north and south main campus parking lots for use in requesting emergency assistance. Campus Security may be contacted anytime for emergency assistance or escort services from security staff.

**TO CONTACT FLORIDA CAMPUS SECURITY CALL (386)
763-2777.**

For additional questions or concerns regarding safety, or assistance with crime reporting, you may contact any of the following:

- Brad Kuhns, Facilities Manager
(386) 763-2690
brad.kuhns@palmer.edu
- Cheryl Shaw, Human Resources Coordinator
(386) 763-2665
cheryl.shaw@palmer.edu
- Melissa Lingo, Student Services
(386) 763-2783
melissa.lingo@palmer.edu

IV. Drug and Alcohol Use Policy

A. Policy Statement

The Board of Trustees policy (effective February 4, 2006) regarding drug and alcohol use states:

“Palmer College of Chiropractic Board of Trustees is committed to providing a safe and productive environment for students, employees or other individuals conducting business with Palmer through commitment to a drug-free and smoke-free work and education environment.

Accordingly, the Board requires Palmer College administration to develop and enforce administrative rules, processes and procedures necessary to fully comply with this policy, applicable laws and regulations.”

B. Administrative Rules Regarding Alcohol and Other Drug Use

The College strictly prohibits the unlawful manufacture, sale, distribution, dispensing, possession, solicitation or use of alcohol or controlled substances. Additionally, the College limits the presence, use, consumption, possession, sale, manufacturing, solicitation or distribution of alcohol by students, employees or visitors to approved activities. At no time is any individual under legal drinking age or who is operating institution vehicles, machinery or equipment allowed to possess, use or consume alcohol. At no time is abuse of alcohol permissible.

All employees are to be mentally and physically fit for duty and must report to their supervisor any health situation or use of prescription and/or non-prescription medications which may inhibit the ability to perform his/her required job duties. Any employee regarded as unfit for duty for any reason may not be permitted to work or may be temporarily reassigned until it is determined that said employee is free from impairment and fit and able for duty.

Any student reporting to class under the influence or discovered to be under the influence of alcohol or non-prescribed drugs, during the school/work day may be asked to leave the premises.

C. Disciplinary Action

An employee in violation of this policy may be subject to corrective action up to and including termination of employment and/or given the opportunity to participate in rehabilitative services at his or her own expense.

A student in violation of this policy may be subject to disciplinary action up to and including dismissal and/or given the opportunity to participate in rehabilitative services at his or her own expense.

D. Requirement for Notification of Drug-related Convictions

Employees are to notify the institution through the Human Resources Office of any drug-related criminal conviction within five days of the applicable conviction. Failure to promptly report such convictions may result in immediate termination of employment.

Students are to notify the institution through the Dean of Student Academic Affairs of any drug-related criminal conviction within five days of the applicable conviction. Failure to promptly report such convictions may result in disciplinary action up to and including dismissal.

E Legal Action

Any student or employee found in violation of Palmer's policy regarding alcohol or other drug use may be referred for prosecution and subject to legal action in addition to disciplinary action initiated by the College. Such legal action may include criminal charges that can limit an individual's ability to obtain a license to practice chiropractic in certain states.

F. Student and Employee Responsibilities

It is the responsibility of students and employees to know and comply with the College's policy as well as applicable laws and public ordinances. The College does not tolerate student or employee conduct that is in violation of College policy or local, state or federal laws.

Copies of the College's policies and associated rules and procedures relative to alcohol and drug use are available for review at the following College offices:

Palmer College of Chiropractic, Florida Campus

- Student Services
- Human Resources
- Facilities

G. Education

The College will provide drug and alcohol awareness information to students and employees. This will include the College's policy and associated rules on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse and the availability of counseling and treatment through student and employee assistance programs. Refer to "The Guide to Campus Safety and Substance Abuse Awareness."

V. Campus Violence Policy

Palmer College of Chiropractic is committed to maintaining a safe working and learning environment for all members of the Palmer community. Paramount to achieving Palmer's strategic vision is a climate that utilizes constructive methods of conflict resolution and in which violence is strictly prohibited.

Violence includes, but is not limited to, any act, behavior, conduct or statement that:

- Carries an expressed or implied threat or intent to endanger the safety of an individual and/or cause harm to a person or property;
- Is physically assaultive;
- Is obsessively directed, e.g. intensely focused on a grudge, grievance or romantic interest in another person and reasonably likely to result in harm or threats of harm to persons or property;
- Is bias-motivated, e.g. focused on a bias toward one's race, color, religion, national origin, sexual orientation, gender or disability and reasonably likely to result in intimidation or harm to persons or property;
- Involves carrying or displaying weapons;
- Involves destroying property, blocking paths for the purpose of intimidation or throwing or pounding objects in a threatening manner;
- Is unreasonably disruptive to one's job or academic performance or Palmer's ability to execute its mission.

Palmer College of Chiropractic does not tolerate violence toward or by any of its employees, students or others conducting business or otherwise

associated with the organization. Violence on Palmer property, during Palmer sponsored activities, programs and events, including those that take place at off-campus locations, is prohibited. It is a violation of this policy for any employee, student or third party to exhibit violence toward any employee, student or any other individual associated with or conducting business with Palmer College or its entities.

Violence directed at or exhibited by a Palmer community member via telephone, fax, electronic or conventional mail or any other communication medium as a result of association with Palmer is in violation of this policy. Additionally, any unlawful violent actions committed by Palmer community members or third parties while on Palmer premises or in the course of their employment, academic or business endeavors with Palmer may be referred to legal authorities.

Employees, students or visitors are to take any actual or implied threat or violent act seriously and immediately bring violent behavior or conduct to the attention of the Office of Adjudication, Human Resources or Security. Those individuals reporting such incidents have the right to be free from retaliation of any kind. Palmer College of Chiropractic strictly prohibits retaliation or reprisal against an individual who has reported questionable behavior or who has initiated or participated in available complaint procedures.

Any employee or student who has been granted a protective or restraining order which lists Palmer-owned or leased premises as a protected area is required to provide a copy of such order to Security, Adjudication or Human Resources.

VI. Weapons Policy

The possession of firearms, explosives or other dangerous weapons within or upon Palmer property is prohibited. This policy does not apply to any peace officer on campus performing authorized duties.

A dangerous weapon is any object or substance designed or intended to inflict a wound, cause injury or incapacitate. Weapons may include but are not limited to BB guns, pellet guns, slingshots, martial arts devices, brass knuckles, bowie knives, daggers or similar knives or switchblades. A harmless instrument designed to look like a firearm, explosive or dangerous weapon that is used by a person to cause fear in or assault another person is expressly included within the meaning of a firearm, explosive or dangerous weapon.

Additional Student Rights & Responsibilities

Student Club and Organization Procedures

Student Services is available to assist students in forming new clubs and to assist already active clubs on campus. A complete list of club policies and procedures is available in the Student Services Office.

Clubs and Organizations

Palmer College of Chiropractic, Florida campus, recognizes organized student activities as an integral part of the total education program. Student organizations provide a framework for students within which they may develop their own special talents and interests. It is the responsibility of each club to be aware of all policies and procedures.

Registered student organizations exist at the College under the assumption that their activities and programs contribute to the educational, civic and social development of the students involved. Registration of a campus organization does not imply College sanction of the organization or its activities; it is simply a charter to gain access to College facilities for meeting purposes.

An organization may not use the name “Palmer College of Chiropractic, Florida campus” or the abbreviation “PCCF” as part of its name except to identify location or chapter. Organizations cannot promote or advertise events in a manner that suggests the function is sponsored or sanctioned by the College, unless the event is co-sponsored with an administrative or academic unit of the College.

Palmer student clubs may not involve the outside community in club activities without prior written consent from the Director of Student Services. Consent will be granted if the scope and extent of outside community involvement serves the best interest of the College as determined by the Director of Student Services.

Student Club and Organization Classifications

Service

All student organizations whose primary purpose is to provide a social

outlet for students and/or to provide a service to the College or outside community. Examples may include, but are not limited to, religious groups, Greek organizations, Campus Guides and other social groups. These organizations are required to have a faculty or staff advisor.

Informational

The primary purpose of such an organization is to provide information to its members and other interested parties regarding particular states and countries. These organizations are required to have a faculty or staff advisor.

Academic

Any organization whose primary purpose is to share academic and/or chiropractic information. These organizations are required to have a faculty or staff advisor. Technique clubs are required to have a faculty advisor who is a licensed chiropractor of the state in which the campus is located. A faculty advisor must attend any meeting in which practical applications of the concepts of the technique are being practiced or utilized. Technique clubs may only represent chiropractic techniques that are permitted to be used in the Palmer Clinics and other Palmer programs.

Athletic Teams

The Palmer College athletic teams compete against other teams that are affiliated within the same national organization. Each team must have elected officers and a constitution. The team must compete for a conference and/or regional championship and be eligible to compete for a national championship. Student Services is responsible for the coordination of all athletic teams.

Sports Clubs

Extramural Sports Clubs: An extramural club is one that competes with teams outside the school at a similar level such as extramural clubs from other colleges or in adult recreational leagues within the local city area. They may compete for league titles but have no affiliation with any state or national organization.

Intramural Sports Clubs: An intramural club is one that competes on campus within the club meetings or the intramural programs.

Recreational Sports Club: Recreational clubs participate in recreational/leisure activities on and off campus.

The Department of Student Services is responsible for the scheduling and coordination of all above mentioned sports clubs.

Two student groups that are not included in these classifications are:

- The student organization that is responsible for student governance.
- Class organizations that represent the needs of the class.

Both groups are required to have a faculty advisor.

Procedures for Registration of Organizations

Students desiring to register a club or organization must file an application for registration with the Department of Student Services. The application requires the following information:

- Name of the organization
- Statement of purpose
- Constitution
- Statement regarding method of operation
- Faculty/staff advisor
- Names of officers or contact persons

An organization will be approved if the purpose is consistent with Palmer policies and it is in the best interest of the College and its students.

When the required forms have been submitted and accepted, the group will be allowed to use facilities of the College for club functions, such as meetings and fundraisers.

Should a question arise as to the mission and purpose of any organization, the Student Services administration will review the request and render a decision as to whether or not registration of the organization is in the best interest of the College and its students.

Active clubs must complete registration forms each academic term and return them to the Department of Student Services in order for the club to keep an active status. New clubs can register at any point throughout the year. Registration is a privilege, NOT A RIGHT, and may be revoked at any time, as determined by the Student Services administration.

Rights and Responsibilities of Registered Student Clubs and Organizations

Rights:

- The right to advice and assistance from the Student Services, including assistance in planning, implementing and evaluating activities.
- The right to use campus news and publicity media, subject to editorial discretion. This would include publicity through club bulletin boards, club posters or other campus publications.
- The right to use Palmer rooms, facilities and equipment (subject to regulations, proper scheduling procedures and prior needs of the College itself).
- The right to hold fundraising activities upon prior approval of the Student Services.
- The right to obtain and use an assigned club bulletin board.

Responsibilities:

- The responsibility to be aware of all club and organization policies and procedures.
- The responsibility to manage itself and function within its own constitution, the Student Handbook, all Palmer policies and regulations and all local, state and federal laws.
- The responsibility to conduct its fiscal and business operations in a professional manner, including prompt payment of any outstanding obligations.
- The responsibility to file a club report each academic term with the Student Services.
- The responsibility to act in the best interest of members of the organization and the College.
- The responsibility to take necessary precautions for the safety and comfort of participants at group functions. (i.e. crowd control, toilet facilities, etc.)
- The responsibility to schedule any event with the Student Services.

- The responsibility to attend any club and organization meetings conducted by the Student Services.

Any club not adhering to rights and responsibilities as listed above is subject to disciplinary actions.

Student Club and Organization Sponsored Events

Any registered club or organization must obtain prior approval from the Office of Student Services for any event on or off campus.

Clubs and organizations must follow the procedures and policies in the Club and Organizational Handbook, which is available in Student Services. Clubs not following these guidelines may lose their registered club status and their right to any funding for one full quarter and must reapply for club status at the end of that period.

Please note that the needs of the College's Academic Program take precedence for the use of facilities and equipment over clubs and organizations.

Fundraising

Most student fundraising is done through internal activities that have been approved through Student Services. To solicit funds from sources outside the College, students must work with the College's Development Office in Davenport, so they can monitor the number of times businesses are being solicited and for what purposes. Any organization or club that wants to solicit donations from local businesses must first contact Karla Johnson (karla.johnson@palmer.edu) or Lois Kundel (lois.kundel@palmer.edu), explaining the purpose of the fundraiser and listing all the businesses to be contacted.

Students and employees may not request donations exceeding \$25 from any business, and they may not use Palmer letterhead without specific approval from the Development Office. Donations to the College can be given as cash or gifts-in-kind, which are non-monetary items such as books, equipment, T-shirts, gift certificates, etc. For example, if a group is having a fundraiser, such as a golf tournament, and wants to award prizes, the Development Office will work with students to solicit gifts-in-kind.

The money raised must be used for club projects and club activities, such as helping club members attend seminars, bringing in speakers for the club or student body, team travel for sports activities, buying a particular

piece of equipment to be used at the College by future club members, etc. Donations cannot be solicited for personal use, such as board exams, diagnostic equipment, etc.

If you have any questions, please contact the Development Office at (563) 884-5453.

Advertising Policies

All advertisements, including posters and flyers, must be pre-approved and stamped by Student Services administration.

Limitations for the number of posters/flyers are set by the number of designated bulletin boards.

Posting of flyers/posters on campus walls, doors, windows and any unauthorized area is strictly prohibited.

No items may bear any reference to alcoholic beverages.

Any items that bear the Palmer name, crest or mascot must be pre-approved by the Student Services administration and the Marketing and Public Relations Department.

Bulletin boards have been designated for student use in various locations throughout the campus. See the Student Services for the location of your designated bulletin board(s).

Advertisement of a club/organization event or activity on campus may be sent throughout the campus through various means of electronic or paper communication with approval from the Student Services administration and the Marketing and Public Relations Department.

Speakers and Seminars

All speakers and seminars must be pre-approved by the Student Services administration. The approval form and required documentation must be submitted at least 30 days before the event takes place.

No advertising is permitted before approval is obtained.

Palmer College of Chiropractic is committed to its role as an academic institution where a variety of ideas and chiropractic techniques may be responsibly presented and critically examined. The existence of rational debate and controversy, and the free exchange of divergent opinions and

the orderly expression of ideas are considered indications of intellectual vitality and social awareness.

Speakers and seminars teaching the practice or use of any particular method must be within the guidelines of the Palmer Tenets.

The following guidelines exist to assist Palmer College of Chiropractic registered clubs and organizations in issuing invitations to speakers. These guidelines do not apply to Palmer's academic departments.

- Clubs and organizations may only hold on-campus speaker/seminar programs. The maximum for attendance is \$5.00. Exceptions require approval from the Student Services administration. Palmer registered clubs and organizations may not sponsor off-campus speakers/seminars.
- A registered student club or organization must sponsor the speaker.
- Individual students may not sponsor speakers.
- The College will not approve any speaker or seminar that supports or advocates particular candidates, political parties or political positions pending before legislative bodies.
- Speakers who hold off-campus seminars must not use this forum to tout their seminar. Breaches of this regulation will result in cancellation of any future on-campus lecture privileges.

All fundraising and advertising policies must be adhered to when planning on-campus speakers and seminars.

Speakers for graduations will ultimately be decided on by the campus president or his or her designee.

Bake Sales

Each registered club is allowed to sign up for one bake sale per month. Only baked goods and fruit are allowed.

The Clinic Abroad Program trips are allowed one fundraiser/bake sale per trip and one group fundraiser per academic term.

Clubs are responsible for cleaning up the area immediately following the bake sale.

Room Reservations

Any active club/organization may reserve a room by submitting a Room Request Form available in Student Services. The club will then be notified which room is available at the requested time. The club may also request tables, chairs or AV equipment at that time. This is also scheduled with Student Services.

Directory

Questions about...	Go to...
Academic advising	Academic Affairs
Academic records	Student Administrative Services
Activities	Student Services
Address change	Student Administrative Services
Admissions	Admissions
Athletics	Student Services
Audio/visual service	Faculty Assistant
Billing/fees	Student Administrative Services
Campus events	Student Services or Marketing & Communications
Computer Labs	Information Services
Clubs	Student Services
Computer search sources	Library
Counseling – Academic	Academic Affairs
Disabilities – Academic	Student Services
Disabilities – Employees	Human Resources
Employment	Financial Planning or Human Resources
Emergencies	Student Services
Fees	Student Administrative Services
Fax Service	Book Store
Final exam schedule	Faculty Assistant
Financial Aid	Financial Planning
Foreign student information	Student Services
Grades	Student Administrative Services

Questions about...	Go to...
Health insurance	Student Services
Housing	Student Services
Identification cards, mailboxes and lockers	Student Services
Interlibrary loans	Library
Intramurals	Student Services
Loans	Financial Planning
Lost and Found	Student Services
National Board Exams	Student Administrative Services
Notary Public	Student Administrative Services or Academic Affairs
Orientation	Student Services
Payment of fees	Student Administrative Services
Registration	Student Administrative Services
Research	Palmer Center for Chiropractic Research
Security	Facilities
Sexual Harassment	Human Resources
State Board Exams/Licensing	Student Administrative Services
Student Council	Student Services
Substance Abuse	Student Services
Transcripts	Student Administrative Services
Tuition payment	Student Administrative Services
Tutoring	Student Services
Veteran's information	Student Administrative Services
Anything not listed	Student Services

The Chiropractic Oath

I will adhere to the code of ethics espoused by the chiropractic profession.

I will observe and practice professional conduct in relations with my patients, my colleagues, myself and my profession. I will seek to preserve the integrity of my profession and help it to grow in service to the benefit of all humanity.

I will serve my patients to the best of my ability, violating neither their confidence nor their dignity, and in my association with these patients, I shall not violate that which is moral and right. I will provide regimen for the good of my patients according to my ability and my judgment.

I will regard and refer to my fellow doctors with honor and dignity, giving credit for their dedication and commitment to the profession.

I will continue to improve my knowledge and skill, and be sincere in my resolution to justify the responsibility which this degree symbolizes and imposes.

