

## Chapter 3: Academic Policies

### Section A: Process for Policy Development, Approval, and Administration.

The following steps guide the development, approval, revision, and administration of College policy in academic affairs.

1. *Identification of Need:* Any member of the College community may make formal written request to Office of the Vice Chancellor for Academics to suggest a new, or revision to existing, academic policy.
2. *Approval of Concept:* A proposal for a new policy, or revision to an existing policy, will be considered by the College Academic Oversight Committee. Following an assessment of need, the College Academic Oversight Committee may recommend that policy development proceed, and if so will identify an appropriate sponsor, provide a template, advise about consultation (including potential need for legal review), and identify the appropriate approval path. The Committee may also assist sponsors in an evaluation of the implications of the policy, including potential risks, costs, and infrastructure requirements.
3. *Drafting and Consultation:* The designated sponsor, such as a dean or department head, will take responsibility for drafting the policy, inclusive of a communications plan and an implementation plan.
4. *Policy Approval:* The College Academic Oversight Committee will receive the draft policy from the sponsor, review and comment on matters such as the format, the communication and implementation plans, and make a final decision on approval of the policy.
5. *Implementation:* If approved, introduction and implementation of the new or edited policy will be the responsibility of the sponsor, or otherwise assigned College personnel. The policy should be communicated to all relevant departments and employees, and arrangements should be made by the sponsor for appropriate training, interpretation, and compliance monitoring if applicable.
6. *Repository of Academic Policy:* The Office of the Vice Chancellor for Academics will have the responsibility of maintaining an updated list of College academic policies. Active academic policies will be printed in the College's Academic Affairs Administrative Manual. Select policies may also be found in the College Catalog and posted on the College's webpage.
7. *Policy Review Cycle:* The College Academic Oversight Committee will periodically review, update, and identify need for additional or deletions to the College academic policies.

## Section B: Student Policies

### 1. GRADES AND QUALITY POINTS

#### a. Grade Scale Interpretation

<u>Quality Points*</u>	<u>Transcript Grade **</u>	<u>Letter Grade</u>	<u>Interpretation</u>
4	4	A	Passed with honors.
3	3	B	Passed with superior performance.
2	2	C	Passed (fulfilled the objectives of the course). Graduate Studies Interpretation: less than acceptable performance. Because of the impact of an additional grade C, this grade carries indirect potential for dismissal.
	5	R	Course or Self Remediation. This grade is applicable only per campus dean approval following assessment of curricular and local campus factors. Students are limited to three (3) course remediations during their academic tenure.
	6	I	Incomplete – Signifies that acceptable 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 grade.
0	8	F	Failure - Signifies failure to fulfill the objectives of the course and carries academic dismissal potential.
	9	P, PH	Pass/Pass Honors (without mention of quality of performance). Used only in courses with Pass/No Credit grading, achievement of advanced standing, or testing out of a course.
	S	S	S – Satisfactory- Signifies that a student is making satisfactory progress towards completion of a

			thesis. Applicable to Graduate Studies only.
	0	U	No Credit
	10	W	Withdrawal - Signifies that the student has officially withdrawn from the course on or before the college drop date of the academic term. Students are allowed to voluntarily withdraw from a class twice without academic penalty.
	0	AW	Administrative Withdrawal - Signifies that the college has withdrawn the student from the course.
	0	AF	Attendance Failure – Signifies that the number of absences makes it impossible for the student to meet the attendance requirements and is equivalent to a failing grade.

\*Quality points that contribute to the calculation of the grade point average (GPA).

\*\* Numeric grades will discontinue with new administrative software in the spring of 2009.

- i. The student's academic term grade point average is derived by dividing the number of quality points accumulated in that academic term by the sum of credit hours for courses that carry quality points in that term. Incomplete, Passing, No Credit, D, Remediation, Withdrawal and Administrative Withdrawal hours are not included in the computation of grade point averages.
- ii. Grade Point Average (G.P.A.) is used as a measurement of satisfactory progress. Cumulative G.P.A. is calculated by dividing the sum of all of the quality points earned in all academic terms by the sum of the credits carried with the latest quality grade in each course for courses that carry quality points.
- iii. A grade of incomplete must be completed by the last day of the first week of the following academic period. Failure to do so will result in the grade converting to a failure. Because of its convertibility, this grade carries indirect potential for academic dismissal.

- iv. At the dean and instructors discretion, a grade of “R” or remediation is given to those students who have a failing grade within 10% of the passing threshold of the course. When a grade R is given, a remediation examination must be administered and graded within one week of the following term and focus on the learning deficits as determined by the course faculty. A grade of R must be successfully completed by the last day of the first week of the following academic period. Failure to do so will result in the grade converting to a failure. Because of its convertibility, this grade carries indirect potential for academic dismissal. Students are limited to three (3) course remediations during their academic tenure. An R-grade option is not available for Clinic I, II, III, IV and V courses.
- v. At the end of each academic term, the student may access an electronic grade report which contains:
  - o The grade in each course taken during that term, along with the clock-hours or credits earned in each course
  - o The G.P.A. and its factors for that term
  - o The cumulative G.P.A. and its factors
  - o Notation of all grade changes during that term
  - o The sum of the total earned clock-hours and credit hours
- vi. The original grade report is deposited in the student’s file.
- vii. If a student believes that there is a discrepancy in the grade report, the student should immediately contact the Student Administrative Services Office. Challenges to a discrepancy in the grade report must be completed within one calendar year of the final grade report being issued.

## **b. Course Withdrawals**

### **Grade W – Withdrawal:**

A grade of “W” signifies that a student has officially withdrawn from a course on or before the College’s published drop date, which is at the 50% progress date of each academic term. This grade is counted toward hour attempted, but does not produce quality points and does not affect the GPA. A student may only withdraw from any given course twice.

### **Grade AW – Administrative Withdrawal:**

A grade of “AW” signifies that the College has granted a withdrawal for non-academic reasons from all core curriculum courses a student has taken in a given academic term. Such a grade is discretionary, issued under extraordinary circumstances to a student who has suffered physical and/or emotional illness, which, in the judgment of the Academic Dean or Director of Student Academic Affairs, subjects the student to an unreasonable burden of completing course work in a timely fashion. An approved qualified professional must document a student’s incapacity.

The student must officially withdraw from all classes through the Student Administrative Services Office, and must have a signed release from a qualified professional before re-admission is granted.

A grade of "AW" is counted toward hours attempted, but does not produce quality points; does not affect a student's GPA; and does not count against a student's allowable withdrawal. An administrative withdrawal can be issued before or after the drop date of a given academic term. Administrative withdrawals will not be issued for individual courses, but for all courses in a given term. Course withdrawals are officially handled through the Student Administrative Services office.

The Palmer College Satisfactory Academic Progress Standards for financial aid eligibility require that a student successfully complete a percentage of cumulative credit hours attempted to maintain Title IV financial aid eligibility. Withdrawal from courses may have a direct effect on loan eligibility during the next period of enrollment. Please refer to the Satisfactory Academic Progress Policy for Recipients of Financial Aid, and refer any questions regarding Title IV aid eligibility to the Director of Financial Planning.

### **c. Course Audit**

Course audits apply to undergraduate and graduate degree programs only and are not applicable to the Doctor of Chiropractic Degree program.

Students auditing any Palmer College of Chiropractic undergraduate or graduate program course need not be admitted to the program itself. Course audits are granted on a course-by-course basis at the discretion of the appropriate program director and the instructor, with priority registration given to those enrolled for credit. Tuition for an audit is calculated at a percentage of the current applicable per credit tuition fee. Students auditing a course do not complete examinations or lab work. Computer Skills and Bookkeeping Applications courses may not be audited.

Individual grade reports or transcripts are not provided for audited courses and may not be subsequently converted or transcribed for credit. A student auditing a course is not required to adhere to course pre-requisites or other course requirements nor is the student eligible for instructional services.

## 2. ACADEMIC STANDING

Academic guidelines provide direction for the student who demonstrates difficulty in completing course requirements. These guidelines are applied by the Academic Standing Committee, which seeks to ensure fairness and equity for students while ensuring competence of the graduates of Palmer College.

### a) **Good Academic Standing**

All students are in good academic standing for purposes of certification unless they are on academic warning, probation, management or dismissal.

### b) **Academic Warning**

Students, regardless of cumulative grade point average (CGPA), are placed on academic warning for the following academic term of enrollment, if they:

- i. have two active failures; and/or
- ii. fail the same class twice.

### c) **Academic Probation**

Students are placed on academic probation when their CGPA falls below 2.00 for any term of enrollment.

### d) **Restricted Course Load**

Students in the Doctor of Chiropractic program will receive a restricted course load and be allowed a maximum fifteen (15) credit hours while on academic warning and/or probation. Undergraduate Program students will be restricted to a course load maximum of twelve (12) credit hours. Graduate Program course load restrictions will be at the discretion of the Director of Graduate Studies. Academic warning or probation is intended to encourage students to take all appropriate actions necessary to ensure academic success. Students on probation or warning are required to immediately repeat all failed courses. Failure to do so in a timely fashion will halt progress through the program.

### e) **Academic Management**

Students will be placed on a one-term/one-time academic management contract if:

- i. while on academic warning, they fail a class that they previously failed and have at least one additional active failure on their transcript;
- ii. they have failed an individual class for the third time; or
- iii. after two consecutive terms on academic probation, the student fails to raise their CGPA to the minimal standard referenced above.

Students placed on an academic management contract in the Doctor of Chiropractic Program (DCP) cannot be enrolled in Palmer's Undergraduate Program or DCP 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 institution. Successful completion of an academic management contract shall return a student to good academic standing. Any student who, once again, meets the criteria for a subsequent management contract will be academically dismissed.

**f) Academic Dismissal**

Students are dismissed from the institution 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 Academic Affairs Office by noon on the Monday of the second week of classes of the following academic term. The committee will meet to hear appeals on the sixth day of classes.

The Academic Standing Committee may choose to:

- i. uphold dismissal;
- ii. suspend the student for a minimum of one term with or without expectations to be met during their absence; or
- iii. place a student on a second academic management contract

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 Office of Academic Affairs. Students that receive an academic suspension will be placed on a management contract upon return for the next term of enrollment. Upon notification of dismissal, the student may no longer take courses but may make an appeal on the decision of dismissal by the Academic Standing Committee, in writing, to the Campus Provost or respective Campus President (or designee).

**g) Graduate Studies Academic Standing**

Continuation in graduate studies is at the discretion of the Graduate Program Oversight Committee. Permission to register each term is contingent, in part, on the professional judgment of an advisor (in consultation with an academic committee) that progress toward the degree is satisfactory. Each graduate student's progress toward a degree will be monitored continuously by an academic committee or a designated advisor. While failure to maintain academic standards merits automatic dismissal, a student also may be dismissed from the Graduate Division if progress toward the degree is unsatisfactory.

Measures of Satisfactory Academic Progress are based on these categories:

- i. Cumulative Grade-Point Average (CGPA): Graduate students must have a CGPA of at least 3.0 based on total credits attempted, with no more than one grade “C”. Students who fail to meet this requirement may be dismissed or placed on academic management.
- ii. Completion Rate: Timely and orderly completion of degree requirements (i.e., selection of an advisor, appointment of an advisory committee, filing a plan of study, completion of any qualifying examinations, research practicum and defense of thesis or other research) are significant measures of completion rate. It is an advisor’s responsibility, shared with an academic committee, to evaluate the quality of the student’s performance in completion of all degree requirements.
- iii. Maximum Timeframe: Graduate students are expected to complete the master’s degree within two academic years of matriculation. A student who exceeds five years of enrollment in graduate study will be dismissed for unsatisfactory academic progress and any graduate credit earned will not be applied toward a degree from the Division of Graduate Studies of Palmer College of Chiropractic. (Refer to Length of Time Allowed to Complete Academic Course of Study policy).
- iv. It is an Advisor’s responsibility, shared with an academic committee, to evaluate the overall progress the student is making toward the degree. A report of unsatisfactory progress may be filed if the advisor and committee determine that delays in completion of aspects of research are not justified although a maximum timeframe may not have been reached.
- v. An official Leave of Absence (Refer to Re-admission policy) may automatically extend the maximum timeframe without negatively impacting this measure of academic progress, at the discretion of the Graduate Program Oversight Committee. Frequent leaves or an extended leave of absence for non-academic reasons may represent unsatisfactory academic progress, as determined by an advisor and committee, the Director of Graduate Studies, or the Director’s designate.
- vi. Academic Probation: When a student earns a grade “C” in a course taken for graduate credit, that student is placed on academic probation. While on probation, the student may register for graduate courses as determined by their academic committee, but must earn at least a grade “B” in each course taken in the next term of registration to be eligible for restoration to good academic

- standing. Additional remediation may be required at the discretion of an academic committee.
- vii. Dismissal: When a graduate student earns a second grade “C” in any course taken or an “F” in any one course for graduate credit, that student will be dismissed from the graduate studies program.
  - viii. Upon notification of dismissal, the student may no longer take courses but may make an appeal on the decision of dismissal by the Graduation Program Oversight Committee in writing, to the Campus Provost.

### **3. POSTING OF ACADEMIC PERFORMANCE INFORMATION**

Student education records at Palmer College are protected by federal law (Family Educational Rights and Privacy Act - FERPA) which safeguards against the public posting of any personally identifiable information without their written consent. This information includes, but it is not limited to, performance on examinations. The public posting by student’s name, matriculation number or social security number without written permission is a violation of the law.

Public posting may only occur using a procedure that is not in violation of the law. This can be accomplished either by obtaining the student’s non-coerced written permission to do so, or by using code words or randomly assigned numbers that only the instructor and the individual student know. Posting of academic performance data must be in random order.

Upon matriculating into Palmer College of Chiropractic, each student will be solicited to provide the College permission to post academic performance information on public display utilizing a personal identification number (e.g. matriculation number) known to the student and the College. During the College Orientation process, each student will be asked to sign a permission / denial slip, which will be a part of their permanent record to be placed on file with the Registrar.

The names of those students requesting not to have their grades posted will be forwarded to the appropriate faculty and / or administrators by the Registrar for appropriate notification and response. These students will make arrangements with their individual instructors to have grade information provided to them.

All faculty will include a short statement within their course syllabus that notifies the student of the faculty’s usual grade dissemination procedures and reiterates the options available for receiving academic information. A student may choose at any time to retract permission to have grades posted. The student must fill out and date a new permission / denial slip provided by the Registrar. The permission / denial slips are on file with the Registrar and the updated information is to be placed in the student’s file.

Due to reasons of security, the use of e-mail dissemination of individual grades is not recommended. In the event this mode of dissemination is used, a written release from the student is required and must be kept with the student's documentation by the individual faculty.

#### **4. ACADEMIC CREDIT LOAD**

##### **Full-Time and Half-Time Loads**

Palmer College defines a full-time student as one who is carrying a minimum full-time credit load as follows:

- Doctor of Chiropractic Program – twelve (12) credit hours with half-time status being six (6) credit hours.
- Undergraduate Studies – twelve (12) credit hours with half-time status being six (6) credit hours.
- Graduate Studies – three (3) credit hours or one (1) credit hour of thesis or practicum credit hours.

Palmer College 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 Palmer full-time and may need to extend their academic careers. Students choosing to extend their studies should refer to the length of time allowed to complete their academic course of study under Policy 5.

##### **Maximum Credit Load**

Maximum Credit Load refers to the maximum number of course credit hours a student may register for during any one academic term.

##### **Doctor of Chiropractic Program**

Students in the Doctor of Chiropractic Program, in good academic standing, may register for a maximum of twenty-seven (27) credit hours in the core curriculum and up to two elective courses without prior approval. While on academic probation or academic warning, a student will be restricted to a maximum of fifteen (15) credit hours. Any student in the DCP wishing to take more than two DCP elective courses must obtain permission from the Registrar.

##### **Undergraduate Studies**

Students in the Undergraduate Studies ASCT program may register for a maximum of twenty-five (25) credit hours in the core curriculum without prior approval. Students in the Undergraduate Studies BS completion program may register for a maximum of fifteen (15) credit hours without prior approval. Students taking BS courses simultaneously with a full DCP

credit load must have prior approval to take more than six (6) undergraduate credit hours.

Students placed on academic probation or academic warning will be restricted to taking a maximum of twelve (12) credits for that academic term of enrollment. This applies to BS and ASCT programs.

### **Graduate Studies**

Students in the Graduate Studies Master of Science in Clinical Research may register for a maximum of twelve (12) credit hours in the core curriculum without prior approval.

## **5. LENGTH OF TIME ALLOWED TO COMPLETE ACADEMIC COURSE OF STUDY**

Doctor of Chiropractic (DC) program: A student must complete the entire DC degree course of study within eight (8) calendar years of matriculation.

Associate of Science in Chiropractic Technology (ASCT) program: A student must complete the entire ASCT degree course of study within three (3) calendar years of matriculation.

Bachelor of Science (BS) program: A student must complete the entire BS degree course of study within one (1) year after completion of the DC program. Students who complete the requisite coursework from the DC program have one (1) calendar year from the date of completion from the DC program to complete all BS coursework and be awarded the BS degree.

Master of Science (MS) programs: A student must complete the entire MS degree course of study within five (5) calendar years of matriculation.

The Academic Standing Committee will recommend those students for dismissal whose progress will not allow them to complete their studies within the number of years indicated above. An appeal on the decision of dismissal may be made in writing to the Campus Provost or respective Campus president (or designee).

## **6. WITHDRAWAL FROM THE COLLEGE**

A student may find it necessary to withdraw from the college, either on a temporary or permanent basis before the posted Campus "Last Day to Drop a Course" date. Students who choose to withdraw during a term or not to attend the upcoming term must complete the "Request to Withdraw" form available in the Student Administrative Services Office. Upon completion of this form, a

withdrawal grade will be posted for all classes currently being attempted. The student's course instructors and necessary College departments will be notified of the withdrawal. Upon notification, the Office will determine the amount of any refund of tuition. Any refund due will be forwarded to the student's loan lender or the student, whichever is appropriate, within 30 days from the date of withdrawal.

Petitions to withdraw in extenuating circumstances after the official last day to withdraw should be submitted to the Registrar. Such a withdrawal is discretionary, issued under extraordinary circumstances to a student who has suffered physical and/or emotional illness, which, in the judgment of the Academic Dean, subjects the student to an unreasonable burden of completing course work in a timely fashion. An approved qualified professional must document a student's incapacity. The student must officially withdraw from all classes through the Student Administrative Services Office, and must have a signed Fit-to-Return form before re-admission is granted.

The College expressly reserves the right, and the student expressly concedes to the College's right to require withdrawal at any time of any student whose quality of work manifests as 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 profession.

It should be noted that College policy requires students to graduate within a specific number of years, depending on the program of enrollment, from the first day of attendance. Students taking time off for one or more academic terms off should be aware that this may affect their financial aid and that repayment of loans could be initiated for students taking off two or more consecutive terms. Students should contact the Financial Aid Office for details.

## **7. RE-ADMISSION**

This policy pertains to administrative decision of re-admittance for students who are currently withdrawn from enrollment in the following categories:

- Failed to register for more than one academic year, including leaves of absence
- Suspension greater than one academic year
- Dismissed students seeking re-admission

Students returning after a hiatus of less than five years from active registration in the Doctor of Chiropractic program are required to re-apply in writing to the Registrar at least sixty days prior to the start of the academic term to re-enter the program. To apply, the student must complete an

Application for Re-Admission. If the student has completed course work at other institutions during the hiatus, transcripts must be forwarded directly from those institutions to the Registrar. If this course work was completed at another chiropractic college, a Student Transfer Form for Re-Admission must be completed and forwarded directly from those institutions to the Registrar.

The new materials submitted and the student's past academic and ethics record will be reviewed by the Academic Standing Committee. The Committee will then forward its recommendation to the Campus Provost or respective Campus President (or designee) for a final decision.

The College reserves the right to require that students demonstrate competency before resuming their chiropractic studies, as well as require the student to meet the current Council on Chiropractic Education (CCE) admissions requirements.

Students who interrupt their Doctor of Chiropractic education for five years or more will retain no course credits according to accreditation standards established by the Council on Chiropractic Education (CCE). Students who have taken a hiatus of less than five years from their initial enrollment date may request to have their previous academic record voided and start over as an incoming first term student. All requests will be evaluated by the Registrar and presented to the campus Academic Dean, or designee, for final action. Decisions affecting this action should be guided by the Length of Time to Complete Academic Course of Study policy.

**Re-admission following dismissal:**

Students previously dismissed from the College may apply for re-enrollment to the Academic Standing Committee, after providing the Academic Dean evidence of sustained and substantial academic improvement since the student's previous dismissal. The Committee will make a recommendation to the Campus Provost or respective Campus President (or designee) for a final decision. The College reserves the right to deny/reserve/withhold advanced standing.

**Undergraduate and Graduate Studies:**

The re-admission policy applies to all programs with the exception of the CCE requirements, which apply to the Doctor of Chiropractic program only. The Academic Standing Committee will recommend a decision on re-admission to the appropriate Academic Dean.

## **8. TRANSFER STUDENTS/ ADVANCED STANDING**

### **Domestic Transfers**

A student who has attended another Council on Chiropractic Education (CCE) accredited chiropractic college or doctoral-level health profession program (M.D., D.D.S., D.O., D.P.M., etc.) accredited by an agency nationally recognized by the U.S. Secretary of Education may request to transfer to Palmer College of Chiropractic. Students accepted for transfer may be eligible to receive advanced standing credit for previously completed coursework. To be eligible to transfer, students must have met the CCE prerequisites at the time of enrollment at their transferring institution, and possess a doctoral-level health profession program cumulative grade point average of 2.50 or better. To transfer and receive advanced placement, the student must be in good academic and ethical standing and be eligible to re-matriculate at their transferring institution. A student dismissed from a chiropractic or doctoral-level health professional program is not eligible for transfer consideration.

### **International Transfers**

Each international student requesting transfer to Palmer College must first meet admissions requirements. Students admitted to begin the DCP on the basis of academic credentials from institutions outside the United States must meet the following requirements:

- a) Provide evidence of proficiency in reading and writing English, and an understanding of oral communication in English, commensurate with the level of proficiency expectations established by the DCP for successful completion of the DCP.
- b) Provide evidence of completing 90 undergraduate semester hours, substantially equivalent to that completed by beginning students admitted from United States institutions, with no less than a 2.75 grade point average.
- c) Provide evidence of proficiency in the subject matter of each course for which credits are accepted.
- d) Provide evidence of having financial resources sufficient to complete at least one full year of full-time attendance in the DCP.
- e) Meet all applicable legal requirements for study in the United States.

### **ADVANCED STANDING**

Advanced standing may be granted to a student who has completed a graduate level course that is required by Palmer College of Chiropractic while attending another institution within the last five years. Graduate professional credits earned through an accredited graduate, medical, osteopathic college or CCE-member college may be used for advanced standing. Each course will be individually evaluated and credit will be granted only when approved by the College. For specific procedures and restrictions, please contact the college Registrar.

Once the applicant has acquired Advanced Standing Evaluation information from the Admissions Office or campus Registrar, the following applies:

- The transferring student should provide course descriptions and any other documentation (syllabi) describing the course content for those courses in which advanced standing is requested.
- This information must be received by the Admissions Office no later than one month prior to the beginning of course instruction.
- An official transcript of the course must be on file in the student's records.
- The request will be approved by the Dean for the appropriate grade, hours and course content. The student will then be notified of the results by mail.

For international transfers, credit from non-U.S. professional programs must be evaluated by the World Educational Services (WES), or equivalent transcript evaluator, before applying for transfer. Academic work will be evaluated by Palmer to determine that prerequisite admissions requirements are met. Once admissions requirements are met, evaluation for advanced standing credits will follow. Credits used to meet admissions requirements cannot be used in granting advanced standing credits.

Transfer student and advanced standing criteria:

- The student must be in good academic and ethical standing at the transferring institution;
- Overall chiropractic or other doctoral-level cumulative GPA must be 2.50 or above;
- Previous fulfillment of all CCE prerequisite admissions requirements;
- Transfer credits must be equivalent in credit hours, content and quality to that of Palmer College of Chiropractic; the earned grade is not transferred, and, thus, the course does not affect the student's grade point average at Palmer College of Chiropractic;
- Only credits with a grade of "C" or better are considered for transfer;
- Credits accepted for transfer must have been awarded within five years of the date of admission to Palmer College. Older credits in certain areas may be accepted if the transferring student holds an earned doctorate in one of the health sciences (e.g., D.C., M.D., D.O., D.D.S., D.P.M.) or a graduate degree in an academic discipline closely related to the health sciences;
- Applicants who already hold a doctorate in chiropractic must surrender their first D.C. degree prior to granting a second chiropractic degree;
- Credits used to satisfy the minimum prerequisites for admission may not be used for advanced placement credit;

- Each course will be individually evaluated and credit will be granted only when approved by the College;
- Palmer transcripts will record transfer courses and credits as issued by the awarding institution, including the name of the awarding institution;
- Students transferring from another chiropractic program must complete the Chiropractic College Transfer Form available from the Admissions Department.
- Students will be placed according to their incoming educational profile (i.e. third term).

In addition to awarding advanced standing credit, the College may offer credit by examination (see policy 9. Credit by Examination).

In order to receive a degree from Palmer, a student must have satisfied all academic and clinical requirements, be in good ethical standing, and must have earned not less than the final 25 percent of the total credits required for the D.C. degree from Palmer College of Chiropractic, allowing up to 75 percent of the total credits through advanced standing.

Students wishing to transfer from Palmer College of Chiropractic to another institution must contact that institution directly to determine whether credits will be accepted. As with any academic program, transferability of credit is at the discretion of the accepting institution.

Students should inquire for further details directly to the Office of the Academic Dean.

### **Transferring Between Palmer Campuses**

Students requesting to transfer between Palmer campuses must meet the same transfer student and advanced standing criteria outlined above. Advanced placement credit will be awarded and based on a detailed course-by-course review. The awarding of advanced standing credit varies across the three campuses due to the variation in academic term length and the structure and sequence of the academic coursework.

### **Undergraduate Studies Programs:**

Transfer policy is the same as stated under the Doctor of Chiropractic program with the following exceptions:

- Undergraduate Program transfer credit is accepted for equivalent course work when a minimal grade of "C" is earned from an institution or institutions accredited at the college level by an accrediting body that is nationally recognized by the U.S. Secretary of Education.

- BS students may transfer 90 credit hours of undergraduate coursework (60 credit hours from freshman/sophomore level and 30 hours from junior/senior level),
- ASCT students may transfer in 30 credit hours,
- Official transcripts are required for transfer credit to be considered. In addition, students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.

**Graduate Studies Programs:**

- Graduate-level course credits earned prior to matriculation are not eligible to be transferred into the MS program at Palmer College of Chiropractic.
- Once matriculated, a student may transfer up to six (6) credit hours earned after matriculation with prior approval to fulfill select credit hours.
- Only credits with a grade of “B” or better are considered for transfer.
- Official transcripts are required for transfer credit to be considered. In addition, students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.

## **9. CREDIT BY EXAMINATION**

A student may receive course credit by examination, at the discretion of each course instructor, if the following equivalent course guidelines are met:

- Prior course credits must be substantially equivalent in credit hours, content and quality to that of Palmer College of Chiropractic. Only courses that are awarded 300 level or above credit with a grade of “C” or better within five years of the date of admission to Palmer College will be considered for credit by examination eligibility. Older credits in certain areas may be accepted if the student holds an earned doctorate in one of the health sciences (e.g., D.C., M.D., D.O., D.D.S., and D.P.M.) or a graduate degree in an academic discipline closely related to the health sciences.
- Credits used to satisfy the minimum prerequisites for admission may not be used for credit by examination.
- The equivalent course must carry credit equal to the course for which a test-out is granted.
- Each course will be individually evaluated by the course instructor and the College Registrar. Upon successful eligibility determination, the instructor will administer the appropriate competency examination. Upon successful exam completion, credit will be granted, as determined by criteria outlined by the course instructor and approved by the College. A grade “P” (passing) will be awarded, which will carry no quality points toward the student’s Grade Point Average (G.P.A.).
- If the credit by examination was unsuccessful, the student will complete the course as registered during the term. A student will not be given the opportunity to re-take an exam if unsuccessful.
- The credit by examination must be completed, with the credit by examination form submitted to the College Registrar by noon on the first Friday of the academic term in which the student is registered for the course.
- Students granted credit by examination will still be required to register for the course as though they would be sitting the entire class. Tuition will not be charged for credits granted by examination.
- In addition, to take the examination for exemption, the student must have successfully completed all prerequisite courses to the course for which he/she wishes to test out.
- Not available for Graduate Studies Programs.

## **10. DEFINITION OF AN ACADEMIC YEAR**

The definition of an academic year for financial aid purposes at Palmer College of Chiropractic is one in which a student completes a minimum number of weeks of instruction and a minimum number of credit hours.

### **Doctor of Chiropractic Programs:**

Davenport Campus – An academic year is defined as two fifteen- (15- ) week trimesters, or thirty (30) weeks of instruction, and a minimum twenty-four (24) credit hours.

Florida and West Campus – An academic year is defined as three eleven (11) week quarters, or thirty (30) weeks of instruction, and a minimum thirty-six (36) credit hours.

### **Undergraduate Studies Programs:**

An academic year consists of two fifteen- (15- ) week trimesters, or thirty (30) weeks of instruction, and a minimum twenty-four (24) credit hours.

### **Graduate Studies Programs:**

An academic year consists of two fifteen- (15- ) week trimesters, or thirty (30) weeks of instruction, and a minimum twelve (12) credits of course work, or two (2) credits of thesis work.

## **11. SATISFACTORY ACADEMIC PROGRESS POLICY FOR RECIPIENTS OF FINANCIAL AID**

The Office of Financial Planning at Palmer College of Chiropractic is required by federal regulations to monitor that all enrolled students are making Satisfactory Academic Progress (SAP) towards completion of their degree. All students are monitored for SAP regardless of their eligibility or intent to receive financial aid. A student who does not meet the SAP requirements may lose eligibility to receive Federal Title IV aid including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Direct Stafford Loans (subsidized and unsubsidized), Federal Direct PLUS Loans, and Federal Work-Study and all sources of Institutional Aid including Endowed and Gift Scholarships.

A new student is considered to be meeting SAP requirements upon admission into a degree program. The academic records of all students are reviewed at the end of every term to determine if SAP requirements are being

met. All periods of a student's enrollment, whether the student received aid or not, are included in the SAP review. A student who does not meet any one of the eligibility criteria (stated below) is determined to not be making SAP towards completion of their degree.

Students may continue to receive financial aid by meeting all of the following criteria which have been established as the minimum standards for making SAP at Palmer College of Chiropractic. This policy replaces all previous SAP policies.

### **SAP Eligibility Criteria**

**Minimum Cumulative Grade Point Average Requirement:** A student must maintain a minimum cumulative grade point average (CGPA) to retain financial aid eligibility. A minimum CGPA of 2.0 must be earned for all undergraduate students and students in the Doctor of Chiropractic program. A student enrolled in the Master of Science in Clinical Research program must maintain a CGPA of 3.0.

**Transfer:** A transfer student's GPA earned on classes accepted for transfer credit toward degree requirements is not included in the calculation of CGPA.

### **Minimum Cumulative Pace Requirement (Credit Hour Completion Rate):**

The cumulative rate of credit hours successfully completed as a percentage of cumulative credit hours attempted is a measure of the pace at which a student is progressing toward a degree. A student must successfully complete at least 67% of cumulative attempted hours by the end of each term. A student is deemed to have successfully completed a course in which a grade of A, B, C, or P is earned. For the Master of Science in Clinical Research degree program, a student is deemed to have successfully completed a course in which a grade of A, B, or S is earned. Credits attempted will be the total of those credits for which a student is registered at the conclusion of the add/drop period as defined by the College.

**Transfer:** Credits accepted by the College toward degree requirements are included as both credit hours successfully completed and credit hours attempted in the calculation of pace.

**Maximum Time Frame Requirement:** The maximum number of credit hours allowable to complete a degree is 150% of the credit hours normally required to complete the degree program.

**Transfer:** Credits accepted by the College toward degree requirements are included in the computation of maximum time frame.

**Academic Standing:** A student who meets the above criteria but is placed on Academic Warning, Academic Probation, or Academic Management Contract by the Academic Standing Committee does not meet the SAP requirements.

**Treatment of course withdrawals, incompletes, repeated courses and electives:**

**Withdrawals (W or AW):** Courses dropped before the conclusion of the add/drop period that no longer appear on the student's transcript will not count as a course attempted. Courses dropped after the add/drop period for which the student receives a "W" or "AW" grade, will count as a course attempted.

**Incompletes (I):** If a student has an incomplete grade in a course at the time of SAP review and the outcome of the grade in that course will affect whether or not a student meets the SAP eligibility criteria, the student record will not be reviewed for SAP, and financial aid will be on hold until the incomplete grade has been processed into a final grade.

**Repeated courses:** For courses repeated, only the most recent grade is included in the CGPA. All repeated courses will be included in attempted hours.

**Electives:** Elective classes that are not counted towards a student's degree program are not included in the SAP review. This includes bachelor classes taken while enrolled in the Doctor of Chiropractic program. If an elective is a part of the degree program requirements, it will be included in the SAP review.

**SAP Statuses**

**Financial Aid Eligible:** This status is assigned to a student who meets the SAP eligibility criteria. A student with this assigned status is eligible to receive financial aid.

**Financial Aid Warning:** A student that does not meet the SAP eligibility criteria is placed on Financial Aid Warning for the term following the deficiency. A student is eligible to receive financial aid during the warning period. At the end of the warning period, a student's performance will be reviewed against the SAP eligibility criteria and if found to be in compliance will be assigned the Financial Aid Eligible status. If a student again does not meet the SAP eligibility criteria (including the repetition of an Academic Warning status), the student will have the opportunity to appeal (see the section below titled "SAP Appeals").

**Financial Aid Probation:** A student who has been placed on Financial Aid Warning status and does not meet the SAP eligibility criteria at the end of that term, but submits a SAP appeal that is granted by the Financial Aid Appeals Committee is considered to be on Financial Aid Probation for the following term. A student is eligible to receive financial aid during the probation period. At the end of the probation period, a student's performance will be reviewed against the SAP eligibility criteria and if found to be in compliance will be assigned the Financial Aid eligible status. If a student does not meet the SAP

eligibility criteria, the student will be placed on the Financial Aid Termination status.

**Financial Aid Termination:** A student who does not meet the SAP eligibility criteria at the conclusion of the Financial Aid Warning period and who either fails to appeal or has the appeal denied, will be placed on Financial Aid Termination. Additionally, a student who does not meet the SAP eligibility criteria at the conclusion of the Financial Aid Probation period will be placed on Financial Aid Termination. Financial aid cannot be received while on this status. In order to return to Financial Aid Eligible status, the student must correct the identified deficiencies.

### **SAP Appeals**

A student who does not meet the SAP eligibility criteria at the conclusion of the term in which the student was put on a Financial Aid Warning status, may file a written appeal. The student must clearly explain the extenuating circumstances as to why the SAP eligibility criteria was not met and provide proper documentation to support the extenuating circumstances. Circumstances may include (but are not limited to) significant medical issues or death of an immediate family member. The appeal must also include an explanation of what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

Students will have the option of attending/enrolling in classes when an appeal is necessary. However, financial aid eligibility will not be calculated and released unless the appeal is approved. If the appeal is denied, the student is responsible for any balance owed to the College. The appeal must be submitted to the Office of Financial Planning by the deadline specified by the department. The Financial Aid Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at the College. The Committee may request additional information or documentation as needed and will advise the student of the final determination.

An appeal will only be granted if it can be determined that the student will be able to meet SAP eligibility criteria after the subsequent period. If it is determined that circumstances beyond the student's control prohibit the student from making SAP, at the Committee's discretion an academic plan may be developed with the student to ensure that the student is able to meet SAP eligibility criteria by a specific point in time.

### **Special Circumstances**

**Academic Program Change:** After a student begins enrollment in an academic program, the student may switch to another academic program offered by the College. Any credits accepted towards the new academic program degree requirements will be included in the calculation of cumulative pace and maximum time frame and excluded from the calculation of CGPA.

**Re-Entry after Withdrawal:** A student requesting re-entry into the College will return with the SAP status calculated at the time of withdrawal.

**Notification:** Only students not meeting all satisfactory academic progress eligibility criteria will be notified by the Office of Financial Planning.

## 12. TECHNICAL STANDARDS

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 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:

- a) 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.
- b) 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.
- c) Candidates must have sufficient physical strength and coordination of both upper extremities necessary to apply chiropractic adjustments as taught in the curriculum.

Palmer College 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.

Since the Board of Trustees' adoption of the above technical standards, further study has been conducted by the administration as to the timing and manner of implementation of those standards. In so doing, it has been recognized that individuals may self identify as having a disability at four different stages in the educational process:

- prior to applying for admission;
- during application process;

- after acceptance as a student but prior to attending classes; or
- while currently attending classes.

While inviting and encouraging voluntary self-identification by students with disabilities, the College has always related to their students as responsible adults with the independent right to make such life decisions. One of those responsibilities is to work with the Disability Coordinator in requesting reasonable accommodations, academic adjustments and/or auxiliary aids and services pursuant to the procedures set forth in the Handbook for Students and Applicants with Disabilities.

Individuals who self-identify their disabilities during any of the four stages referenced above shall be referred to the Disability Coordinator. The coordinator will work in concert with the Disability Steering Committee whenever a question arises as to an individual's ability to meet the requirements of the technical standards. A Disability Steering Committee has been established at each campus in order to adjudicate this process in a timely manner. The coordinator will serve in an oversight role to ensure compliance with this policy.

In considering a self-identifying prospective or actual applicant with a disability, the coordinator and/or the Committee may require an interview with the candidate to determine if the individual meets the technical standards sufficient to complete the curriculum. The coordinator and the Committee may request supporting documentation to be provided by the self-identifying individual from an appropriate licensed professional. All such professionals will be asked to identify what academic adjustments or reasonable accommodations, if any, would be required. If the coordinator and the Committee assess the individual as meeting the technical standards, the prospective applicant will be encouraged to apply. Similarly, if the coordinator and the Committee determine that an applicant has met the technical standards, the admissions review process will continue.

If the coordinator and Committee determine that an individual does not meet the technical standards, that individual will be withdrawn from further consideration.

In considering a matriculated student with a disability, the coordinator shall proceed pursuant to the Policies and Procedures for Enrolled Students under the Handbook for Students and Applicants with Disabilities.

### **13. PCC WEST CAMPUS COMPETENCY WAIVERS FOR VISUALLY IMPAIRED STUDENTS**

#### **Definitions:**

**Psychomotor**, the area of observable performance of skill that requires some degree of neuromuscular coordination.

**Psychosensory**, pertaining to the perception and interpretation of sensory stimuli.

The Palmer College of Chiropractic Doctor of Chiropractic curriculum is a competency-based curriculum requiring students to demonstrate proficiency in affective, cognitive and psychomotor/psychosensory domains. Each College syllabus specifically identifies the course competencies in these three domains.

Visual acuity is an attribute needed to perform certain psychomotor/psychosensory procedures and interpret the findings. Class attendance will not be waived. However, students with documented visual impairments that are unremitting, who are otherwise qualified, will be required to demonstrate competency in all affective and cognitive domains of the curriculum, but will be waived from demonstrating psychomotor/psychosensory competency in the following areas:

#### **BASIC SCIENCES:**

Anatomy/Pathology

- Looking through or interpreting information through a microscope or other viewing device.

Physiology/Chemistry

- Looking through or interpreting information through a microscope or other viewing device.

#### **CHIROPRACTIC SCIENCES:**

Technique –

- Drawing lines on x-ray films.
- Visually detecting and marking instrumentation breaks on patients.
- Performing and/or observing leg checks, including evaluation of cervical syndrome.
- Performing and/or observing neurological and/or orthopedic procedures that specifically require sight to diagnose, e.g., Allen's Test, Adam's sign.

Radiology –

- Visually critiquing x-ray films for radiographic quality.

- Viewing x-ray films or other imaging formats and reporting radiographic findings.
- Physically positioning x-ray apparatus and/or patients undergoing radiographic procedures.

Diagnosis –

- Performing any diagnostic procedure that requires vision to interpret including:
- Operating diagnostic equipment during a patient examination.
- Performing orthopedic and/or neurologic tests.

**CLINIC:**

- All of the above psychomotor/psychosensory competencies.
- Performing therapeutic modality and rehabilitative procedures that require vision to execute and interpret.

**COMPETENCY WAIVER PROCEDURE**

Students with documented visual impairments that are unremitting, who are otherwise qualified, will be exempt from demonstrating certain psychomotor/psychosensory competencies in the PCC West Curriculum based on California State Law. The Disability Coordinator will verify all documentation and recommend students who may qualify for such exemptions to the appropriate academic officer. The academic officer will grant final consent to eligible students in writing to the student, the Disability Coordinator, the Academic Dean and the clinic academic administrator (Associate Dean of Clinical Education Dean on the Davenport Campus and Dean of Clinics on the Branch campuses).

When final consent has been granted, the Disability Coordinator will serve as liaison between visually impaired students and faculty members, assessment staff, etc., to identify such exemptions in individual courses and/or assessment procedures.

**14. NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

It is the policy and practice of Palmer College of Chiropractic to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Palmer College of Chiropractic.

Enrolled students who have disabilities shall be given necessary accommodations and/or reasonable adjustments based upon specific information and assessment data documented by a qualified professional.

Academic Adjustments for Students with Qualified Disabilities: Palmer College of Chiropractic makes reasonable academic adjustments for qualified students with disabilities, as required by law. Any qualified student with a disability who requires a reasonable academic adjustment to perform the academic and technical standards requisite to participation in this course is to contact the Disabilities Coordinator to request such an academic adjustment.

## **15. STUDENT RELIGIOUS OBSERVANCES**

In order to accommodate an individual student's participation in religious observances, Palmer College requires that the student advises each of their instructors, in writing, at the beginning of an academic term, or at least 30 days prior to the holiday or date of observance the student is requesting relief from their course(s).

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 questions relative to a particular observance will be referred to the Academic Dean.

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

## **16. COLLEGE HONORS**

At the end of each academic term students are evaluated on the following criteria for the purpose of determining eligibility for Dean's List honors for that term. A student will be recognized for this academic honor and will receive a letter of merit if the following conditions are met:

- 1) The student must be considered a fulltime student for the specified academic term (refer to College policy #4 Academic Credit Load);
- 2) The student must not have had any grade less than a B during the specified academic term;
- 3) The student must be in good academic standing during the specified term;
- 4) The student's academic term grade point average must be 3.5 or higher on a 4.0 scale; and
- 5) There must be no disciplinary action taken against the student during the specified term.

A student will be recognized for the award of Academic Excellence if the student meets all of the criteria for the Dean's List for each term of enrollment at Palmer College. Award recipients will be honored at their graduation.

**Transfer Students:** To be recognized as an Academic Excellence recipient, in addition to the above criteria, previous course work for which the student receives advanced standing in the chiropractic program must also meet the criteria of not having received any grade less than a B along with a cumulative grade point average of 3.5 or higher on a 4.0 scale at the time of transfer.

### **Academic Honors**

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

- Cum Laude – CGPA of 3.50 to 3.69
- Magna Cum Laude – CGPA of 3.70 to 3.89
- Summa Cum Laude – CGPA of 3.90 to 4.00

### **Doctor of Chiropractic Students**

The individual(s) selected for graduation honors will be determined by the CGPA at the end of the academic term prior to that of the graduation term. Credits or grades earned during the academic term in which the student graduates will not be considered in determination of these honors.

The individual(s) selected for Valedictorian will be the member(s) of the graduation class maintaining the highest CGPA at the end of the term prior to that of the graduation term. In addition, this individual(s) must have completed all academic and clinical requirements of Palmer College.

The student(s) must meet the following requirements:

- 1) must have the highest cumulative CGPA;
- 2) must not have withdrawn from any core course;
- 3) must not have repeated any course at Palmer College;
- 4) must have no “blemish” on his/her record, including:
  - a) a grade of no credit in any course during the student’s chiropractic education;
  - b) being placed on probation at any time during the student’s chiropractic education;
  - c) receiving a disciplinary sanction at any time during the student’s chiropractic education.

The individual(s) selected for Salutatorian will be the member(s) of the graduation class maintaining the second highest cumulative grade point average at the end of the term prior to that of the graduation term. In addition, this individual(s) must have completed all academic and clinical requirements of Palmer College. The student(s) must also meet criteria 2 through 4 listed above.

Individuals receiving these honors will also be recognized at their graduation ceremony. The designation of the Valedictorian and/or Salutatorian for a graduating class is the responsibility of the Registrar.

### **Academic Excellence Award**

A student will be recognized at graduation for the award of Academic Excellence if the student meets all of the criteria for the Dean's List for each term of enrollment at Palmer College.

**Transfer Students:** To be recognized as an Academic Excellence recipient, in addition to the above criteria, previous coursework for which the student receives advanced standing in the chiropractic program must also meet the criteria of not having received any grade less than a B along with a cumulative grade point average of 3.5 or higher on a 4.0 scale at the time of transfer.

### **Additional Graduation Honors**

In addition to the academic honors outlined above, the College may award other honors at graduation. In addition to the specific requirements of each individual award, to be awarded any of the following honors, the student shall have no disciplinary sanction at any time during the student's chiropractic education.

#### **Research Honors**

The Research Honors Program provides students in the Doctor of Chiropractic Program the opportunity to work with a faculty mentor and participate in the research process. Research Honors are awarded by the Palmer Research Council for meritorious research scholarship conducted by students. Students interested in participating in the Research Honors Program are encouraged to contact the research center for the details of this program or visit the Research Honors web site: [www.palmer.edu/researchhonors](http://www.palmer.edu/researchhonors)

#### **Clinic Honors**

The Clinical Excellence Award may be presented to a graduating doctor who has demonstrated outstanding accomplishment in service to patients, the College and the chiropractic profession. Candidates are nominated by Clinic faculty and are judged on quality of patient care, leadership potential, knowledge, skills and service.

#### **Virgil V. Strang Philosophy Award**

The Virgil V. Strang Philosophy Award may be presented to a graduating doctor who has exemplified the philosophy, commitment, passion, logic, and reasoning of the practice of chiropractic during their course of study at Palmer.

## **17. DIPLOMA PRESENTATION**

A graduating student may request that their diploma be presented by a family member(s) during the graduation ceremony. To be eligible to present the diploma to the graduate, the following criteria must be met:

- 1) The member(s) must possess an earned doctorate (academic or first professional) awarded by Palmer College of Chiropractic.
- 2) The member(s) must be related to the graduate in one of the following ways: Parent / Stepparent, Spouse, Sibling, Child, Grandparent, Aunt / Uncle.

The number of members will be limited to three (3) for any graduate. Requests for exceptions to this policy may be made in writing to the Registrar at least eight weeks prior to graduation. Each request will be reviewed by several administrative officers of the College.

## **18. NBCE EXAM ELIGIBILITY**

For the National Board of Chiropractic Exams (NBCE), a student must meet the following criteria to be eligible to sit the exam:

- Part I: The student must be classified as a fourth trimester (PCC) or sixth quarter (PCCW and PCCF) student or higher at the time of the late application deadline.
- Part II: The student must be classified as a seventh trimester (PCC), ninth quarter (PCCF and PCCW) student or higher at the time of the late application deadline.
- Part III : The student must be classified as an eighth trimester (PCC) or tenth quarter (PCCW and PCCF) student or higher at the time of application, and be within nine months from the students anticipated graduation date at the time of the examination administration. The student must also have successfully completed all sections of the Part I National Board exams before the late application deadline.
- Part IV: The student must have successfully completed all sections of Parts I by the Part IV application deadline date and be within six months of graduation at the time of the Part IV examination administration.

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

Note to the policy:

The NBCE Written Examinations (Part I, II, III, and PT) are held semi-annually in March and September at each Palmer College Campuses and at other sites. The Part IV (Practical Examination) is held in May and November and offered at the Palmer College, Davenport Campus and at other sites. The Office of the Registrar processes the exam applications and will post notices when the applications are available to students.

## **19. MILITARY ACTIVE-DUTY NOTIFICATION**

In the event a currently enrolled student receives an Active-Duty Notification, the student must provide the Registrar with a copy of the Active-Duty Notification or an official copy of their military orders prior to or after deployment. Upon receipt of same, the Registrar will process a withdrawal from the College for the academic term enrolled, provided the military orders are to begin prior to the end of the current term of enrollment. A grade of AW, Administrative Withdrawal, will be placed on the student's record. The student's tuition fees will be refunded in full to the student's lender, regardless of the point in the academic term that the military orders are received. The Registrar will notify the appropriate departments on campus of the withdrawal.

Upon completion of the military orders, the student may contact the Registrar for re-enrollment to the college. Students returning after a hiatus of less than five years but greater than one year will be required to meet the re-admission guidelines as outlined in the re-admissions policy.

The academic term of enrollment from which a student withdrew due to the military orders will not be considered in Academic Progress relating to financial aid eligibility or Academic Status. In addition, the Length of Time to Completion policy will be lengthened based on the length of time the student was away from the college due to the specific military order.

## **20. INDEPENDENT STUDIES**

Applicable to the Graduate Studies programs only.

Before a new independent study or special topics course may be offered, the course must be recommended to the Graduate Program Oversight Committee, which may recommend approval to the Dean of Graduate Studies. Approval is based upon the determination that the offering is at a level commensurate with graduate instruction and that it fits within the scope of expertise of the instructor.

A tentative syllabus must be presented with the proposal, including sufficient information for review, including title, credit hours, listing of course objectives and how those objectives will be evaluated (evaluation standards).

If approved for graduate credit, the tentative syllabus must be made to conform to the policy for established course syllabi.

## **21. ACADEMIC INTEGRITY**

Students are expected to comply with Palmer's Student Code of Ethics. Students are strongly encouraged to carefully read the entire Student Code of Ethics as published in the Student Handbook. Cheating, Plagiarism or other acts of dishonesty and/or any other violations of Palmer's Student Code of Ethics may result in the filing of a charge of misconduct under the Student Disciplinary Code as described in the Student Handbook. Sanctions up to and including suspension or dismissal from the College may be imposed upon students found to have violated the Code of Student Ethics. Please refer to the Palmer Student handbook, or contact the Coordinator for the Administration of the Code of Student Ethics on the relevant campus, should you have any questions.

## **22. NON-DEGREE STUDENTS**

Applicable to the Graduate Studies programs only:

Non-degree students are general graduate students, not admitted to a specific degree program, taking a limited number of courses. A limited number of students may be admitted to graduate study as non-degree graduate students.

Non-degree students must first apply for admission to graduate studies and meet the general criteria for admission. They may apply at any time for admission non-degree to the next available trimester. If admitted, non-degree students are governed by all Academic Affairs policies (with the exception of the Academic Progress and Length of Time Allowed to Complete Program policies). Non-degree students must also comply with all sections of the Student Handbook.

Non-degree students may register for no more than 12 credit hours of graduate coursework; registration for some courses may be restricted by the degree program offering that course. All credits attempted non-degree will be used to compute a non-degree G.P.A. for the purpose of determining academic status (See Policy on Academic Status).

A non-degree student may be eligible for tuition support at the discretion of the Graduate POC, if appropriately qualified.

Non-degree students are not guaranteed a future admission to any specific degree program. They may apply for admission as a degree student and for application of non-degree credits earned to the graduate program to which they are applying. If readmission is granted, consideration may be given by the Graduate Program Oversight Committee to apply non-degree credits to the degree program, but there is no implied assurance that such application will be approved.

### **23. STUDENT PARTICIPATION IN TECHNIQUE AND PHYSIOTHERAPY LABORATORY/PRACTICUM SETTINGS**

Participation in Palmer core curriculum classroom or laboratory/practicum settings, involving practice of chiropractic manual and/or ancillary procedures, requires the following:

- a. Students must provide signed consent<sup>1</sup> in order to participate in a lab setting where they are used for the practice of any treatment procedure and understand that this participation must occur under the supervision of a licensed instructor. The course instructor will acquire a signed consent form from each student participant at the beginning of the term. Consent will cover the entire academic term unless revoked by the student in writing. The consent document will be held on file by the course instructor for a period of one year following completion of the course.
- b. The exclusive purpose of participation in such settings is to allow students the opportunity to practice and develop psychomotor skills necessary for clinical practice. The laboratory/practicum setting is not the venue for a student to establish a doctor-patient relationship with a healthcare provider. Students are responsible for pursuing care outside of class to meet their own health needs.
- c. Students with conditions or symptoms in areas where chiropractic manual or ancillary procedures are to be applied must first notify the supervising faculty member. The faculty member will determine whether the student's participation is contraindicated.

### **24. COURSE PREREQUISITES AND MAINTENANCE**

A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course. Prerequisite indicates a condition of enrollment that a student is required to meet in order to demonstrate current

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<sup>1</sup> See Appendix 1

readiness for enrollment in a course subsequent in the program. Students will not be permitted to enroll in such courses without the appropriate prerequisite. Current prerequisites are available at the Student Administrative Services office or College Catalog.

The College recognized that if the prerequisites are established unnecessarily or inappropriately they constitute unjustifiable obstacles to student access and success. Nonetheless, the College recognizes that it is important to have prerequisites in place where they are a vital factor in maintaining academic standards. Therefore, Palmer College strives to avoid establishing prerequisites where they are not needed and adopts this policy which calls for caution and careful scrutiny in establishing the prerequisite system.

The effect of prerequisite courses related to transfer credits and students receiving advanced standing will be managed by the Academic Affairs. Appeals to this policy may be made in writing to the Academic Dean no later than the fifth class day of an academic term.

A student must have successfully completed all courses within an academic term before registering for any course(s) in an academic term more than two academic terms beyond.

For example: In order to register for a course in the fourth academic term, all courses from the first academic term must be successfully completed.

Transfer students will be managed by Academic Affairs.

## **25. OUTSIDE SPEAKERS SPONSORED BY STUDENT GROUPS**

Palmer College encourages its recognized student organizations to sponsor guest speakers whose presentation will contribute to the role of the College as a forum for intellectual discussion, debate, and investigation. It should be understood that providing a forum in no way implies College approval or endorsement of the views expressed by the sponsored speaker. This statement must be included in all publications and advertising of the event.

In order to permit the adequate planning of presentations by guest speakers, student organizations seeking to invite an outside speaker must submit a Speakers Information Form (which is available in Student Services) at least thirty-days prior to the event. The guiding principles underlying this policy are summarized as follows:

- A request to invite an outside speaker will be considered only when made by an officially registered student organization, faculty organization, or other campus organization. All invited presentations must support the educational Mission of the College and its Tenets as written and approved by the Board of Trustees;

- No invitation shall be issued to an outside speaker without the prior written approval of the club or organization's president or such person as may be designated by the president;
- The Faculty advisor(s) to the student organization(s) sponsoring the speaker must be in attendance from the beginning of the program until the end;
- Each proposal for an outside speaker shall provide a description of the proposed event, including the proposed list of invited speaker(s), panelists or presenters, and a detailed outline of the presentation; and the educational value to be derived from the speaker/event. All invited presentations shall be informational and not promotional.
- The core academic program of the College will have first priority in the use of College facilities;
- A maximum fee of five dollars may be charged to attendees of the presentations/lecture/event.

## **26. DEFINITION OF A CREDIT HOUR**

In accordance with federal regulations, the institutional process for assigning credit hours to courses, which incorporates the Carnegie unit, is based on the amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit; or ten to twelve weeks for one quarter hour of credit; or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Specifically and consistent with U.S. Department of Education Program Integrity rules, published October 29, 2010, Palmer College of Chiropractic has defined course work measured in credit hours for Title IV financial aid eligibility.

### **Palmer's Credit Hour Allocation:**

1. One (1) hour of laboratory, including anatomy, technique, diagnosis, and clinical course labs, Active Learning Sessions (ALS), and clinic practicum hours equal to one hour of class/lab work equals 0.5 credit hours.
2. One (1) hour of lecture time equals .66 credit hours.

Credit hours are used to determine a student's academic progress in regards to aid eligibility. Credit hours are also used to determine a student's grade point average (GPA) and are reflected on a student's transcript.

**Course Contact Hour Definition:**

One contact hour represents approximately one (1) hour of instructional work per week by a student throughout a fifteen (15) week trimester or twelve (12) week quarter or its equivalent in total work for short courses. Total contact hours by course, term, and program, as reported to state licensing bodies, will be reflected on the student's transcript.

One (1) contact hour per week equals fifteen (15) contact hours per trimester or twelve (12) contact hours per quarter.

Contact hours will be used to establish tuition fees.

*APPENDIX 1. Informed Consent Form (attached to Policy 23.)*

**STUDENT CONSENT FOR PARTICIPATION IN  
LABORATORY/PRACTICUM EDUCATION SESSIONS**

**SKILL DEVELOPMENT**

As a student in Palmer College's Doctor of Chiropractic Degree Program, I understand and acknowledge that in preparing for the clinical educational experience and future practice, I am required to develop the essential manual skills central to the practice of chiropractic, including adjustment, mobilization and soft tissue techniques – in designated laboratory/practicum sessions. The application of these procedures involves learned, complex psychomotor skills requiring a great deal of practice for the learner to become proficient. This is also true for the development of proficiency in the use of ancillary procedures such as physiotherapy and its modalities.

To develop such skills, I have the opportunity to engage in hands-on learning experiences with my fellow students and licensed doctors of chiropractic faculty ("faculty") in designated educational settings, either by delivering or voluntarily receiving chiropractic manual and/or ancillary physiotherapy procedures.

I understand these laboratories/practicum sessions are for educational purposes only, do not constitute health care intervention, and that I am responsible for pursuing care outside of class for my own health needs. *Furthermore, if during these laboratories/practicum sessions I have a condition or any symptoms in the body area where chiropractic manual and/or physiotherapy procedures are to be applied, I will notify the faculty supervisor immediately. If I have questions or concerns regarding my participation in these educational activities, I will discuss such questions or concerns with the faculty supervisor prior to participating in the activity. If I believe I've been injured as a result of my participation in these activities, I will notify the faculty supervisor or a faculty clinician in the clinic setting.*

**RISK OF INJURY**

I understand there may be risks of injury associated with receiving chiropractic manual and/or physiotherapy procedures. Risks associated with chiropractic manual procedures – including adjustment – may include musculoskeletal sprain/strain, muscle pain, joint pain, bruising, and neurological injury. For some people with severe or unrelenting headache or neck pain, there is an associated risk of vertebral artery injury and/or stroke after a chiropractic office visit that has been demonstrated to be equal to that of an office visit to a medical doctor. That risk is estimated to be from 1 in 400,000 to 1 in 10,000,000. Risks associated with the use of physiotherapy modalities may include an allergic reaction to the electrodes placed on the human body and burns from certain physiotherapy devices.

**ACKNOWLEDGEMENT OF PHYSICAL CONTACT AND BODY EXPOSURE**

I understand that inherent in the process of practicing examination, chiropractic manual and/or ancillary physiotherapy procedures is the exposure of, and physical contact with, certain areas of the body. I understand that physical or sexual gratification is never appropriate and has no part in the physical contact that takes place during the

chiropractic evaluation, delivery of chiropractic or ancillary procedures; and further understand that sexual touching is unethical, illegal, and never a part of my chiropractic education.

*I agree that should I anticipate or have any misgivings, doubts, or negative reactions to physical contact, I will immediately discuss my concerns with the faculty supervisor.*

**CONSENT**

With the educational objective of developing psychomotor skills along with the safeguards available to me, I, \_\_\_\_\_, hereby grant permission to my fellow students and to faculty as participants in laboratory/practicum sessions to engage in limited forms of physical contact with me as a part of receiving chiropractic manual and/or physiotherapy procedures performed by faculty and students under faculty supervision. In so doing, I understand I may at any time choose not to participate in these educational activities if I do not feel comfortable doing so by notifying the faculty clinician, and may withdraw my consent in whole, in part, or as to a particular student/faculty member to the appropriate faculty supervisor with a copy forwarded to either the Senior Director of Quality Assurance and Systems Organization or with the Senior Director of Human Resources.

***If for any reason I experience concerns that I am reluctant to discuss directly with the faculty supervisor or am dissatisfied with my discussion with him/her, I agree to seek immediate consultation with Senior Director of Quality Assurance and Systems Organization (ext. 5476) or alternatively with the Senior Director of Human Resources (Ext. 5866).***

I have carefully read this document in its entirety. I understand the information provided. The information provided has been explained to me. All questions I have asked have been answered to my satisfaction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_, in [City, State].

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Course Number and Name

\_\_\_\_\_  
Faculty Course Instructor Signature

**Consent Form Approved by CAOC November 3, 2011**