
HANDBOOK ADDENDUM AS OF 2/11/2016

RESERVATION OF RIGHTS (PAGE 1)

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 and the instructional materials used, or 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.

RESERVATION OF RIGHTS (PAGE 15)

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2016-2017

STUDENT HANDBOOK



PALMER

College of Chiropractic

Davenport, Iowa • Port Orange, Fla. • San Jose, Calif.

The Trusted Leader in Chiropractic Education®

PALMER COLLEGE OF CHIROPRACTIC STUDENT HANDBOOK 2016-2017*

PALMER COLLEGE OF CHIROPRACTIC (COLLEGE)

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***RESERVATION OF RIGHTS**

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Please refer to the Palmer College of Chiropractic website, www.palmer.edu, for the most current information.

This version of the Student Handbook for Palmer College of Chiropractic can also be found on our website: www.palmer.edu.

Issued for 2016-2017, Volume 1, and dated January 1, 2016.

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PALMER COLLEGE OF CHIROPRACTIC

HISTORY

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 college and is known throughout the profession as The Fountainhead. For more detailed information visit the website at www.palmer.edu.

IDENTITY STATEMENT FOR DOCTORS OF CHIROPRACTIC

The primary care professional for spinal health and well-being.

CHIROPRACTIC PILLARS

Doctors of Chiropractic:

- Integrate evidence, clinical experience, and patient values and preferences
- Deliver expert chiropractic adjustments and other manual care
- Embody a tradition of caring, effectiveness and patient satisfaction
- Collaborate and coordinate care with other health professionals
- Enhance patient quality of life and performance
- Promote vitality, wellness and patient empowerment
- Improve quality of life without drugs or surgery
- Offer readily accessible care

MISSION

The mission of Palmer College of Chiropractic is to promote learning, deliver health care, engage our communities and advance knowledge through research.

VISION

Palmer College of Chiropractic strives to be The Trusted Leader in Chiropractic Education.

VALUES

The Values of the Palmer College Community include:

- Academic excellence
- Business acumen
- Collaboration
- Community health
- Critical thinking
- Diversity
- Evidence-based chiropractic practice
- Heritage and tradition
- Justice, ethics and integrity
- Life-long learning
- Open and direct communication
- The philosophy, science and art of chiropractic

PHILOSOPHY STATEMENT

Chiropractic is a philosophy, science and art. The philosophy of chiropractic is built upon the constructs of vitalism, holism, conservatism, naturalism, and rationalism. It provides context for the application of science and art.

Health is a state of optimal physical, emotional and social well-being. Central to the philosophy of chiropractic is the principle that life is intelligent. The innate intelligence strives to maintain a state of health through adaptation mechanisms. The nervous system is recognized as an avenue for these self-regulating processes. Interference with neurological function can impede these mechanisms, disrupt homeostatic balance and adversely impact health. Chiropractic posits that subluxation of the spinal column and other articulations can affect nervous system function and the expression of health, which may result in symptoms, infirmity and disease.

The understanding of the subluxation complex continues to progress from D.D. Palmer's early writings about misalignment of vertebrae and other articulating structures to include additional anatomical, physiological, biomechanical, chemical, and biopsychosocial factors.

PRACTICE PARADIGM

Chiropractic focuses on neurological and musculoskeletal integrity, and aims to favorably impact health and well-being, relieve pain and infirmity, enhance performance, and improve quality of life without drugs or surgery.

The Doctor of Chiropractic is a primary care provider for the prevention, diagnosis and conservative management of spine-related disorders and associated locomotor conditions. Serving the patient's best interest in a professional and ethical manner, the Doctor of Chiropractic employs experience and the best available evidence to make clinical decisions, deliver care and manage identified health concerns and conditions. In addition, doctors of chiropractic comply with the laws and regulations governing

chiropractic practice in the applicable jurisdiction, including documentation, coding and billing practices.

The practice of chiropractic includes clinically necessary:

- Assessments of a patient’s health status, needs, concerns and conditions by obtaining a case-appropriate history and physical examination, and by acquiring necessary imaging, laboratory or diagnostic studies;
- Consideration of axial (spine) and appendicular (extremity) structure and function, including subluxation, and the status of contiguous muscular and neural systems by means of physical evaluation, imaging and/or special test procedures;
- Patient-centered management consistent with the obtained history, clinical information and diagnoses;
- Care coordination accomplished through goal-oriented management plans that include treatment recommendations intended to favorably influence outcomes, prognosis, risks, behaviors and lifestyle;
- Administration of manual therapeutic procedures—such as chiropractic adjustment, manipulation, mobilization or soft tissue techniques—as indicated by the history and clinical examination;
- Use of complimentary measures, such as passive modalities, active exercise and rehabilitation, nutritional counseling and supplementation, bracing, strapping and orthoses, and other procedures allowed under respective chiropractic practice acts;
- Promotion of health, wellness and disease prevention by evaluating relevant indicators and risk factors, and by providing care directed at mitigating health risks and encouraging healthy lifestyles.

THE PALMER EDUCATIONAL PRINCIPLES

The following is a statement of educational principles held by Palmer College of Chiropractic, which is comprised of three campuses:

- Davenport campus, Davenport, Iowa
- Port Orange campus, Port Orange, Fla.
- San Jose campus, San Jose, Calif.

Palmer College of Chiropractic recognizes the need to maintain an optimum learning environment through a sustained commitment to excellence and continual improvement. The following reconfirm Palmer’s role as an innovative, dynamic and exciting community of diverse learners and scholars.

1. Palmer College embraces the philosophy 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.

2. Palmer College is a learning community. The College is dedicated to developing, sustaining and refining a vertically and horizontally integrated chirocentric curriculum where excellence in teaching and learning is realized throughout the course work and the clinical experience. As a premier institution of chiropractic education, 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.
3. Palmer College encourages its students to become life-long 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.
4. 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.
5. 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 of responsibility of critical, independent thought and commitment to personal, professional and community service goals.
6. 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.

7. 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 substantive contributions to the interdisciplinary health care environment;
 - 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 PALMER CHIROPRACTIC ABILITIES

Effective Communication

The competent Palmer graduate demonstrates effective verbal, nonverbal and written communication skills with appropriate sensitivity, expressivity and control for a wide range of health care related activities, including patient care, intra and interprofessional communications (e.g., consultation, concurrent care and referral), health education, and record-keeping and reporting. The graduate is skilled in communicating to a variety of audiences including single patients and public forums.

Professional Growth and Lifelong Learning

The competent Palmer graduate, recognizing the limitations of his/her knowledge and experience, seeks to gain and apply new knowledge and skill. The graduate is information and technology literate and adapts to change. The graduate demonstrates a willingness to contribute positively to the community, society, the body politic and the chiropractic profession.

Moral Reasoning and Professional Ethics

The competent Palmer graduate practices personal integrity through moral decision-making and accepts responsibility for the consequences of his/her actions. The graduate acknowledges the existence and nature of different value systems of patients and others. The graduate recognizes the ethical dimensions of clinical practice and the choices necessary to maintain his/her own ethical integrity.

Critical Thinking and Problem Solving

The competent Palmer graduate identifies problems and their cause(s), and applies a logical decision-making process to manage them. Alone and collaboratively, the graduate formulates successful strategies for various situations. The graduate applies critical thinking to problem solving and clinical reasoning.

Philosophy and History of Chiropractic

The competent Palmer graduate explores, understands and critically assesses the work of influential thinkers in the history and philosophy of chiropractic and compares and contrasts chiropractic with other health-care approaches. The graduate recognizes the impact of the role of chiropractic in the past, present and future health-care environment and is able to convey the philosophical construct of chiropractic to multiple audiences. The graduate uses reasoned dialogue and logical argumentation when challenging traditional assumptions of health and adapts his/her thinking to new knowledge.

Integrating Basic Science into the Practice of Chiropractic

The competent Palmer graduate demonstrates fundamental understanding of anatomy and physiology and synthesizes basic science knowledge to explain health-related issues. The graduate explains current concepts in subluxation theory and models and conceptually interprets pathophysiology using current scientific understanding.

Patient Evaluation Skills

The competent Palmer graduate gathers health data through application of fundamental clinical skills (e.g., history, regional examination, spinal examination and lab) and applies reasoning to formulate a clinical diagnosis with differentials. The graduate applies best practices/evidence-based use of diagnostic tools, procedures and decision making.

Patient Management Skills

The competent Palmer graduate applies principles of case management, integrating care with other health professions when appropriate. The graduate demonstrates effective skeletal adjusting skills and understands the role of rehabilitative and supportive exercise and nutrition in improving health. The graduate promotes health improvement, wellness and disease prevention through appropriate care and education. The graduate recognizes and practices within the boundaries of medico-legal issues associated with patient care.

Health Care in Social and Community Contexts

The competent Palmer graduate understands epidemiological principles regarding the nature and identification of health issues in diverse populations and recognizes the impact of psychosocial and environmental factors on general health. The graduate understands the role of chiropractic in health care from a sociological perspective and accommodates diverse populations and environments in providing individualized patient care.

Business Management

The competent Palmer graduate understands legal and malpractice implications of decision-making and applies principles and practices of business management, financial management, marketing, insurance reporting, and managed care in a legal and ethical manner.

THE FIVE STRATEGIC DIRECTIONS OF THE COLLEGE

DIRECTION 1: STUDENT LEARNING

Provide high-quality, chiropractic-focused academic and clinical research programs for diverse health care settings.

DIRECTION 2: HEALTH-CARE DELIVERY

Model and provide chiropractic health care that is evidence-informed and integrates patient values and clinician experience.

DIRECTION 3: SERVICE

Promote campus engagement, community service and professional participation.

DIRECTION 4: RESOURCES AND SUPPORT

Ensure and manage resources and processes in support of College programs and initiatives.

DIRECTION 5: ADVANCING KNOWLEDGE THROUGH RESEARCH

Improve human health by advancing knowledge through research.

COLLEGE ACCREDITATION

The Doctor of Chiropractic degree program at Palmer College of Chiropractic's campuses in Davenport, Iowa; San Jose, Calif.; and Port Orange, Fla., is awarded programmatic accreditation by The Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ, 85258-4321, Phone: (480)443-8877, Website: www.cce-usa.org.

Palmer College of Chiropractic's Davenport, San Jose and Port Orange campuses are regionally accredited by The Higher Learning Commission and a member of the North Central Association.



The College is approved for the education of veterans under Title 38 of the United States Code, by the Iowa State Department of Public Instruction of Veterans Affairs, and by the Florida Department of Veterans' Affairs for the Veterans Administration of the United States. The College is approved by the United States Immigration and Naturalization Service for the education of non-immigrant students.

Palmer College of Chiropractic's Port Orange 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 the toll-free telephone number (888) 224-6684.

INSTITUTIONAL POLICIES

Palmer College of Chiropractic's Board of Trustees requires the College's Administration to develop, institute and enforce institutional policies and processes to govern the operations of the College. The College's Institutional Policies apply to the entire unit of Palmer College of Chiropractic, including operations on the Davenport campus; San Jose campus and Port Orange campus. The College has developed and instituted policies regarding the following:

- Campus Violence
- Communicable Diseases
- Drug and Alcohol Use
- Employment of Relatives and Fraternization
- Equal Opportunity
- Hazing
- Health Insurance Portability and Accountability Act (HIPAA)
- Policy Structure and Administration
- Reasonable Accommodations and/or Academic Adjustments for Students with Disabilities
- Reasonable Accommodations for the Public
- Red Flag
- Record Retention and Disposal of College Records
- Research Financial Conflict of Interest
- Sexual or Other Unlawful Harassment
- Smoke-free Environment
- Student Records (FERPA)
- Travel
- Use of Electronic Communication Services
- Weapons
- Whistleblower

Institutional Policies may be reviewed in their entirety at: www.palmer.edu/handbookpolicies.

HANDBOOK STATEMENT

This handbook is not intended to be, and should not be construed as, a contract between the College and its students, either individually or collectively. Refer to the *Reservation of Rights on page 1.

STUDENT CODE OF ETHICS

POLICIES, RULES, PROCEDURES AND GUIDELINES

The information contained here deals with the policies, rules, procedures and guidelines implemented by Palmer College of Chiropractic (College) 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 Student Code of Ethics or his or her designee.

RESERVATION OF RIGHTS

The College 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 code. It is the responsibility of the student to inquire as to whether a change has been made.

STUDENT CODE OF ETHICS

Preamble

This Code is not intended to interfere with other applicable laws, policies or regulations that relate to ethical conduct. This Code should be interpreted as being in concert with rather than in conflict with other laws, policies, and regulations whenever possible.

Students, as a condition of admission, agree to abide by the Student Code of Ethics (“Code”). Students further agree to abide by all College regulations contained in the Catalog, Student Handbook, other publications and notices placed on official College bulletin boards including its portal and/or website. This includes students who reside in College premises; participate in preceptorships; and participate in any College programs on or off College premises.

Students also are 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

The intent of this Code is to ensure that students neither lose their rights nor escape the responsibilities of citizenship. Students enrolled at the College must be guided by

the highest standards of ethical 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 “advisor” refers to any one person chosen by the respondent or filer to assist throughout the process, unless service in this capacity would reasonably conflict with the fair application of the process as determined by the Coordinator (or designee).
2. The term “club” or “organization” refers to any number of persons who have complied with the formal requirements for College recognition.
3. The term “College” refers to the entire unit of Palmer College of Chiropractic, including operations on the Davenport campus; the San Jose campus ; and the Port Orange campus.
4. The term “consent” refers to an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, actively sought prior to and during sexual activity, and freely and actively given. When consent is requested verbally or physically, absence of any explicit verbal or physical response constitutes lack of consent. It is expected that after consent has been established, a person who changes his or her mind during the sexual activity will communicate through words or actions his or her decision to no longer proceed.
5. The term “coordinator” refers to the person designated by the College to be responsible for the administration of the Code and its processes.
6. The term “designated College Appeal official” refers to the College official authorized to make the final appeals decision.
7. The term “faculty member” refers to any person employed by the College to conduct professional responsibilities including, but not limited to, classroom and clinic activities.
8. The term “filer” refers to any member of the College community who submits a charge alleging ethical misconduct.
9. The term “Hearing Panel” refers to persons authorized to decide if ethical misconduct has been proven and, if appropriate, what sanctions shall be imposed.
10. The term “may” is used in the permissive sense.

11. The term “member of the College community” refers to any person who is a student, faculty member, College official, Security Officer, College employee or member of any other organization or club recognized officially by the College. A person’s status in a particular situation shall be determined by the Coordinator or his/her designee.
12. The term “more likely than not” means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard of proof used in deciding all disciplinary cases within the Student Code of Ethics.
13. The term “misconduct” refers to ethical misconduct listed in Article VI.
14. The term “College official” refers to any person employed by the College performing assigned administrative or professional responsibilities.
15. The term “College premises” refers to all land, buildings, facilities and other property in the possession of, owned, used or controlled by the College, including adjacent streets, alleys, sidewalks and parking lots within the parameters.
16. The term “policy” refers to the written regulations of the College as found in, but not limited to, the Student Handbook, College Catalog and other College publications and notices placed on official College bulletin boards including its website.
17. The term “respondent” refers to any student, organization or club which has been charged with ethical misconduct.
18. The term “shall” is used in the imperative sense.
19. The term “student” refers to all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code of Ethics, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College-owned and/or operated residences, although not enrolled in the institution. Students who violate the Code 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.
20. The term “witness” refers to someone who has personal knowledge of the incident at issue. Witnesses may have no other role in the hearing process, such as an advisor, and should be present only during their opportunity to provide information and answer questions.

Article II: Authority and Duties of the Coordinator

- A. The Coordinator who administers the Code and its processes shall determine who hears, recommends and decides charges of misconduct.
- B. The Coordinator shall have the following duties, which are not all inclusive:
 1. Assist members of the College community with filing charges of misconduct.
 2. Assist students charged with misconduct.
 3. Determine whether a charge of misconduct may be disposed of informally on a basis acceptable to the College.
 4. Determine whether a charge of misconduct will be investigated.
 5. Determine whether a charge of misconduct will be processed under the Code or if it will be submitted to the jurisdiction of another appropriate process recognized by the College.
 6. Facilitate meeting(s) between the filer and respondent, if any.
 7. Maintain the file of all original documents submitted under the Code involving the processing of charges of misconduct.
 8. Challenge members of the Hearing Panel as to bias against or for the respondent or filer, and if there is bias, proceed to empanel an unbiased replacement.
 9. Oversee the procedures set forth in Articles IX and X.
 10. Halt the procedures set forth in Articles IX and X if the process is not being followed. This right of the Coordinator may be exercised without question. The Coordinator may call a meeting of College officials to resolve any problems or concerns and then may restart the process.
 11. Provide final interpretations regarding the Code, subject to approval by College officials.
 12. Amend the Code and develop policies, procedures and forms for the administration of the Code, subject to approval by College officials.

Article III: Jurisdiction of the Student Code of Ethics

The Code shall apply to conduct that occurs on College premises or at College-sponsored or College-related activities or service functions on or off College premises or at non-College activities on or off College premises that adversely affects the College Community and/or the pursuit of its objectives. This includes online activities. 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 Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Code shall also apply to behavior occurring online, such as harassment delivered by email, or acts of bullying or discrimination posted in video form or on gossip sites accessed through College computing resources. Students must also be aware that

information posted to blogs, webpages, social networking sites such as Twitter and Facebook, or other online postings are in the public sphere, and are not private. These postings can subject the student to a charge of misconduct, if information supporting or constituting misconduct is posted online. The College does not regularly monitor online activities, but may take action if and when such information is discovered.

Article IV: Violation of Law and Student Code of Ethics

While the activities 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.

Proceedings may be instituted against a student charged with misconduct that potentially violates both the criminal law and this Code (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 Code 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 Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College 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, the College 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 Code, the College may advise legal authorities of the existence of the Code and of how such matters are typically handled within the College community.

Article V: 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 to; did not contest; forfeited bail; or was granted a deferred judgment to any criminal conduct under law or ordinance is to notify the institution. Such notification should be made in writing to any of the following within five calendar days:

DAVENPORT CAMPUS

Kevin Paustian, D.C., Dean of Academic Affairs
1000 Brady Street, Davenport, IA 52803
(563) 884-5721
kevin.paustian@palmer.edu

PORT ORANGE CAMPUS

Jason Brewer, Director of Student Services
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2783
jason.brewer@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Director of Student Services
90 E. Tasman Drive, San Jose, CA 95134
(408) 944-6122
duane.rohrbacher@palmer.edu

This notification requirement excludes only minor traffic violations. Failure to promptly report 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.

Article VI: Misconduct – Rules and Regulations

The headings (such as A. Alcohol and Drugs) appearing in Article VI are for convenience only and are not a part of the Code and do not in any way limit or amplify the term “misconduct.” Misconduct may include any of the following which is not intended to be an exhaustive list:

Part I. General

- A. Alcohol and Drugs
 1. 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.
 2. Use, possession, manufacturing or distribution of alcoholic beverages, except as expressly permitted by law and College regulations, or public intoxication.
 3. Providing alcoholic beverages, in any circumstance, to be used by, possessed by or distributed to any person under twenty-one (21) years of age.

4. Driving while under the influence of alcohol or any illegal substances.
5. Any other violation of the College's Drug and Alcohol Use Policy.

B. Collegiality

1. Failing to comply or to comply in a timely manner with the directives of the College, College officials, College security or law enforcement officers acting in performance of their duties.
2. Failing to treat members of the College community with the courtesy and respect that students, staff, faculty or any other individual associated with or conducting business with the College should reasonably expect.
3. Failing to regard and refer to all peers and College employees with honor, giving credit where it is due.

C. Dishonesty

Acts of dishonesty include, but are not limited to, the following:

1. Cheating, which includes, but is not limited to,
 - a. Knowingly assisting another student in committing an act of cheating; or other forms of academic dishonesty.
 - b. Use of any unauthorized assistance in taking quizzes, tests or examinations.
 - c. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
 - d. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
 - e. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
2. Plagiarism which includes but is not limited to:
 - a. 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.
 - b. The use—by paraphrase or direct quotation—of the published or unpublished work of another person without full and clear acknowledgement.
 - c. 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.
3. Unauthorized possession of examinations, library materials, laboratory materials or other course-related materials.
4. Unauthorized changing of grades on an examination, in an instructor's grade book or on a grade report, or unauthorized access to academic computer records.
5. Furnishing false information, nondisclosure or misrepresentation to the College or any member of the College community.

6. Furnishing false information, nondisclosure or misrepresentation to any individual associated with or conducting business with the College in a manner that adversely affects the College and/or the members of the College community and/or in the pursuit of their objective.
7. Forgery, alteration, misuse or unauthorized use of any College or other document, record instrument of identification, or College resource.
8. Tampering with the election of any College-recognized/registered student organization.
9. Unauthorized use of materials, electronic devices or other aids during quizzes, examinations or other testing or evaluation venues.
10. Substituting for another student or permitting another person to substitute for oneself in taking an examination or any other academic evaluation process.
11. Unauthorized download, creation, sale, transfer, access, reproduction or distribution of copyrighted material or patented inventions, including, but not limited to, audio materials, video materials or research materials; or of any course materials, whether copyrighted or not, distributed by a faculty member, such as a the faculty member's notes, PowerPoint presentations, handouts, tests, outlines and similar materials.

D. Disruption/Obstruction

1. Disruption or obstruction of teaching, learning, research, administration, disciplinary proceedings and other College proceedings and activities, including its public service functions or other authorized non-College activities.
2. Participating in a demonstration, riot or activity that disrupts the normal operation of College 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.
3. Conduct that is disorderly, lewd or indecent; breach of peace; or assisting, encouraging or facilitating another person to breach the peace.
4. 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 College community or any other person.

E. Gambling

Engaging in or offering games of chance for money or other gain in violation of federal, state or local laws.

F. Harassment

1. Harassment consists of any verbal, visual, written or physical conduct that:
 - a. Is sufficiently severe, persistent or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with an individual's education; or

- b. Creates an intimidating, hostile or offensive environment.
2. Bias-Related Harassment includes harassment of a person or group because of factors such as race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, political affiliation or veteran status.

G. Bullying

Bullying is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient.

Bullying is not about occasional differences of opinion, conflicts and problems in relationships as these may be part of life. Bullying can adversely affect dignity, health, and productivity. Examples of bullying include, but are not limited to:

1. Cyberbullying is the use of electronic devices to convey a message in any format (i.e. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks or is otherwise intended to harm, offend or humiliate another individual or group of individuals in a deliberate, repeated, hostile or unwanted manner under the perpetrator's true or a false identity.
2. Physical bullying is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work/school area or property; damage to or destruction of a person's work/school product or personal property.
3. Verbal bullying is repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person's work or school performance or participation.
4. Nonverbal bullying can consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.
5. Anonymous bullying can consist of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, leaving degrading written or pictorial material about a person where others can see.
6. Threatening behavior toward a person's job or well-being can be bullying and can consist of making threats, either explicit or implicit to the security of a person's job, position, or personal well-being. It is not bullying behavior for a supervisor to note an employee's poor job performance and potential consequences within the framework of College policies and procedures, or for an instructor or academic program director to advise a student of

unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

H. Stalking

1. Stalking refers to engaging in conduct directed at an individual that would cause any reasonable person to fear for his/her safety or that of others, or that inflicts emotional distress.
2. Cyber-stalking refers to stalking that occurs through information and communication technologies.

I. Health and Safety

1. Physical abuse; verbal abuse; threats; intimidation; harassment; and/or coercion.
2. Any conduct that threatens or endangers the health; safety; education; or employment of any member of the College community, clinic patients or any other person.
3. Engaging in individual or group conduct that is violent, including, but not limited to, behavior as defined in the Campus Violence Policy.
4. Stalking, in violation of federal, state, local laws or the College's policies, rules or regulations.
5. Hazing, in violation of federal, state, local laws or the College's policies, rules or regulations.
6. Reporting the presence of a fire, bomb, explosive or incendiary device without good reason to believe the facts reported are true.
7. Misusing or damaging fire or other safety equipment.

J. Identification

1. Permitting another person to use his or her identification.
2. Inappropriate use of another person's identification.
3. Impersonation or misrepresenting the authority to act on behalf of another or the College.
4. Forgery, alteration, or misuse of identification, documents, records, keys or access codes.
5. Manufacture, distribution, delivery, sale, purchase, possession or use of false identification.
6. Failure to identify oneself to College officials, College security or law enforcement officers acting in performance of their duties when requested to do so.

K. Invasion of Privacy

1. Unauthorized observation of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to: restrooms, locker rooms, showers and College-owned or -operated student-leased residences.
2. Making, storing, sharing or distributing unauthorized video or photographic images of a person in a location in which that person has a

reasonable expectation of privacy, including, but not limited to: restrooms, locker rooms, showers and College-owned or -operated student-leased residences.

- L. Misuse of College Resources or Property, Theft or Other Misuse of Computer Facilities and/or College Resources, including, but not limited to:
1. Failure to make payment for any debts owed to the College.
 2. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
 3. Unauthorized transfer of a file.
 4. Use of another individual's identification and/or password.
 5. Use of computing facilities and/or resources to interfere with the work of another student, employee or College official.
 6. Use of computing facilities and/or resources to send obscene or abusive messages.
 7. Use of computing facilities and/or resources to interfere with normal operations of the College computing system.
 8. Use of computing facilities and resources in violation of copyright laws to include unauthorized downloading or peer-to-peer file sharing of copyrighted files.
 9. Any violation of the College's computer or any other electronic communication use policy.
 10. Attempted or actual theft of College property.
 11. Damage to College property.
 12. Possession, sale or purchase of College property or services that are known or reasonably, under the circumstances, should have been known to have been stolen.
 13. Unauthorized use of the College telephone system, email, fax machines, computers, or other College equipment or resources.
 14. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
 15. Misuse or unauthorized use of the Palmer College of Chiropractic's name, crest, logo, seal, brand, trademark and/or other insignias.
 16. Failure to obtain authorized permission for the use of Palmer College of Chiropractic's name, crest, logo, seal, brand, trademark and/or other insignias.
- M. Misuse of this Disciplinary Process
- Misuse of this disciplinary process, including, but not limited to:
1. Assisting, encouraging or facilitating another person to commit an abuse of the Code.
 2. Failure to obey a notice from the Coordinator, a Hearing Panel, College official or office.
 3. Falsification, distortion or misrepresentation of information to the Coordinator, a Hearing Panel, College official or office.
 4. Disruption or interference with this disciplinary process.

5. Institution of a charge of misconduct, hearing and/or an appeal knowingly, without cause.
6. Attempting to discourage an individual's proper participation in, or use of, this process.
7. Attempting to influence the impartiality of a member of the Hearing Panel, designated College Appeals official or other College 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.
8. Harassment (verbal, physical or visual); intimidation; retaliation and/or reprisal before, during and/or after the proceedings of any individual who:
 - a. Has reported/initiated a charge(s) of misconduct;
 - b. Filed a charge(s) of misconduct;
 - c. Is the respondent to a charge(s) of misconduct;
 - d. Served as a witness;
 - e. Served as a Hearing Panel member;
 - f. Served as an Appeals Official;
 - g. Served as an investigator; or
 - h. Participated in any other way in the procedures available.
9. Failure to comply with any sanction(s) imposed under the Code.
10. Assisting, encouraging or facilitating another person to commit misuse of this disciplinary process.

N. Other Rules and/or Regulations

1. Violations of published College policies, rules or regulations.
2. Violation of federal, state or local law.

O. Property of Members of the College Community

1. Attempted or actual theft of property of a member of the College community or other personal or public property.
2. Damage to property of a member of the College community or other personal or public property.
3. Possession, sale, or purchase of property or services that are known or reasonably, under the circumstances, should have been known to have been stolen.

P. Sexual Misconduct/Harassment

1. Sexual misconduct or threats of sexual misconduct including, but not limited to, the following:
 - a. Sexual intercourse or sexual touching, however slight, by one person upon another without effective consent or when it involves compelling a person to submit to such conduct by force, threat of force, use of intoxicants to impair a victim's ability to give consent, or otherwise taking advantage of any impairment which might render a person incapable of making a reasonable or rational decision about sexual activity.
 - b. Obscene or indecent behavior, which includes, but is not limited to,

exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.

2. Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based behaviors, actions or comments.
3. Any other violation of the College's Sexual Harassment Policy.

Q. Promotion of Non-College Business Interests

1. Acting on behalf of faculty, staff, students and/or third party entrepreneurs who wish to promote their personal non-College business interests to other students, faculty and staff on or off campus without the prior written approval of the Vice Chancellor for Student Affairs. Such actions include but are not limited to:
 - a. Meetings;
 - b. Seminars;
 - c. Symposiums;
 - d. Workshops;
 - e. Conferences; or
 - f. Distributing promotional materials.
2. Acting as defined in section Q1, based upon either a promise or receipt of compensation, rewards and/or other incentives.

R. Traffic

Failure to comply with College traffic and parking rules and regulations.

S. Weapons

1. Illegal or unauthorized use, possession or storage of firearms, weapons, explosives, fireworks or dangerous chemicals, even if legally possessed, on College premises or at College-sponsored or College-related activities or service functions on or off College premises or at non-College activities on or off College premises that adversely affects the College community and/or the pursuit of its objectives.
2. Illegal or unauthorized use, possession or storage of firearms, weapons, explosives, fireworks or dangerous chemicals, even if legally possessed, on College premises or at College-sponsored or College-related activities or service functions on or off College premises or at non-College activities on or off College premises that adversely affects the College community and/or the pursuit of its objectives in a manner that harms, threatens or causes fear to others.

Part II. Clinical

A. Clinical Collegiality

1. Failing to regard and refer to all peers, health professionals and College employees with honor, giving credit where it is due.
2. Failing to treat patients with respect; earn and maintain the trust of

patients, patient families, faculty, staff, College officials and the general public.

3. Failing to comply with the directives of clinic College officials acting in performance of their duties.

B. Clinical Dishonesty

1. Furnishing false information, nondisclosure or misrepresentation to the College, or any member of the College community or clinic patient.
2. Forgery, alteration or misuse of any College document record; clinic record; protected health information or instrument of identification.
3. Unauthorized possession or access to any College document record; clinic record; protected health information or instrument of identification.

C. Clinical Misrepresentation

1. Misrepresenting or allowing oneself to be presented or represented as a Doctor of Chiropractic or anything other than as a student chiropractic intern to patients or the public.
2. Practicing chiropractic without a license under applicable state law outside of the legal scope provided for chiropractic students.

D. Invasion of Privacy in the Clinics

1. Unauthorized observation of a person in a location in which that person has a reasonable expectation of privacy while receiving patient care.
2. Making, storing, sharing or distributing unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy while receiving patient care.
3. Unauthorized observation and/or making, storing, sharing or distributing unauthorized video or photographic images of patient records.

E. Other Clinic Rules and/or Regulations

Violations of published or taught clinic policies, procedures, rules or regulations.

F. Patient Care

1. Withdrawing from the care of a patient without prior approval from the clinic doctor of record, or neglecting or abandoning the care of a patient to which the intern is assigned. All recommendations of referral, care and/or transfer of a patient for any reason are privileges reserved only to the attending clinic faculty doctor.
2. 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.
3. 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.
4. Transporting patients to or from College premises for the purpose of

- patient evaluation or care.
5. Advertising chiropractic services other than specifically defined and allowed by state, the College and clinic regulations.
 6. Engaging solicitors or agents for the purpose of soliciting patients or becoming involved in such endeavors.
 7. Failing to suspend, terminate or limit the scope of involvement with patients when a student's personal circumstances, problems or conflicts interfere, or have the potential to interfere with patient care.

G. Patient Records

1. 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.
2. Unauthorized storage of ePHI (Electronic Protected Health Information) on portable devices to include: laptops; home-based personal computers; PDAs and Smart Phones; library or other public workstations and Wireless Access Points (WAPs); USB Flash Drives and Memory Cards; floppy disks; CDs; DVDs; backup media; email; Smart cards; and Remote Access Devices.
3. Failing to adequately disguise or redact patient identity from protected health information used in writing, reports, classroom lectures or in other public forums.
4. Unauthorized removal of patient records, radiographs, images or any other protected health information from clinic facilities.
5. 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.

Article VII: Initiating/Filing Charges of Misconduct

A. Responsibility to Report

All members of the College community share in the responsibility for promoting and supporting the Code. In addition, members of the College community are to immediately report any behavior or conduct that may be interpreted as a violation of this Code to any of the following coordinators:

DAVENPORT CAMPUS

Lori Larsen, B.A., Lead Coordinator

Office of Compliance

1000 Brady Street, Davenport, IA 52803

(563) 884-5246

lori.larsen@palmer.edu

PORT ORANGE CAMPUS

Cheryl Shaw, PHR, M.B.A., Coordinator
Office of Human Resources
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2665
cheryl.shaw@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Coordinator
Office of Student Services
90 E. Tasman Drive, San Jose, CA 95134
(408) 944-6122
duane.rohrbacher@palmer.edu

B. Members of the College Community

1. Any member of the College community may initiate/file charges of misconduct with the Coordinator against any student for misconduct.
2. 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 either authorized; encouraged; directed; tolerated; supported by; and/or committed in association with the organization or club.

Except as provided in Article II, Section B, numbers 4 and 5, any charge of misconduct is subject to the procedures outlined in Article IX and/or X.

C. The College

In its sole discretion, the College may initiate a charge of misconduct, join with a member of the College community who has filed a charge or follow up and take through the process any charge initially brought by another.

D. Retaliation

Any person involved in a charge of misconduct has the right to be free from retaliation of any kind. The College strictly prohibits retaliation or reprisal against an individual who:

1. Has reported/initiated a charge(s) of misconduct;
2. Filed a charge(s) of misconduct;
3. Is the respondent to a charge(s) of misconduct;
4. Served as a witness;
5. Served as a Hearing Panel member;
6. Served as a designated College Appeal Official;
7. Served as an investigator; or
8. Participated in any other way in the procedures available.

E. Timing

Any charges of misconduct should be submitted as soon as possible after the event takes place, preferably within 30 academic days.

- F. **Preparing Charges of Misconduct**
Charges of misconduct shall be prepared in writing and directed to the Coordinator, who is responsible for the administration of these disciplinary procedures.
- G. **Charge of Misconduct Form**
A charge of misconduct form may be obtained from the Coordinator as follows:
- Davenport campus, Office of Compliance
 - San Jose campus, Office of Student Academic Affairs
 - Port Orange campus, Office of Human Resources
- H. **Notification**
When the Coordinator receives a charge(s) of misconduct alleging that a student may have violated the Student Code of Ethics, the respondent shall be notified by the Coordinator of the charge(s).

Article VIII: Interim Suspension

- A. With or without filing a charge of misconduct a College official may suspend a student. Such suspension may be imposed:
1. To ensure the safety and/or well-being of members of the College community or preservation of College property;
 2. To ensure the student's own physical or emotional safety and/or well-being;
 3. If the student poses a definite threat of disruption of or interference with the normal operations of the College;
 4. Or should it be in the best interest of the College, the College community or the student to do so.
- B. During the interim suspension a student may be denied access to any or all of the following for which the student might otherwise be eligible—as the College official may determine to be appropriate:
1. College premises (including classes and/or clinics);
 2. College activities and/or privileges;
 3. During the interim suspension, a College official may direct that the student, not to contact in any manner certain individuals as identified.

Article IX: Informal Hearing Process

- A. After the Coordinator provides the charge of misconduct to the respondent, the Coordinator may then meet individually with the filer and the respondent to determine if the charge can be disposed of informally on a basis acceptable to the College.
- B. Alternatively, the Coordinator (in consultation with the other appropriate College Officials including the College's general counsel), may dispose of the matter informally or refer it for hearing before the Hearing Panel.
- C. Any informal resolution will be documented and maintained by the Office of Compliance.

- D. Failure to comply with the resolution agreement may constitute separate grounds for a subsequent charge of misconduct under Article VI, Part I, Section M9 which reads: Failure to comply with any sanctions imposed under the Code.
- E. Use of the informal hearing procedure is not a prerequisite to initiating formal action.
- F. If the charges cannot be disposed of informally, the charges shall be formally presented to the Hearing Panel.

Article X: Formal Hearing Process

- A. Request for a Formal Hearing
 - 1. The filer and/or the respondent may request that the Coordinator schedule a formal hearing before the Hearing Panel.
 - 2. The College may also request that the Coordinator schedule a hearing before the Hearing Panel.
- B. Scheduling a Hearing

A time shall be set for a formal hearing, as soon as reasonably possible. Maximum time limits for scheduling of hearings may be set or extended at the discretion of the Coordinator.
- C. Appointment of Hearing Panel

The Coordinator who administers the Code and its processes shall determine who hears and decides charges of misconduct.
- D. Hearing Guidelines

Hearings shall be conducted by the Hearing Panel according to the following guidelines:

 - 1. Hearings normally shall be conducted in private.
 - 2. 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.
 - 3. 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.
 - 4. 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 Panel 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.

5. The filer, the respondent and the Hearing Panel will be given the opportunity to question any and all witnesses who present evidence. This opportunity to question is subject to the Coordinator's authority to decide whether the filer or the respondent may question one another directly or whether either of them may question witnesses directly, or if questions must be submitted to the Hearing Panel to decide which of the questions to ask, and who will ask those questions.
6. The filer, respondent or any witness may participate in a hearing remotely by way of telephone, video conferencing or other appropriate means, provided the identity of the person participating remotely is known to all parties, and all other guidelines and procedures described in this Student Disciplinary Code are followed.
7. Pertinent records, exhibits and affidavits may be accepted as evidence for consideration by the Hearing Panel at the discretion of the Coordinator.
8. All procedural questions are subject to the final decision of the Coordinator.
9. The Coordinator may reopen any hearing if the Hearing Panel requests additional evidence, which may include affidavits, exhibits and/or additional testimony.
10. There shall be a single, verbatim record, such as an audio recording, of all hearings before the Hearing Panel. The record shall be the property of the College. The respondent will be given access for a personal opportunity to listen to the audio recording in the presence of the Coordinator or his/her designee. No one other than the Coordinator will be allowed to record the proceeding.
11. Criminal or civil court process, procedure and rules of evidence do not apply under this Student Disciplinary Code.

E. Deliberation Following the Hearing

After the hearing and any reopening, the Hearing Panel shall deliberate and decide by majority vote whether or not the charge of misconduct has been proven.

F. Hearing Panel's Decision

1. The Hearing Panel's decision shall be made on the basis of whether it is more likely than not that the respondent engaged in misconduct.
2. No respondent may be found to have engaged in misconduct solely because of failure to appear before the Hearing Panel.
3. In all cases, the evidence in support of the charges of misconduct shall be presented and considered.
4. If the Hearing Panel decides that misconduct was proven, this Panel will then impose the appropriate sanction(s).
5. The Hearing Panel will communicate in writing its decision to the Coordinator.
6. The Coordinator will notify the respondent, in writing, of the Hearing Panel's decision.

G. Sanctions

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. College residential premises suspension: Separation from the residence and any other College-owned residential premises for a definite period of time. Conditions for readmission may be specified.
 - i. College residential premises expulsion: Permanent separation from the residence and any other College-owned residential premises.
 - j. College dismissal: Permanent separation from the College.
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 deciding whether or not misconduct was proven, a Hearing Panel is not made aware of any prior charge(s) of misconduct; informal resolution(s) of such charges; formal proven charge(s) and formal sanctions imposed. However, once a subsequent charge of misconduct against the same respondent is heard by a Hearing Panel and such subsequent charge is proven, then the Hearing Panel is made aware of informal resolution(s) of charge(s); formal proven charge(s) and formal sanctions imposed. The Hearing Panel may then consider these matters in deciding appropriate sanctions.
5. Sanction(s) may be more severe for respondents previously found to have engaged in misconduct.
6. The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
7. 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.
8. 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 sexual misconduct, the College clinics, preceptorships, or any other Clinic program.

Article XI: Appeals

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

- B. 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 Panel and supporting documents for one or more of the following purposes:
 - 1. To determine whether the formal hearing was conducted fairly in light of the charges and evidence presented and in conformance with these procedures.
 - 2. To determine whether the decision reached was based on substantial evidence, that is; whether the facts were sufficient to establish misconduct.
 - 3. To determine whether the sanctions imposed were appropriate for misconduct found.
 - 4. To consider new evidence that may be sufficient to alter a decision or other relevant facts not brought out before the Hearing Panel, because such evidence/facts were not known to the respondent appealing at the time of the hearing.

- C. Review of the sanction(s) by the designated College Appeals official may not result in more severe sanction(s) for the respondent. Instead, following the appeal, the designated College Appeals official may, upon review of the case, reduce the sanction(s) imposed by the Hearing Panel.

- D. After review of the above, the designated College Appeals official, in writing, may decide to:
 - 1. Affirm the finding of misconduct.
 - 2. Dismiss the charge(s), finding no misconduct occurred.
 - 3. Affirm the sanction(s).
 - 4. Reduce or dismiss the sanctions(s).
 - 5. Return the charge(s) to the original Hearing Panel for reconsideration.
 - 6. Return the charge(s) to the original Hearing Panel to hear further testimony.
 - 7. Submit the charge(s) to a newly constituted Hearing Panel.

- E. Except for D5, D6 or D7 above, the decision of the designated College Appeals official shall be final.

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

- A. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

- B. A charge of misconduct and all other documents submitted as a part of this Code, including the informal process; the formal hearing process; the appeal process; Panel recommendations; and the decisions; are education records under FERPA.

- C. The disclosure of such records to persons other than the respondent and College officials with a legitimate education interest is limited to:
 - 1. Instances in which written consent of the respondent is provided; or
 - 2. To the extent that FERPA authorizes disclosure without such written consent.

- D. For more information concerning this statute, please refer to the College's Student Records Policy.

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

DAVENPORT CAMPUS

Lori Larsen, B.S., Lead Coordinator
Office of Compliance
1000 Brady Street, Davenport, IA 52803
(563) 884-5246
lori.larsen@palmer.edu

PORT ORANGE CAMPUS

Cheryl Shaw, PHR, M.B.A., Coordinator
Office of Human Resources
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2665
cheryl.shaw@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Coordinator
Office of Student Services
90 E. Tasman Drive, San Jose, CA 95134
(408) 944-6162
duane.rohrbacher@palmer.edu

STUDENT COMPLAINTS

Harassment, Discrimination or Retaliation

To report complaints related to harassment, discrimination or retaliation contact:

DAVENPORT CAMPUS

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

Michelle Walker, M.S., Senior Director
Office of Human Resources
1000 Brady Street, Davenport, IA 52803
(563) 884-5866
michelle.walker@palmer.edu

Lori Larsen, B.A., Lead Coordinator
Office of Compliance
1000 Brady Street, Davenport, IA 52803
(563) 884-5246
lori.larsen@palmer.edu

PORT ORANGE CAMPUS

Cheryl Shaw, PHR, MBA, Human Resources Manager
Office of Human Resources
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2665
cheryl.shaw@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Director of Student Services
Office of Student Services
90 East Tasman Drive, San Jose, CA 95134
(408) 944-6122
duane.rohrbacher@palmer.edu

Personal Injury

To report personal injury complaints, contact:

- Davenport campus: Campus Security
- Port Orange campus and San Jose campus: Student Services

Reports of personal injuries/accidents should be reported within 48 hours. 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.

Sexual Misconduct/Harassment

Complaints of sexual assault, dating violence, domestic violence, stalking or other sexual misconduct or harassment may be reported to the individuals listed below or anonymously to one of the confidential resources located at www.palmer.edu/students/academic-success/wellness/.

DAVENPORT CAMPUS

Earlye Adams Julien, PHR, M.S. Ed., Senior Director
Also serving as Title IX Coordinator
Office of Compliance
1000 Brady Street, Davenport, IA 52803
(563) 884-5476
earlye.julien@palmer.edu

Lori Larsen, B.A., Lead Coordinator
Also serving as Deputy Title IX Coordinator
Office of Compliance
1000 Brady Street, Davenport, IA 52803
(563) 884-5246
lori.larsen@palmer.edu

PORT ORANGE CAMPUS

Cheryl Shaw, PHR, M.B.A., Human Resources Manager
Also serving as Deputy Title IX Coordinator
Office of Human Resources
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2665
cheryl.shaw@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Director of Student Services
Also serving as Deputy Title IX Coordinator
Office of Student Services
90 E. Tasman Drive, San Jose, CA 95134
(408) 944-6122
duane.rohrbacher@palmer.edu

Crime

All crime should be reported immediately to the following security offices. Security will determine whether to notify the police department.

DAVENPORT CAMPUS SECURITY

(563) 884-5555

PORT ORANGE CAMPUS SECURITY

(386) 763-2777

After hours: (800) 227-9805

SAN JOSE CAMPUS SECURITY

6 a.m.-3:30 p.m.: (408) 944-6000

After 3:30 p.m.: (408) 472-8441

Disability Services Complaints

For disability services complaints, refer to “The Handbook for Students and Applicants with Disabilities” which can be accessed online at: www.palmer.edu/uploadedfiles/pages/students/academic_success/handbook-for-students-and-applicants-with-disabilities.pdf

Course-Related Academic Complaints /Clinic Course-Related Complaints

If a student has a complaint regarding a test, quiz, practical, examination, class assignment, class requirements, grades, conflicts with midterms or finals, or any other course-related academic complaint, the student should first make every effort to communicate with the instructor as soon as possible.

If a student has a clinic course-related complaint, the student should first make every effort to communicate with the instructor as soon as possible. Contact the instructor during posted office hours, through their email address, or by phone (listed in the class syllabus). The standard listing for instructor 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.

If a complaint has not been resolved after communicating with the instructor, the student should then contact the following:

Course-Related Academic Complaints:

Davenport campus: Appropriate Associate Dean
Port Orange campus: Appropriate Department Director
San Jose campus: Associate Dean of Academic Affairs

Clinic Course-Related Complaints:

Davenport campus: Dean of Clinics
Port Orange campus: Director of Clinics
San Jose campus: Dean of Clinics

If the instructor is one of the individuals listed above, this second step is unnecessary. If the complaint has not been resolved after steps 1 and 2, the student should contact the appropriate Dean at his or her respective campus. The decision of the Dean is final.

Course-Related Non-Academic Complaints

If a student has a complaint other than a course-related academic complaint, the complaint should be directed to the Dean of Academic Affairs at his or her respective campus.

Complaints Regarding Staff

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

Complaints Regarding Instructors

If a student has a complaint regarding an instructor, the complaint should be directed to the Dean of Academic Affairs at his or her respective campus.

Complaints Regarding Other Students

If a student has a complaint regarding another student, the complaint should be directed to the Coordinator for the administration of the Code of Student Ethics.

General Class Complaints

Except as otherwise described, the Class representative may take other general complaints of his/her class to the following:

Davenport campus: Vice Chancellor for Student Affairs

Port Orange campus: Director for Student Services

San Jose campus: Dean of Student Academic Affairs

Additional Complaints/Questions

In addition to the previously described specific complaints, students may refer to the directory published in this Student Handbook for assistance.

State Complaint Process Policy

In accordance with federal law (see 34 C.F.R., Section 600.9), Palmer College of Chiropractic students may file complaints about the College with the state board or commission that governs postsecondary educational activity. The appropriate state boards/commissions, as well as contact information and links to pertinent websites, are provided below.

IOWA

Iowa College Student Aid Commission

603 E. 12th Street, 5th Floor

Des Moines, IA 50319

<https://www.iowacollegeaid.gov/content/constituent-request-review>

FLORIDA

Florida Commission On Independent Education

325 W. Gaines Street, SUITE 1414

Tallahassee, FL 32399-0400

<http://www.fldoe.org/policy/cie/file-a-complaint.stml>

CALIFORNIA

California Bureau Of Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

P.O. BOX 980818

Sacramento, CA 95798-0818

https://www.dca.ca.gov/webapps/complainthelp/online_complaint.php

INVESTIGATIONS

College Investigations: Required Participation

The College may appoint an internal and/or external party(ies) to conduct an investigation of a complaint. The College requires full cooperation of its students in such investigations. No one other than the appointed investigator(s) will be allowed to conduct an investigation on behalf of the College.

Voluntary Participation in Other Non-College Investigations

Under certain circumstances, the College may allow an investigation to be conducted by a third party. These investigations may involve requests for interviews or some other form of cooperation by students. Participation by students in such investigations is voluntary. Students are not obligated to take part in any investigation that is not being conducted by the College.

Students may have other rights when asked to participate in an investigation not being conducted on behalf of the College. Such rights may include having a representative from the Office of Compliance attend an interview at the student's request.

It is strongly recommended that students contact the Office of Compliance for guidance when requested to participate in a non-College investigation.

If a student initially consents to participate in such an investigation, he or she may, at any time, withdraw that consent and refuse to take any further part in the investigation. Retaliation against students will not be tolerated based on whether or not they participate in a non-College investigation.

STUDENT AFFAIRS

Student Affairs provides support and services for students which encompasses the following:

- Campus clubs and organizations
- Career Advising
- Student Academic Support
- Financial Planning
- Intramural Activities
- Palmer Center for Business Development
- Registrar Services
- Student Advising
- Student Off-campus Housing
- Student Services

GENERAL STUDENT LIFE INFORMATION

Student Health

Chiropractic care is offered either at no charge or at reduced cost to students and specific family members at the Palmer Chiropractic Clinics. Students are strongly encouraged to purchase health insurance. There are several student health insurance programs available through outside companies. Contact Student Services for more information.

Photo Identification Cards

Palmer College of Chiropractic identification cards (ID cards) are issued to all registered students. All Palmer IDs are the property of the College and must be presented to faculty, staff, College officials, and/or other authorized officials upon request. Replacement cards may be obtained through Student Services for a fee. All required IDs are processed in Student Services.

Lockers

Lockers are available on a first-come, first-served basis. It is the responsibility of the student to provide his/her own lock. Contact Student Services for more information.

College Assigned Student Emails

All students are given a College email address upon matriculation. The College regularly uses these assigned student email addresses to communicate official College or campus news or announcements.

Students are responsible for regularly reading College-generated emails and are encouraged to use their College email address exclusively. Topics may include:

- Facilities or Campus Security announcements, such as water main breaks or safety tips from Campus Security;
- Official College or campus news or announcements;
- Financial Aid announcements, such as scholarships;
- Hours of service, such as library hours or food service hours;
- Student-related events, such as Student Council programs, guest speaker presentations and other events sponsored by Student Services; or
- Department announcements, such as registration, account information and other student administrative information.

Email is governed by the College’s Institutional Policy titled, “Use of Electronic Communication Services.” (Refer to “Institutional Policies” in this Student Handbook.)

Student Portals

In addition to email, the Palmer Portal provides students with personalized access to campus information and services. Through the portal, students may view their administrative records, including billing, transcripts and course schedules, and may access Brightspace, Palmer’s course learning management system. Information regarding services available on campus, such as student clubs, support services, and general College information and policies is also found on the portal.

Emergency Phone Calls

Emergency phone calls directed to the College about students will be handled by the Student Services Office. When emergency calls come in, callers will be asked to identify themselves and describe the nature of the emergency. The staff will do their best to assist in any emergency.

Lost and Found

Articles lost or found on campus should be reported to or turned in to Student Services. All students should place their name on all educational and personal items. Unclaimed items will be donated to charities at the end of each term. Palmer does not assume responsibility for lost or stolen items.

Class Announcements

In order to eliminate an over-abundance of announcements cutting into class time, announcements must be pre-approved by the course instructor and the Student Council/ASG class representative.

Recycling

An effort is made by each campus to recycle as much as possible. Please deposit your recycling in the appropriate bins. Blue recycling bins (with wheels) are for paper products (such as cardboard) and staples that have been stapled to paper.

Items that are not to be disposed of in the recycle bins are items such as:

- paper clips
- binder clips
- spiral bound books
- items that contain food products
- wrapping paper
- Styrofoam

Items such as cartons (e.g., coffee cups, juice cartons) are recyclable but belong in specific “carton” recycling containers.

Housing

While the College does not have campus dormitories, the College maintains listings and information on housing in the surrounding areas. Some locations may offer discounted rates to Palmer students. The College does own a number of properties near the Davenport campus that may be rented to Palmer students.

Students who need assistance locating housing may find a listing of available off-campus housing at www.palmer.edu/housing. To view or list available housing, students will be prompted to set up an account using their Palmer College e-mail address as the user name. Students may also contact Student Services for additional assistance.

Automobile Licensure and Registration

DAVENPORT, IOWA

Iowa law requires residents to register motor vehicles with the county treasurer’s office in the respective county within 30 days from the date residency is established even if license plates are valid in another state.

For more information, contact the Iowa Motor Vehicle Division of Scott County Treasurer’s Office at (563) 326-8664 or (563) 326-8666. Illinois residents should contact the Office of the Illinois Secretary of State at (800) 252-8980. Or go to www.iowadot.gov or www.cyberdriveillinois.com.

PORT ORANGE, FLA.

In the state of Florida, a motor vehicle is required by law to be registered within 10 days of the owner becoming employed, placing children in public school or establishing residency.

For more information, go to the state of Florida website: www.hsmv.state.fl.us.

SAN JOSE, CALIF.

In the state of California, a motor vehicle is required by law to be registered within 20 days after the owner becomes a resident or becomes employed.

For more information, refer to the state of California Department of Motor Vehicles website: www.dmv.ca.gov.

Parking

Students must have a student ID in order to register their vehicle with Student Services before having access to Palmer parking.

The following rules apply to all student parking:

- Parking is on a first-come, first-served basis.
- Vehicles must be licensed.
- Vehicles must park in designated spaces.
- No parking is allowed in the drive areas.
- No parking is allowed on the grassy areas of the parking lots.
- No overnight parking is allowed.
- No parking in handicapped spaces unless the vehicle is properly tagged.
- No parking is allowed in any spot dedicated with a sign or ground markings for certain individuals.
- Motorcycle parking is in designated areas only.
- Bicycles are to be parked and secured in the bicycle racks. Bicycles aren't to be parked or secured to stair railings, trees, flagpoles, buildings or any other structure.
- Vehicles parked in unauthorized areas may be towed at the owner's expense.
- Vehicles parked in fire lanes will be towed without warning at the owner's expense.
- These parking rules are in effect 24 hours a day, seven days a week, including weekends and periods between breaks.
- In the event that you park on the streets around the campus, be aware of the city parking restrictions. These are clearly marked with signs, and the city is aggressive in enforcing them.

NOTE:

The use of Palmer facilities for motor vehicle, motorcycle or bicycle parking by students shall be deemed at the risk of the student. Palmer College is not liable for damages to person or property. Palmer is not responsible or liable for any articles lost or stolen from any motor vehicle, motor cycle or bicycle parked on Palmer facilities. Students are encouraged to adequately insure their personal property and to protect their property by locking their car or bicycle and taking other simple precautions to prevent theft or damage.

For more information go to www.palmer.edu/ParkingProcedures

DAVENPORT CAMPUS

Clinic Patient Parking, Visitor Parking and Loading Dock Areas – Students are not permitted to park in these areas.

Motorcycle Parking – Motorcycle parking is permitted in parking areas without a security gate.

Snow Routes – Vehicles parked on snow routes during snow emergencies will be towed by the City at the owner's expense. Go to <http://www.cityofdavenportiowa.com/> to find snow routes in Davenport.

PORT ORANGE CAMPUS

Parking Decals – Parking decals are issued during new student orientation. Students must display them on their vehicles when parked on campus. Students must contact Student Services and pay a \$5.00 fee for a replacement decal.

SAN JOSE CAMPUS

Parking Permit – Parking permits are issued during new student orientation. Students must display them on their vehicle when parked on campus. Students must contact Facilities and pay a \$3.00 fee for a replacement permit.

Chiropractic Licensing Information

The Federation of Chiropractic Licensing Boards (FCLB) provides helpful and valuable licensing information for each state and many foreign countries. Through the FCLB website, students can find a State Board Directory with quick links to each state board website home page, their statutes and rules, plus state board application information. Other beneficial material obtained from the FCLB website includes State Board newsletters and announcements, state preceptorship and temporary licensure opportunities, licensure exam dates, licensure application forms, and continuing education requirements.

For more information, contact FCLB at:

www.FCLB.org

info@fclb.org

(970) 356-3500

5401 W. 10th Street, Suite 101, Greeley, CO 80634

Contact the Student Administrative Services Office on each of the Palmer campuses for additional licensure information.

SUPPORT SERVICES

Student Administrative Services

The Student Administrative Services Office performs several vital functions for both students and alumni. These functions include: student billing, account maintenance and loan disbursements; preparation of the curricular schedule, final exam schedule and academic calendar; conducting student registration and seeing that all students fulfill the necessary academic requirements; and the certification of students and graduates for state licensure.

All transcripts are generated, edited and issued from Student Administrative Services

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 personal use of students and alumni. The fee is \$5 for each transcript. Student proof copies are provided at no cost to students.

Graduation certificates (diplomas) are ordered through and issued from the office for current graduates and alumni needing replacement certificates. In addition, the 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 office certifies 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 student's request. In addition, the office monitors international student enrollment for foreign governments and agencies, in conjunction with Financial Planning.

The office certifies applications of eligible students and graduates for the National Board Examinations. Applications are available on the National Board of Chiropractic Examiners website, www.NBCE.org. The office also handles the enrollment of eligible students in the Veterans Benefits programs.

The Student Administrative Services Office has custody of and maintains all academic student and graduate files. Any student withdrawing from the College must notify the Office in writing. In addition to the above functions, the office maintains records on enrollment and the history of the curriculum, and oversees the preparation and storage of archived academic records.

Notary Public

Notary public services are available for students, employees and alumni in the Student Administrative Services Office.

Student Employment Program

The College student employment program provides a wide range of jobs located both on campus and off campus. Wages earned in a student employment job are part of the financial aid award. Contact the Financial Planning Office for more information.

Data Collection

Student council members or other student groups wishing to collect institutional data must obtain prior written approval from the appropriate Vice Chancellor. If approved, guidance must be provided by the Institutional Planning and Effectiveness Office.

Continuing Education and Events

The Continuing Education and Events Department serves Palmer and the profession

through the development and implementation of quality educational programs for students, faculty and doctors in the field. Serving as the continuing education and post-graduate arm for all three campuses, in addition to providing programming nationwide, the Continuing Education and Events Department maintains the College's longstanding tradition of lifelong learning.

License renewal seminars, certificate and diplomate programs, Speakers Bureau support services, and online learning coursework are among the many offerings that Palmer presents nationwide. This department also plans and executes annual Homecoming events on each Palmer campus. Special discounted rates are available to students.

For more information about continuing education, call toll-free to (800) 452-5032 or visit www.palmer.edu/ce.

Palmer Center for Business Development

The Palmer Center for Business Development is dedicated to promoting entrepreneurship and innovation through educational programs that bridge academic training, clinical skills and business. The Center's educational programs are supplemental to what students learn in the Doctor of Chiropractic curriculum, and are offered at no charge to current Palmer students and alumni. The Center incorporates instruction, mentoring and support from outstanding chiropractors, business professionals and business school faculty, as well as from outside professionals with expertise in new business development.

Courses in entrepreneurship that explore new venture design, finance structuring and business plan creation are just a few of the workshop options.

The Center also maintains the Palmer CareerNetwork. The CareerNetwork is an "online virtual career center" which includes employment opportunities, practices and equipment for sale, online library, Optimal Resume (a resume-building system), Interview Stream (a mock interview program), Locus (a chiropractic demographic system), and the Palmer Professional Network.

- Optimal Resume features sample chiropractic resume templates, cover letters, e-portfolios, video resumes, and a professional career website builder.
- Interview Stream is a cutting-edge, online video-based mock interview tool, which gives you the power to practice, conduct and save your interviews.
- Locus is a sophisticated demographic analysis program dedicated to helping chiropractic students and alumni find potential practice sites. It uses a concise system of analyzing United States counties and zip codes using the science of demographics.
- The Palmer Professional Network is a listing of Palmer alumni and chiropractic professionals who are available to advise students on practice trends, geographic areas and other career-related topics via e-mail.

Visit the Palmer CareerNetwork at <https://palmer-csm.symphlicity.com/students>.

The Palmer Center for Business Development maintains a library and a computer lab on both the Davenport and Port Orange, campuses. Library topics range from business concerns such as marketing, finance and management, to chiropractic-specific interests such as floor plans, getting started in practice and licensure requirements. There are books on personal growth and professional development as well. Several books also are available in audio versions.

Computer labs are available for researching a location, building a resume, viewing professional opportunities, and other online work related to starting into practice. A private room is available on the Davenport campus for practicing interview skills.

For more information, visit www.palmer.edu/business or call us at:
Davenport campus (563) 884-5521 or (563) 884-5858
Port Orange campus (386) 763-2650

Mental Health and Wellness Services

Personal Counseling Referral Program (PCR)

Personal and family challenges can have an impact on student behavior and achievement. The PCR is designed to assist students and their immediate family members to manage the impact of a wide variety of personal and family challenges. Services provided include telephone consultation, in-person sessions and referrals to community resources, if needed.

The PCR is available 24 hours a day, seven days a week and is strictly confidential.

The PCR provides up to five sessions at no charge for students, spouse/partners and dependent children.

Program details for all campuses can be obtained by calling the Student Academic Support Center's Davenport campus number at (563) 884-5655.

Mental Health and Wellness Resources

Go to www.palmer.edu/wellness to find information and assistance regarding the following topics:

- Domestic Violence
- Gay, Lesbian, Bisexual, Transgender Challenges
- Overall Mental Health and Well-being
- Rape and Sexual Violence
- Suicide Prevention

Student Academic Support Services

Academic Advising

Individual course academic advising is a faculty function. Faculty members are available to discuss their courses and other academic concerns with students on an individual basis.

For academic advising concerns in regard to course scheduling and degree requirements, academic advisors are available in the Student Administrative Services Office on the Davenport and Port Orange campuses, and in the Student Academic Affairs Office on the San Jose Campus.

Study Strategies and Resources

A variety of resources are available to students to help enhance study strategies, time and stress management, and test taking skills. Additional information may be obtained by contacting the following individuals:

DAVENPORT CAMPUS

Kylie Kuffler, PASS Program Coordinator
Student Academic Support Centers
1000 Brady Street, Davenport IA 52803
(563) 884-5408
kylie.kuffler@palmer.edu

PORT ORANGE CAMPUS

Victor Hidalgo, MS, Academic Advisor
Student Services
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2780
victor.hidalgo@palmer.edu

SAN JOSE CAMPUS

Jennifer Nathan, Student Services Specialist
Student Services
90 E. Tasman Drive, San Jose, CA 95134
(408) 944-6062
jennifer.nathan@palmer.edu

Study Resource Center (SRC) – Davenport campus Only

Group and private study rooms are available in the SRC located on the first floor of the Campus Center. A collection of anatomical charts and models, full articulated and disarticulated spines is available (and a variety of bone sets, as well as Primal Pictures interactive anatomy software, reference texts, anatomical models and bone sets are available when there is a SRC assistant on duty). These materials may be checked out in two-hour increments, but must remain in the study rooms. The SRC assistant schedule

is posted outside the SRC and on the Academic Support Services Web page. The materials available in the SRC are searchable using the library catalog.

Questions, comments or suggestions regarding the SRC should be addressed to the academic counselor who can be reached at (563) 884-5408 or in West Hall, Suite 128.

Services for Students with Disabilities

Palmer College of Chiropractic values the diverse talents and abilities students bring to chiropractic education. The College promotes diversity by striving to provide greater access to qualified students with disabilities.

The College makes reasonable academic adjustments for qualified students or applicants with disabilities on an individual basis. Individuals are provided reasonable and necessary academic adjustments and/or accommodations based upon specific information and assessment data documented by a qualified professional.

The College invites and encourages timely voluntary self-identification by students with disabilities. Students themselves must identify the need for academic adjustments and/or accommodations and give adequate notice of the need.

Any qualified applicant or student with a disability who seeks a reasonable academic adjustment/reasonable accommodation to meet the academic and technical standards requisite to admissions and/or participation in the College's educational program and activities is to contact any of the following individuals:

DAVENPORT CAMPUS

Ann Margrave, D.C., Student Disability Coordinator
Student Academic Support Services
1000 Brady Street, Davenport IA 52803
(563) 884-5257
ann.margrave@palmer.edu

PORT ORANGE CAMPUS

Victor Hidalgo, Disability Services Coordinator Designee
Student Services
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2780
victor.hidalgo@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Disability Services Coordinator Designee
Office of Student Services
90 E. Tasman, Drive San Jose, CA 95134
(408) 944-6122
duane.rohrbacher@palmer.edu

While the College strives to accommodate students as fully as possible, reasonable academic adjustments and/or accommodations do not include measures which fundamentally alter the academic program and/or technical standards of the College.

Services for International Students

International students account for approximately six percent of the student population. At the present time, more than 17 nations are represented in our international student community.

During their enrollment, international students are designated F-1 status and their dependents are designated F-2 status. Dependents cannot accept employment in F-2 status.

It is important to strictly adhere to all United States Citizenship and Immigration Service (USCIS) regulations that govern international students enrolled in post-secondary institutions in the United States. International students must:

- Register for and maintain full-time academic status each term (at least 12 credit hours for D.C. students).
- Obtain written permission from the International Student Advisor before dropping to less than full-time academic status.
- Contact the International Student Advisor before leaving school on a temporary or permanent basis (not including regular academic breaks).
- Inform the International Student Advisor if academic suspension or dismissal is recommended by the College.
- Obtain proper authorization before working on or off campus.
- Contact the International Student Advisor before transferring to another U.S. educational institution.
- Report all address and name changes to the International Student Advisor immediately after they occur.
- Always maintain current student status documents, including the I-20 form, I-94 Arrival/Departure Record, passport, visa stamp, and financial support forms.
- Carry the above documents at all times when traveling.

Violations of these regulations may place the student out of F-1 student status. Student status can only be regained by applying for reinstatement with USCIS, or by re-entry to the United States with a new I-20 form.

The International Student Advisor will assist international students and their dependents with the following issues:

- Departure and re-entry to the United States
- Extending the length of student status
- Transfer of schools within the United States
- Obtaining part-time, off-campus work permits during student status
- Changing from or to F-1 status

- Certifying international financial assistance documents
- Arranging Optional Practical Training after completion of the program
- Pursuing other benefits granted by USCIS

Before temporarily leaving the United States, international students are reminded to contact the International Student Advisor or another designated school official to obtain a verification of attendance endorsement on their I-20 form.

International students and their family members are encouraged to contact the International Student Advisor with any questions or concerns regarding their enrollment at Palmer College. The International Advisor will be glad to explain the different options available to international students after they complete their chiropractic program at Palmer College. For more information contact:

DAVENPORT CAMPUS

Erin DeLong, Associate Registrar and International Student Advisor
Office of Student Administrative Services
1000 Brady Street, Davenport, IA 52803
(563) 884-5663
erin.delong@palmer.edu

PORT ORANGE CAMPUS

Jason Brewer, Director
Office of Student Administrative Services
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2781
jason.brewer@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Director
Office of Student Services
90 E. Tasman Drive, San Jose, CA 95134
(408) 944-6122
duane.rohrbacher@palmer.edu

ACTIVITIES AND EVENTS

Homecoming

The Continuing Education and Events Department is responsible for the planning of annual Homecoming events on all three campuses. The College hosts thousands of alumni from all over the world during these events. Homecoming offers students, doctors and staff the opportunity to attend sessions featuring world-renowned speakers; an exhibit hall with the latest products and services; alumni reunions; great social events; and a prospective student program. Special discounted rates are available to students. Complete event information can be found at www.palmer.edu/homecoming or by calling (800) 452-5032.

Student Activities

The College understands organized student activities are an integral part of the total education program. While studying and academics are a priority, each student should consider making a place for extracurricular activities and recreation.

Student Services coordinates all student campus activities, Student Government functions, on-campus speakers and other student events.

Recreational Facilities

Davenport, Iowa, and San Jose, Calif., campus students and their immediate family members may use the campus recreational facilities and most of their services free of charge. The Port Orange, Fla. campus maintains information regarding other local fitness centers that offer discounts to its students.

For more information, contact Student Services or visit:
www.palmer.edu/AthleticsAndRecreation

Religious Community Organizations

There are a variety of religious organizations serving the area and many places of worship. Students may locate the religious organizations of their preference by going online or checking the Yellow Pages in the local phone book. The Port Orange, Fla., campus has a 'Places of Worship' bulletin board where local religious organizations post information.

Involvement in Community Crisis Situations

The College 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 consider the overall welfare of the community.

On the Davenport, Iowa, campus, for example, areas along the riverfront are often threatened by serious flooding in the spring. Precautionary measures, such as sand-bagging, are often undertaken by citizens. The College encourages all constituencies to support such efforts and, where possible, to donate their time and energy to such programs. For students, leaving classes to participate must be individually arranged with instructors. Staff and faculty should discuss leave with their immediate supervisor.

STUDENT CLUBS AND ORGANIZATIONS

Purpose

Student clubs and organizations ("student clubs") provide a framework for students in which they may develop their own special talents and interests.

The purpose of registered student clubs at the College is to contribute to the educational and social development of the students. Registration of a club does not imply College sanction of the club or its activities; it is simply a charter to gain access to College facilities for meeting purposes.

For a complete list of student clubs visit: www.palmer.edu/Clubs

Policies, Rules and Guidelines for Student Clubs and Organizations

Students clubs shall abide by applicable law, Institutional Policies and all College regulations contained in the Catalog, Student Handbook, Student Code of Ethics, Student Clubs and Activities Handbook, Guide to Campus Safety and Substance Abuse Awareness, and other publications and notices placed on official College bulletin boards including its website.

Detailed information regarding additional policies, rules and guidelines that govern student clubs is published in the Student Clubs and Activities Handbook.

For a complete copy of the Student Clubs and Activities Handbook and/or inquiries regarding the coordination and/or administration of student clubs, contact:

DAVENPORT CAMPUS

Lora Schroeder, Student Activities Coordinator
Student Services
1000 Brady Street, Davenport, IA 52803
(563) 884-5838
lora.clevenger@palmer.edu

PORT ORANGE CAMPUS

Dawn Funk, Student Activities Coordinator
Student Services
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2722
dawn.funk@palmer.edu

SAN JOSE CAMPUS

Jennifer Nathan, Student Services Specialist
Student Services
90 E. Tasman, Drive San Jose, CA 95134
(408) 944-6020
jennifer.nathan@palmer.edu

Promotion of Non-College Business Interests

Students are prohibited from acting on behalf of faculty, staff, students and/or third party entrepreneurs who wish to promote their personal non-College business interests

to other students, faculty and staff on or off campus. This prohibition includes, but is not limited to, the promise of or receipt by students of compensation, rewards and other incentives to act as agents for such non-College business interests.

Student clubs or members are not authorized to enter into a contract on behalf of the College. Violations of this policy may result in disciplinary action.

Use of “Palmer” Name

Without the College’s prior written approval, clubs may not use the Palmer name, crest, seal, brand, trademarks or any other insignia, including the name “Palmer College of Chiropractic” or any abbreviation of it as part of their name except to identify location or chapter.

Student Newspapers

The student newspapers provide a means of mass communication and dissemination of news from and throughout the College and serve as a forum for varying ideas and opinions. They include The Beacon on the Davenport, Iowa, campus and The Bartlett on the San Jose, Calif., campus.

Community Involvement

Student clubs may not involve the outside community in their activities without prior written consent from the Vice Chancellor for Student Affairs. Consent may be granted if the Vice Chancellor determines the scope and extent of outside community involvement serves the College’s best interest.

Student Club and Organization Classifications

There is a diverse classification of registered student clubs and organizations (“clubs”) at the College. Designated college officials on each campus are responsible for overseeing all officially registered clubs. All clubs must have a faculty or staff advisor. Designated Student Services representatives work with each club and/or club advisor to manage the budget, provide guidance for programming and compliance with policies and procedures.

Students interested in learning about a particular club or starting a new club should contact the Student Activities Coordinator. In addition, Student Services personnel are available to help clubs with certain needs that may arise.

Academic

This classification includes all clubs with the primary purpose of encouraging scholarly learning outside the classroom regarding chiropractic and/or other academic information.

Informational/Special Interests Clubs

This classification includes all student clubs with the primary purpose of providing

information to members and other interested parties regarding particular states and countries and other special interests.

Professional Clubs

This classification includes all clubs with the primary purpose of promoting the chiropractic profession. Examples include: the Palmer Student Alumni Foundation (PSAF), the Student American Black Chiropractic Association (SABCA), the Student American Chiropractic Association (SACA), the Student International Chiropractors Association (SICA), and the World Congress of Chiropractic Students (WCCS).

Service Clubs

This classification includes all clubs with the primary purpose of providing a service to the College or outside community.

Social Clubs

This classification includes all clubs with the primary purpose of providing a social outlet for students.

Sports/Recreational Clubs

This classification includes all intramural and extramural clubs with the primary purpose of encouraging participation in sports as a recreational activity. Intramural clubs compete within the College. Extramural clubs compete with teams outside the school at a similar level. They compete against 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.

Student Governance

Student Council/Associated Student Government

The elected Student Council/Associated Student Government (ASG) organizations serve as a liaison between the College administration and the student body. They represent, encourage and seek input regarding student concerns and needs. Student Council or ASG members may also be asked to provide representation on new or ad hoc committees within the College. Each class will elect a representative to participate in student governance.

Class Representatives: Davenport Campus Only

Each entering class elects a class representative who will serve as a liaison between the class and the College.

ACADEMIC PROGRAMS

DOCTOR OF CHIROPRACTIC DEGREE (D.C.)

“The mission of the Doctor of Chiropractic Program is to advance chiropractic by promoting learning, delivering health care, engaging our communities and advancing knowledge through research.”

The College offers a Doctor of Chiropractic (D.C.) degree. Each candidate for the degree is required to complete a minimum of five academic years (eight months each of classroom work) in the prescribed curriculum. See the College Catalog for more details.

Students transferring from other accredited chiropractic colleges must complete a minimum of 25 percent of the prescribed curriculum while in residence at the College. The final academic year prior to graduation must be at Palmer.

ADDITIONAL DEGREES OFFERED ON THE DAVENPORT, IOWA CAMPUS ONLY

Master’s Degree in Clinical Research

The College offers a program of study leading to a Master of Science (M.S.) degree in Clinical Research. The 36-credit hour program is designed to be completed in two academic years (six trimesters). The program consists of both didactic and experiential learning opportunities.

Enrollment in the graduate program is limited. Admission is based on merit and is granted for the fall term only. Concurrent enrollment in the Doctor of Chiropractic degree program is not permitted. The deadline for application is August 1. Students interested in completing these additional studies are urged to apply early.

Associate of Applied Science in Chiropractic Technology Degree Program

A four-trimester program leading to an Associate of Applied Science in Chiropractic Technology degree (A.A.S.C.T.) is available. Areas of study include basic science, chiropractic history and philosophy, insurance billing and coding, office management, clinical sciences, rehabilitation skills, radiology and communication skills. The A.A.S.C.T. program offers students the opportunity to enhance their value to the chiropractic office by obtaining professional certification from the American Chiropractic Registry of Radiologic Technologists (A.C.R.R.T.). Prior to graduation, students must complete a clinical internship where they demonstrate their abilities to function productively in a chiropractic office and gain practical, on-the-job experience. For more information, contact the A.A.S.C.T. admissions representative located in the Admissions Office, 708 Brady Street or call (563) 884-5743.

Bachelor of Science Degree

To meet the challenges of a growing profession and to assist students in meeting state chiropractic board requirements, Palmer College offers students the opportunity to earn a Bachelor of Science completion degree in General Science. Candidates must have applied to the Doctor of Chiropractic Program (DCP), have a cumulative grade point average of 2.0 on a 4.0 scale, and have completed 60 college-level credit hours. Candidates who are not currently enrolled in the DCP and who have a minimum of 30 credit hours, but fewer than 60 credit hours, may be selected if they have completed an application for the DCP at the College.

Program Requirements:

The minimum program requirements are 120 total credit hours, a minimum of which are general education:

- 30 credit hours of basic science courses from Palmer College's Doctor of Chiropractic Program
- 90 credit hours of undergraduate courses (60 credit hours freshman/sophomore level and 30 credit hours junior/senior level) 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. No grade below a "C" (2.00 on a 4.00 scale) will be accepted toward the Bachelor of Science degree.
- Up to 15 credit hours may be granted from coursework in vocational/technical programs (transferable as freshman/sophomore level courses)
- Up to 20 credit hours of College Level Examination Program (CLEP) credit may be granted (transferable as freshman/sophomore level courses)
- Students must complete Bachelor of Science degree within one year of graduation from the DCP

The minimum distribution requirements by subject and credit hour are as follows:

- Natural & Physical Sciences: 24 credit hours taken from biology*, chemistry*, physics*, mathematics, geology, astronomy, and nutrition (* These courses require a lab experience).
- Humanities: 6 credit hours taken from literature, history, philosophy, art, theater, music, religion, and physical education.
- Social & Behavioral Sciences: 9 credit hours taken from psychology, sociology, political science, business, economics, geography, anthropology and computer science.
- Communication & Languages: 9 credit hours taken from classical languages, foreign languages, English, communication, and speech communication.

Undergraduate courses that do not fall into the categories listed above will be classified at the discretion of the Undergraduate Program Oversight Committee.

CLINIC CAPSTONE PROGRAMS

Intern Preceptorship Program

This program involves a clinical educational experience in an approved field doctor's chiropractic practice during the student's last term. This optional program is not a substitution for service in the Palmer Chiropractic Clinics (the Clinics), but rather an additional opportunity for the student after fulfilling the campus clinical quantitative and qualitative requirements.

During this program, the intern is supervised and practices under the guidance and license of a chiropractic field doctor contracted with the College as extension faculty and within the laws of the state in which the preceptor resides. The intern must also periodically report to the College.

The Post-Graduate Preceptorship Program involves service in the preceptor's practice after the student graduates but prior to state licensure. The intern is supervised and practices under the guidance of the chiropractic field doctor.

Palmer DoD/VA Chiropractic Internship Program

This Program offers students a clinical experience opportunity in a Department of Defense (DoD) or Veterans Administration (VA) health-care facility. Working with the staff chiropractor(s) in the facility, students provide chiropractic care to active military personnel and veterans. They also gain insight into developing collaborative relationships with other health discipline professionals. Students are eligible to participate during their last two terms.

Residency Programs (Davenport campus only)

Additional studies at the College are offered through two residency programs on the Davenport Campus.

Chiropractic Radiology Residency: This in-house, three-year program provides education, training and experience in chiropractic radiology and specialized imaging. The resident is then eligible to sit for the board examination administered by the American Chiropractic Board of Radiology.

Chiropractic Rehabilitation Residency: This residency is an intensive clinical postgraduate program focusing on neuro-musculoskeletal rehabilitation care within an interdisciplinary clinical setting. This three-year program follows the educational requirements outlined by the American Chiropractic Rehabilitation Board. Upon completion, the resident is eligible to sit for the diplomate (D.A.C.R.B.) in chiropractic rehabilitation exam.

ACADEMIC AFFAIRS

Grade Scale Interpretation

Quality Points	Letter Grade	Interpretation
4	A	Passed with honors.
3	B	Passed with superior performance.
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.
	R	Course or Self Remediation – This grade is applicable only per campus dean approval following assessment of curricular and local campus factors. All attendance requirements must have been met and the student enrolled in the course for the first time. Students are limited to three (3) course remediations during their academic tenure. An “R” grade option is not available for Clinic courses.
	I	Incomplete (course objectives were not completed) – Issuance of an “I” grade requires the student has met the following criteria: <ul style="list-style-type: none"> • An acceptable cause prevented the student from completely fulfilling the course objectives. • The student can earn a passing grade by completing the unfinished course objectives. • The student has completed at least 50% of the course activities by the final grade deadline date.–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 dismissal.
0	F	Failure – Signifies failure to fulfill the objectives of the course and carries academic dismissal potential.
	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” – Satisfactory – Signifies that a student is making satisfactory progress towards completion of a practicum project. Applicable to Graduate Studies only.
	U	No Credit
	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 course twice without academic penalty.
	AW	Administrative Withdrawal – Signifies that the college has withdrawn the student from the course.
	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.

COURSE REMEDIATION

Applicable to the San Jose and Port Orange campuses Only

- At the dean and instructors discretion, a grade of “R” or remediation is given to those students who have a failing grade and meet the following criteria:
- first time enrolled in the course,
- were within 10 percent of the passing threshold of the course, and
- met all attendance requirements for the course.

When a grade “R” is given, a remediation examination must be administered and graded by the last day of the first week of the following academic term and focus on the learning deficits as determined by the course instructor. Failure to do so will result in the R grade converting to a failure. Because of the convertibility, this grade carries indirect potential for academic dismissal. Students are limited to three (3) course remediations during their academic tenure.

RESTRICTIONS

Students have the right to repeat any course. The last grade earned in that course is called the current grade. Nevertheless, each grade of failure remains viable on the student’s record until a passing grade is achieved with sufficient attendance. If a student

registers for any course in which the student has earned an incomplete grade, the student's registration automatically converts the incomplete grade to a failing grade.

A student with any failing grade will be subject to automatic scheduling in that course or courses during the next academic period. However, the student may choose not to register for those courses. Non-registration in a failed course the next academic term of enrollment may result in an academic standing and ultimately financial aid eligibility situation. We recommend you discuss your options with an academic advisor prior to making the decision to not register for a course with an outstanding failure.

Students with other than passing grades in any required course will not be permitted to enter the outpatient clinic. If a state will not accept a letter grade of "P" (passing), the College will use other letter grades for that course.

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 the College. Only credits that are awarded at the 300 level or above with a grade of "C" or better and awarded within five years of the date of admission to the College are considered for credit by examination eligibility. Older credits in certain areas may be accepted if the student earned a 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 credit by examination 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 G.P.A.
- If the credit by examination is unsuccessful, the student will complete the course as registered during the term. Students will not be given the opportunity to re-take an exam if unsuccessful.
- The credit by examination must be completed and 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 being granted credit by examination are still required to register for the course. Tuition will not be charged for credits granted by examination.
- Student must have successfully completed all prerequisite courses for the course from which he/she wishes to receive credit by examination.
- Not available for Graduate Studies Programs.

GRADE CHANGES

If a student believes that there is a discrepancy in the grade report, the student should immediately contact the Registrar. Grade changes may only reflect errors in computation of grades relating to mastery of materials covered during the course. Challenges to a discrepancy in the grade report must be completed within one calendar year of the final grade report being issued.

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. In turn, 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, Remediation, Withdrawal, and Administrative Withdrawal hours are not included in the computation of grade point.

A student's Grade Point Average (GPA) is used as a measurement of satisfactory progress. Cumulative GPA 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.

Students have the right to repeat all courses. The last earned grade is substituted for the previously earned grade and a new GPA is computed.

GRADE REPORTS

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

- The grade in each course taken during that term, along with the clock-hours or credits earned in each course
- The GPA and its factors for that term
- The cumulative GPA and its factors
- The sum of the total earned clock-hours and credit hours

The original grade report is deposited in the student's file. A computerized record of the report is also maintained. If a student believes that there is a discrepancy in the grade report, he or she should immediately contact the Registrar for assistance in solving the discrepancy. Challenges to a discrepancy in the grade report must be completed within one calendar year of the final grade deadline.

ADD/DROP COURSES

Any student wishing to add or drop courses must request an "Add/Drop" form from the Student Administrative Services Office. Students must officially drop a course on or before the College drop date of the academic term to avoid academic penalty.

All course additions must be completed before the end of the first week of instruction in the term. Students wishing to add courses should be aware that attendance requirements need to be considered when adding a course after the first day of class.

If a student's request to withdraw from a course(s) will result in the student being placed on an individualized schedule, the student must first meet with the Registrar or an advisor for academic advising. A grade of "W" will appear on the student's transcript and will count as a course attempted in the evaluation of satisfactory academic progress. Petitions to withdraw in extenuating circumstances after the respective campuses posted "Last Day to Drop a Course" date should be submitted to the Academic Dean. A student may only withdraw from any given course twice without academic penalty.

The Palmer College Satisfactory Academic Progress Standards for financial aid eligibility require that students are making progress towards completion of their degree. Withdrawal from courses may have a direct effect on loan eligibility during the next period of enrollment. Please refer to the Financial Aid Eligibility Requirements Policy, and address any questions regarding Title IV aid eligibility to the Director of Financial Planning.

DEFINITION OF A CREDIT HOUR

Palmer College of Chiropractic's policy, which is in compliance with the federal definition, is published on the College website, and states that every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student.

COURSE PREREQUISITES AND MAINTENANCE

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

The effect of prerequisite courses related to transfer credits and students receiving advanced standing will be managed by the Academic Affairs Office. 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. In order to register for the fourth academic term, all courses from the first academic term must be successfully completed.

SATISFACTORY ACADEMIC PROGRESS 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 or not the student received aid, 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.

SAP Eligibility Criteria

Minimum Cumulative Grade Point Average Requirement: A student must maintain a minimum cumulative Grade Point Average (GPA) to retain financial aid eligibility. A minimum cumulative GPA of 2.00 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 cumulative GPA of 3.00.

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

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 percent 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 percent 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 cumulative GPA. All repeated courses will be included in attempted hours.

Electives: Elective courses that are not counted towards a student's degree program are not included in the SAP review. This includes Bachelor of Science courses 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 SAP Appeals section below.

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 who 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 courses 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 the cumulative GPA.

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 SAP eligibility criteria will be notified by the Office of Financial Planning.

ACADEMIC LOAD

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

- Doctor of Chiropractic Program: 12 credit hours with half-time status being six credit hours.
- Undergraduate Studies: 12 credit hours with half-time status being six credit hours.
- Graduate Studies: Six credit hours or one credit of 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 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 Academic Course of Study Policy.

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

- Doctor of Chiropractic program: 27 credit hours in the core curriculum and up to two elective courses are allowed without prior approval. While on academic probation or academic warning, a student will be restricted to a maximum schedule of 15 credits for that academic term of enrollment. Any student wishing to take more than two elective courses must obtain permission from the Registrar.
- A.A.S.C.T. program: 25 credit hours in the core curriculum without prior approval.

- Bachelor of Science (B.S.) completion program: 15 credit hours without prior approval. Students taking B.S. courses simultaneously with a full D.C. program credit load must have prior approval to take more than six undergraduate credit hours. Students placed on academic probation or academic warning will be restricted to taking a maximum of 12 credit hours for that academic term of enrollment.
- Graduate Studies: 12 credit hours in the core curriculum without prior approval are allowed.

LENGTH OF TIME ALLOWED TO COMPLETE ACADEMIC COURSE OF STUDY

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

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

Bachelor of Science (B.S.) degree completion program: Students who graduate from the D.C. program have one calendar year from the date of completion of the D.C. program, or one year from the date of withdrawal from the D.C. degree program, to complete all B.S. coursework and be awarded the B.S. degree.

Master of Science (M.S.) degree program: A student must complete the entire M.S. degree course of study within five calendar years of matriculation.

The Academic Standing Committee will recommend those students for dismissal whose progress is such that they will be unable 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 College Provost or the respective Campus President (or designee), whichever is appropriate.

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 the College.

Good Academic Standing

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

Academic Warning

Students, regardless of Cumulative Grade Point Average, are placed on academic warning for the following academic term of enrollment, if they have two active failures and/or fail the same course twice.

Academic Probation

Students are placed on academic probation when their Cumulative Grade Point Average (CGPA) falls below 2.00 for any term of enrollment.

Restricted Course Load

Students in the Doctor of Chiropractic program will receive a restricted course load, maximum 15 credit hours, while on academic warning and/or probation. Undergraduate Program students will be restricted to a course load maximum of 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.

Academic Management

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

1. on academic warning, they fail a course that they previously failed and have at least one additional active failure on their transcript;
2. they have failed an individual course for the third time, or;
3. 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 D.C. program cannot be enrolled in undergraduate studies or elective courses at Palmer. 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.

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 Registrar by noon on the Monday of the second week of classes the following academic term. The committee will meet to hear appeals on the sixth day of the term.

The Academic Standing Committee may choose to:

1. uphold dismissal;
2. suspend the student for a minimum of one term with or without expectations to be met during their absence; or
3. 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, student academic support and academic tutorials. Non-enrolled students are not allowed to audit a course without written approval from the Academic Dean.

Upon notification of dismissal, the student may no longer take courses but may make an appeal in writing regarding the decision of dismissal by the Academic Standing Committee to the College Provost, or the respective Campus President (or designee), whichever is appropriate. That decision is final.

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 Studies division if progress toward the degree is unsatisfactory. Measures of Satisfactory Academic Progress are based on these categories:

- **Cumulative Grade-Point Average (CGPA):** Graduate students must have a CGPA of at least 3.00 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.
- **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.
- **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 the College. (Refer to Length of Time Allowed to Complete Academic Course of Study policy.)
- 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 time-frame may not have been reached.

- 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.
- 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.
- 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. That decision is final.

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.

INDEPENDENT STUDIES– APPLICABLE TO THE GRADUATE STUDIES PROGRAM ONLY

Before a new independent study or special topics course may be offered, the course must be recommended to program leadership, which may recommend approval to the director 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.

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

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 and may be admitted into 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 this 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 GPA 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 Program Oversight Committee if appropriately qualified.

Non-degree students are not guaranteed 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's no guarantee such application will be approved.

CLINIC PROCEDURES

Student interns entering into the Clinic curriculum participate in providing chiropractic health care to patients under the mentorship and direct 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 to state laws governing the operation of

Palmer Chiropractic Clinics and the chiropractic profession. It's the responsibility of each student to keep fully informed of Clinic policies and abide by those policies at all times. Students are required to maintain the highest degree of professional integrity and ethical conduct in their relationships with patients, colleagues, faculty clinicians, and Clinic personnel. Refer to the Clinic Operations Procedures Manual and the Code of Student Ethics for additional information.

CLINICAL COMPETENCY ASSESSMENTS

The Palmer Clinical Competency Assessment procedures are designed to provide a comprehensive evaluation of the development of clinical skills. Formative and summative methods are used to assess various clinical competencies integral to the successful practice of chiropractic. Evaluations determining overall clinical competence include both quantitative and qualitative evaluations of clinic performance. A variety of methods, including written and stationed examinations, simulated patient encounters, direct observation, and clinician feedback are used throughout the student's clinical training to guide and assess the development of clinical competency. Students must receive a satisfactory performance on competency exams as well as in the evaluation of their performance in the care and management of patients in the College's clinics to satisfy clinical competency requirements for graduation. Failure to pass may require the student to repeat certain courses.

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 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. Requests for transfer below 2.50 cumulative grade point average will be reviewed and determined by the Academic Dean. To transfer and receive advanced placement, students must be in good academic and ethical standing and be eligible to re-matriculate at their transferring institution. Students dismissed from a chiropractic or doctoral-level health professional program aren't eligible for transfer consideration.

International Transfers

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

1. 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 D.C. program for successful completion.

2. Provide evidence of completing 90 undergraduate semester hours, substantially equivalent to that completed by beginning students admitted from U.S. institutions, with no less than a 2.75 grade point average.
3. Provide evidence of proficiency in the subject matter of each course for which credits are accepted.
4. Provide evidence of having financial resources sufficient to complete at least one full calendar year of full-time attendance in the Doctor of Chiropractic program.
5. Meet all applicable legal requirements for study in the United States.

Advanced Standing

Advanced standing may be granted to students who complete a graduate level course 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 Department 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 Department 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; requests to transfer below 2.50 cumulative grade point average will be reviewed and determined by the Academic Dean
- 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 GPA 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 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 transfer between Palmer campuses must meet the same transfer and advanced standing criteria outlined above. 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 academic coursework.

Undergraduate Studies Programs

Transfer policy is the same as 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.
- B.S. students may transfer 90 credit hours of undergraduate coursework (60 credit hours from freshman/sophomore level and 30 hours from junior/senior level).
- A.A.S.C.T. students may transfer 30 credit hours.
- Official transcripts are required. 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.

Graduate Studies Programs

- Graduate-level course credits earned prior to matriculation aren’t eligible for transfer into the M.S. program at Palmer College of Chiropractic.
- Students may transfer up to six credit hours, 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 the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.

COURSE CANCELLATION POLICY

Palmer College reserves the right to cancel a course 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.

PROGRAM CANCELLATION

In the unlikely event that one of the Palmer campuses closes, every attempt will be made by the College to assist students seeking transfer to other chiropractic colleges. Students wishing to transfer to another Palmer campus will be awarded advanced placement based on a detailed course-by-course review. In addition to awarding advanced standing, credit by examination options and supplemental educational opportunities may be used to expedite advancement through the program.

TECHNICAL STANDARDS

Palmer College defines the purpose and practice of chiropractic through its Identity Statements, including the Practice Paradigm. 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:

- 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 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.

It has been recognized that individuals may self-identify as having a disability at four different stages in the educational process:

- Prospective applicant for admission;
- Actual applicant for admission;
- 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 its students as responsible adults with the independent right to make such life decisions. One of those responsibilities is to work with the Disability Services 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 Services 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.

In considering a self-identifying individual with a disability, the coordinator and/or the Committee may require an interview with the individual to determine if he/she

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. Professionals who provide documentation of disabilities will be asked to identify what academic adjustments or reasonable accommodations, if any, would be required.

The Coordinator will serve in an oversight role to ensure compliance with these Standards.

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:

- Students must provide signed consent 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.
- 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.
- 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.

ATTENDANCE

Attendance is a necessary element of a Palmer student's education. The College recognizes excused and/or exempted absences for a limited set of circumstances. Palmer College must comply with related state and federal laws and regulations regarding a student's attendance. Instructors will establish the attendance policy for courses. Mandatory course attendance will be at the discretion of the instructor. This policy must be clearly articulated in the course syllabus. In courses for which attendance is mandatory, attendance credit may be considered part of the course grade. When a student fails to meet the required attendance, the student will receive a failing grade for the course.

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. To verify financial aid eligibility, attendance information is collected by the Office of the Registrar. If notification of non-attendance in any

course is received, the determination of federal financial aid eligibility will be re-evaluated and may result in financial aid forfeiture and/or a balance due to the College. If a student is not attending classes, the student is expected to complete the official withdrawal process of the College.

Palmer College recognizes excused absences for jury duty, short-term military duty, pregnancy-related conditions and childbirth and exempted absences for mandatory religious obligations, unavoidable events and College-supported activities approved by the Dean of Academic Affairs. Students called for documented jury duty or short-term military duty will submit official notification of service to the Office of the Registrar in advance of the absences. The Office of the Registrar will notify faculty of the absence. Notification of services will be maintained in the student's file. The returning student is responsible for contacting the course instructor, who will provide the appropriate make up assignments for the days missed. Absences outside the designated time frame will not be excused.

Absences for pregnancy-related conditions or childbirth are excused when the student's licensed health care provider deems the absence medically necessary. The student will provide supporting documentation to the Office of the Registrar, who will communicate the excused absence to the course instructors. Requests for adjustments or modifications are managed through the Student Disability Services Coordinator.

Students experiencing absences due to mandatory religious obligations, unavoidable events and College supported activities approved by the Dean of Academic Affairs must contact the Office of the Registrar prior to the absence when the absence is foreseeable. A list of College supported activities approved by the Dean of Academic Affairs is maintained by the Office of the Registrar.

Exceptions to this policy are made for students who are away from campus on an approved Clinic Preceptorship or Internship.

Extended absences that do not allow the student to meet the course requirements may prompt the College to issue administrative withdrawal. This policy does not in any way release students from the responsibility of satisfying all requirements necessary for the successful completion of any course. Students on extended absences will be given a reasonable amount of time to make up the work he/she missed or be allowed to re-enter the program at the point where they left.

MILITARY ACTIVE-DUTY NOTIFICATION

In the event an enrolled student receives Active-Duty Notification, the student must provide the Registrar with advance notice of military service. Notice may be either written or oral. It may be provided by the student or by an appropriate officer of the branch of the military in which the student will be serving. However, no notice is required if:

- Military necessity prevents the giving of notice; or
- The giving of notice is otherwise impossible or unreasonable.

The Registrar will process a withdrawal from the College for the academic term enrolled. 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 or the student’s lender (whichever is appropriate), regardless of the point in the academic term that the military orders are received. The Registrar will notify the appropriate departments of the withdrawal.

Upon completion of Active-Duty service, students may contact the Registrar for re-enrollment. Students returning after a hiatus of 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 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 military service.

WITHDRAWAL FROM THE COLLEGE

A student may find it necessary to withdraw from the College, on a temporary or permanent basis before the posted Campus “Last Day to Drop a Course” date.

Withdrawals from the College occur:

- Officially when the student contacts the Office of the Registrar or completes and submits a “Request to Withdraw” form available in the Student Administrative Services Office.
- Unofficially when the student stops attending classes but does not formalize the withdrawal through the Office of the Registrar.

Students who withdraw may experience a reduction in their financial aid and may be required to refund or repay a portion of their financial aid. The process for determining if and how much aid may need to be repaid can be found under the Federal Return of Title IV Funds Policy within the Tuition and Fees section of the handbook.

Upon notification of withdrawal, a withdrawal grade will be posted for all courses currently being attempted. The student’s course instructors and necessary College departments will be notified. The Student Administrative office will determine the amount of any tuition refund. Refunds 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, 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 Registrar, and must have a “Fit to Return” form signed by an approved qualified professional before re-admission is granted.

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

A grade of “W” or “AW” is counted toward hours attempted, but does not produce quality points and does not affect a student’s GPA. The Palmer College Satisfactory Academic Progress Standards for financial-aid eligibility require that students are making progress toward completion of their degree. Withdrawal from courses may have a direct impact on loan eligibility during the next period of enrollment. Please refer to the Financial Aid Eligibility Requirements Policy, and refer any questions regarding Title IV aid eligibility to the Financial Planning Office.

RE-ADMISSION

This policy pertains to students in the following categories:

- Currently withdrawn
- Leave of absence from the College greater than one academic year
- Failed to register for more than one academic year
- Suspension greater than one academic year
- Dismissed students seeking re-admission

Students returning after a hiatus of more than one year but less than five years from active registration in the D.C. program are required to submit an Application for Re-admission to the Registrar at least 60 days prior to the start of the academic term to re-enter the program. If the student has completed coursework at other institutions during the hiatus, transcripts must be forwarded directly from those institutions to the Office of the Registrar. If this coursework 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 record will be reviewed by the Academic Standing Committee. The Committee will forward its recommendation to the Campus Provost or 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 students to meet the current Council on Chiropractic Education (CCE) admissions requirements.

Students who interrupt their D.C. 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 take 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 Academic Dismissal

Students previously academically 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. The committee will make recommendations to the Campus Provost or Campus President (or designee) for a final decision. The College reserves the right to deny, reserve, or 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.

EXAMINATION STATEMENT/EXAMINATION GUIDELINES

The following guidelines explain Palmer's expectations for conduct during examinations:

- Only material appropriate to the examinations should be brought with you to the examination room.
- Seating arrangements are at the instructor's or proctor's discretion.
- Communication in any form with anyone other than the instructor or proctor isn't allowed during the examination. Unless otherwise instructed, a student who needs assistance should indicate by raising a hand and waiting until assistance can be rendered.
- Students are expected to focus on their own examinations exclusively. Students are to avoid looking at or appearing to look at others' examinations.
- Students are expected to keep their answers confidential at all times.
- Upon completing an examination, students are expected to return all examination materials (tests, answer sheets, etc.) to the instructor or proctor and leave the room quietly.
- Students who've completed the examination are prohibited from loitering outside the examination sites.
- A student who witnesses another student engaging in misconduct during an examination should unobtrusively notify the instructor or proctor.

The distribution of old exams is left to the discretion of the individual instructor, with permission of the department supervisor. A statement clearly identifying the position of the instructor on this issue must be included in the course syllabus. Any student in the unauthorized possession of such an exam, or in violation of the above listed examination guidelines, will be subject to a charge of misconduct under the Student Code of Ethics.

EXAMINATION SCHEDULE CONFLICTS

When students indicate there is a conflict between two or more scheduled examinations, the instructors and Academic Dean's Office will work to resolve the schedule conflicts with the assistance of the department supervisors and Dean, if needed.

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 in this Student Handbook. Cheating, plagiarism, other acts of dishonesty, or any other violations of Palmer's Student Code of Ethics may result in the filing of a charge of misconduct. Sanctions up to and including suspension or dismissal from the College may be imposed upon students found to have violated the Student Code of Ethics. Refer to the Student Code of Ethics, or contact the coordinator for the administration of the Student Code of Ethics on the relevant campus should you have any questions.

POSTING OF ACADEMIC PERFORMANCE INFORMATION—FERPA

Student education records are protected by the Family Educational Rights and Privacy Act (FERPA), which safeguards against the public posting of any personally identifiable information without students' written consent. This information includes, but it is not limited to, performance on examinations and course activities.

The public posting of student names, student numbers or Social Security Numbers without written permission is a violation of the law. Public posting can only occur by obtaining students' written permission, or by using code words or randomly assigned numbers that only the instructor and the student know. Posting of academic performance data must be in random order.

Upon enrollment students are asked to provide permission to post academic performance information utilizing a personal identification number known to the student and the College. Permission/denial slips are part of the students' permanent record and are placed on file with the Registrar.

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

All faculty include a short statement within their course syllabus notifying students of their usual grade-dissemination procedures and reiterating the options available for receiving academic information. Students may choose at any time to retract permission to have grades posted by filing a new permission/denial slip with the Registrar.

Email dissemination of individual grades isn't recommended due to security concerns. 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 instructor.

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. Students are officially recognized if the following conditions are met:

1. The student is a full-time student for the specified academic term (full-time status is 12 or more credit hours);
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 3.50 or higher on a 4.00 scale; and
5. There must be no disciplinary action taken against the student during the specified term.

GRADUATION

Commencement exercises are held at the end of each academic term. Students will complete an Intent-to-Graduate form when they register for their final academic term. Students must have no more than two deficit courses at the time of application and the graduation requirements below must be met. Students who do not graduate at the end of the academic term in which they applied for graduation must re-apply 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 the approval of the Registrar.

GRADUATION REQUIREMENTS

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

Academic Requirements: Complete the minimum number of classroom hours of instruction and the program credit hours (dependent on campus). The Registrar reviews the records of all students in 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: Successful completion of all clinic courses and clinical requirements. 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. Students who have completed all of the non-clinical requirements, the student clinic quantitative requirements, and 80 percent of each of the remaining quantitative clinical requirements may be eligible for a clinic contract and participation in the graduation ceremony for the current term. The remaining quantitative requirements must be completed by the end of the first week of classes in the next academic term. Failure to complete these requirements by the deadline will require the student to reapply for graduation in a subsequent term.

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 presents 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's presented to the Academic Dean for final approval.

Institutional Clearance: Under the direction of the Registrar, institutional clearance is 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 institution clearance will be removed from the graduation list and may be reinstated only by application to the Registrar.

Attendance: Attendance at the graduation exercises is mandatory. In extreme circumstances, students may be excused by application through the College Registrar to the College Provost or campus President.

GRADUATION HONORS

Doctor of Chiropractic

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

Academic Honors:

Cum Laude (with honors) – GPA of 3.50 to 3.69

Magna Cum Laude (with high honors) – GPA of 3.70 to 3.89

Summa Cum Laude (with highest honors) – GPA of 3.90 to 4.00

The individual(s) selected for graduation honors will be determined by the cumulative Grade Point Average 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 cumulative GPA 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 and must meet the following requirements:

1. Cannot have withdrawn from any core course;
2. May not have repeated any course at Palmer College; and
3. Shall have no "blemish" on his or her record, which includes:
 - 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 GPA 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 the criteria listed previously.

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

Academic Excellence Award

Students will be recognized for the award of Academic Excellence award at graduation if they meet 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 not have received any grade less than a B, along with a cumulative GPA of 3.50 or higher on a 4.00 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, students shall have no disciplinary sanction at any time during the student's chiropractic education to be eligible to receive any of the following honors.

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 details or visit www.palmer.edu/researchhonors.

Clinic Honors

The Clinical Excellence Award may be presented to a graduating student 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 student who exemplifies the philosophy, commitment, passion, logic and reasoning of the practice of chiropractic during their course of study at Palmer.

DIPLOMA PRESENTATION

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

1. The presenter(s) must possess an earned doctorate (academic or first professional) awarded by Palmer College of Chiropractic.
2. The presenter(s) must be related to the graduate in one of the following ways: parent/stepparent, spouse, sibling, child, grandparent, aunt/uncle.

Requests for exceptions to this policy must 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.

NATIONAL BOARD OF CHIROPRACTIC EXAMINER (NBCE) EXAM ELIGIBILITY

Students must meet the following criteria to be eligible to sit for the NBCE Exams:

Exam Eligibility Based on Academic Progress:

Students must reach a specific term designation within Palmer's curriculum. This ensures students have successfully completed preparatory coursework tested on each part of the boards. Qualifying trimester/quarter designation varies by campus and is listed below. Eligibility for students on individual schedule will be determined by the campus registrar.

Part I:

Students must be classified as fourth trimester (Davenport, Iowa, campus) or sixth quarter (Port Orange, Fla., or San Jose, Calif., campus) or higher at the time of the late application deadline.

Part II:

Students must be classified as seventh trimester (Davenport campus) or ninth quarter (Port Orange campus or San Jose campus) or higher at the time of the late application deadline.

Part III:

Students must be classified as eighth trimester (Davenport campus) or 10th quarter (Port Orange campus or San Jose campus) or higher at the time of application, and be within nine months of their 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:

Students 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:

Students must have successfully completed a minimum of 120 hours of Physical Therapy (Davenport campus: Active Care and Passive Care; Port Orange campus: Special Populations and Active Care and Ergonomics and Passive Care; San Jose campus: Physical Therapy I, Physical Therapy II, Rehabilitation & Exercise I) by the late application deadline.

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.

Exam Eligibility Based on Academic Performance:

Only students in good academic standing at the time of NBCE test registration as first-time takers of a part of the NBCE exam series are eligible to register for NBCE exams.

Fall NBCE exam eligibility: Academic standing upon the conclusion of the spring academic term on each campus will determine board eligibility for those students wanting to take a part of the board for the first time during the fall exam administration each year in September. Students on Academic Warning, Academic Probation, Academic Management, or Academic Dismissal at the conclusion of the spring term are not eligible to register for the fall administration of boards as first-time takers of Part I, II, III or PT. For students who have successfully completed Part II and are applying for Parts III and IV together, the academic performance criteria for eligibility will be waived due to the timeliness of certifying the applications. Academic performance requirements are not applicable to Part IV eligibility.

Spring NBCE exam eligibility: Academic standing upon the conclusion of the summer academic term on the Davenport campus and fall academic term on the San Jose and Port Orange campuses will determine board eligibility for those students wanting to take a part of the board for the first time during the spring exam administration each year in March. Students on Academic Warning, Academic Probation, Academic Management, or Academic Dismissal at the conclusion of the designated campus term above are not eligible to register for the spring administration of boards as first-time takers of Part I, II, III or PT. For students who have successfully completed Part II and are applying for Parts III and IV together, the academic performance criteria for eligibility will be waived due to the timeliness of certifying the applications. Academic performance requirements are not applicable to Part IV eligibility.

Exam Eligibility Based on NBCE Test Performance on NBCE Part I:

Students who must repeat the entire NBCE Part I Examination are not eligible to register for the NBCE Part II or PT examinations. Students having to repeat one or two sections of Part I are allowed to register for Part II and/or PT as long as they meet the first two eligibility criteria (Academic Progress and Academic Performance). For information on exam dates and administration sites, see www.NBCE.org. The Student Administrative Services Office assists with the processing of the exam applications and posts notices when the applications are available.

STATE BOARD EXAMINATIONS

Each state has an examining board which determines who shall be licensed to practice chiropractic in that state. Because some state licensing boards have unique requirements (including unique pre-chiropractic educational requirements), which may change from time to time, students are responsible for researching and complying with the requirements of the state where they wish to practice. Information on state requirements is available from the Federation of Chiropractic Licensing Boards at www.FCLB.org, or individually from each state board office.

State boards may require passing of National Board examinations as part of their examining procedure. The Student Administrative Services Office can provide information on state board application procedures. However, it's the student's responsibility to contact the state board of those states where he/she might establish a practice to become familiar with regulations to determine the requirements for licensure.

State and national board examinations are conducted by separate agencies. Students should plan well in advance when applying for board examinations, as transcripts and other appropriate information sometimes take a great deal of time to prepare and transmit. Such information, as required by these boards, will be released only upon the written request of the student. The College does not assume responsibility for the timely completion of those elements of the application(s) which are the student's responsibility.

Students applying to take examinations outside the United States should contact the Student Administrative Services Office for information.

FINANCIAL PLANNING

The Office of Financial Planning staff assists Palmer College students with applying for funds to help meet the costs of their chiropractic education. To be considered for U.S. federal financial assistance, it is necessary to complete a Free Application for Federal Student Aid (FAFSA) for each award year.

In order to be eligible for federal and institutional aid, students must maintain Satisfactory Academic Progress (SAP). Please refer to page 68 for the SAP Policy for Recipients of Financial Aid. Students must attend Palmer at least half-time to receive federal financial aid. Total financial aid cannot exceed the cost of attendance during each award period.

Campus-based aid is awarded to students who demonstrate significant financial need, based on information provided on the FAFSA. Financial aid processing begins up to two months prior to the desired date of enrollment. For further information, contact the Office of Financial Planning.

SCHOLARSHIPS

Institutional scholarships are awarded on the basis of academic achievement, financial need and organizational involvement. Memorial, athletic and place of origin scholarships also are available.

Specific questions can be directed to the Palmer College Office of Financial Planning:

DAVENPORT CAMPUS

(563) 884-5740

PORT ORANGE CAMPUS

(386) 763-2701

SAN JOSE CAMPUS

(408) 944-6023

TUITION AND FEES

The College establishes all tuition and fees. Contact the Student Administrative Services Office Monday through Friday between the hours of 8 a.m. and 4:30 p.m. with questions about tuition and fees.

Student loan checks and any other financial aid received by the College shall be used to cover all tuition and fees assessed for the current term and for additional fees as agreed upon in the tuition and fees agreement signed by the student. The College will accept checks by mail that are postmarked by the tuition deadline.

The College reserves the right to modify or change requirements, rules, tuition and fees. Historically, the College has found it necessary to increase tuition annually to meet the rising cost of higher education. Such modifications or changes shall become effective without prior notice whenever it's determined appropriate. Annual changes to tuition and fees will be posted on the College website.

TUITION DELINQUENCY AND DEFERMENT

Deferment by Due Date

For certain approved loans, the due date for tuition is deferred when students sign an agreement in the Student Administrative Services 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.
- The approval of the loan was presented to the Financial Planning Office (if procured through that office) or to the Student Administrative Services Office (if procured from a foreign government) on or before the 10th day of classes. The tuition due date for such students is as agreed upon in the tuition and fees deferment agreement.

The term "loan" shall also include grants in which the College is the recipient of the checks(s).

Tuition Delinquency and Its Consequences

Any student who hasn't paid his/her tuition in full on or before the 10th day of classes, or has not completed the payment agreement, is considered delinquent.

Delinquent students are assessed a finance charge and may be removed from the class roll. Reinstatement will be determined by Student Administrative Services.

All balances unpaid 30 days from the date of service will be assessed a one percent per month (12 percent annual percentage rate) finance charge on the unpaid balance. There will be no exceptions.

Tuition and fees are due in full by the 10th day of classes. If students do not plan to pay in full by the 10th day of classes, a payment agreement must be completed and returned by that date. Failure to complete such an agreement could result in removal from the class roll and restriction from registration for future trimesters.

Students will not be given time credit for class attendance until their tuition is paid in full.

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 enrolled. When students withdraw from the College or drop a course, 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 determined by the College.

Federal Title IV Funds Refund Policy

Title IV funds are awarded to students under the assumption that they will attend school for the entire period for which the assistance is awarded. For a student who withdraws from the College prior to completing a term of enrollment, the College is required to determine the percentage of Title IV financial aid “earned” by the student and to return the unearned portion to the appropriate federal student aid program. A calculation is applied based on the number of days the student attended as outlined in the Federal Title IV Funds Refund Procedures below.

Federal Return of Title IV Funds Procedure

The return of Title IV funds follows these steps:

1. Determine the percentage of the enrollment period completed by the student. If the calculated percentage is equal to or greater than 60 percent, the student has “earned” all aid for the enrollment period and no adjustment in financial aid occurs. The refund amount is calculated by using the first calendar day of the academic term as the first day of attendance.
$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$
2. Apply the percentage completed to the Title IV aid awarded to determine the student’s eligibility for financial aid prior to the withdrawal.
$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$
3. Determine the amount of unearned financial aid to be returned to the appropriate Title IV financial aid program.
$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$
 - If the aid already disbursed equals the earned aid, no further action is required.

- If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student.
 - If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
4. Distribute the responsibility to return funds between the institution and the student.
- The return of federal financial aid is based on the type of financial aid disbursed and occurs in the following order:
 - Direct Unsubsidized Stafford Loan
 - Direct (Subsidized) Stafford Loan
 - Perkins Loan
 - Direct Graduate PLUS Loan (for graduate students)
 - Direct PLUS Loan (for parents of undergraduate students)
 - Pell Grant
 - SEOG
 - Student

If the type of financial aid the student is responsible for returning is a loan, the student is typically not required to immediately repay the amount since the grace period for the loan (generally six months) is invoked. Occasionally, a loan must be fully cancelled and the loan amount will appear on the student's billing account. A loan repayment grace period for Federal loans will begin on the day of the student's withdrawal from Palmer College of Chiropractic. Students should contact their lender if they have questions regarding their grace period or repayment status. For examples regarding the application of the Return of Title IV Funds procedures, the student should contact the Office of Financial Planning.

Timeframe for Returning Funds

The institution must return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew. Notification to the student will be sent stating what the institution will be returning and their obligations. Students return their share of unearned aid attributable to a loan under the terms and conditions of the loan promissory note. Students have 45 days once notified to resolve any grant overpayment by one of the following two ways: 1) repay the overpayment in full to the institution or, 2) sign a repayment agreement with the institution. If a student refuses to make payment or payment arrangements on any Title IV program, Palmer College of Chiropractic is required to report the overpayment to the Department of Education.

For students not borrowing federal funds, any amount due to the student will be refunded within 30 days from the date the College determines the student's withdrawal.

Post-Withdrawal Disbursements

A student who earned more aid than was disbursed prior to withdrawal could be due a post-withdrawal disbursement. Disbursements must be made from available grant funds before loans. Palmer College of Chiropractic will contact a withdrawn student

prior to making a post-withdrawal disbursement of loan funds to determine if those funds are still required by the student, and if so explain the student's obligation to repay those funds. Any portion of a post-withdrawal disbursement not credited to the student's account will be offered (in writing or electronically) as a cash disbursement to the student within 30 days of the withdrawal date. The student has 14 calendar days in which to respond to the Office of Financial Planning. Palmer College of Chiropractic will return the post-withdrawal disbursement to the Department of Education if no response is received with the 14-day timeframe or funds are declined by the student (or parent in the case of a Parent PLUS loan).

Withdrawals

Students who withdraw from the College may experience a reduction in their financial aid and may be required to refund or repay a portion of their financial aid. The process for determining if and how much aid may need to be repaid can be found under the Federal Title IV Funds Refund Procedure above.

If a student withdraws, the College is responsible for notifying the student's Federal loan lender of the date of the withdrawal via the National Student Loan Clearinghouse. The student is responsible for notifying the private or alternative loan lender of the date of the withdrawal. A loan repayment grace period for Federal loans will begin on the day of the student's withdrawal from the College. Students should contact their lender if they have questions regarding their grace period or repayment status.

For information on withdrawal procedures, refer to Withdrawal from the College within the Academic Affairs section.

Unofficial Withdrawals

Per federal regulations, schools are required to review students who received federal financial aid and did not pass any course. An assessment must be made to determine whether the student earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending classes may be required to repay a portion of the federal financial aid for that academic term. If it is determined that a student never began attendance in some or all courses, aid may be cancelled completely.

Federal financial aid recipients who are not attending class are identified at the term midpoint by course instructors. Such students that are identified as not attending classes in one or more courses will receive correspondence from the Registrar outlining the College's policy on official and unofficial withdrawals. Students no longer attending class are encouraged to officially drop individual courses or withdraw entirely from the College through the Office of the Registrar.

At the end of each term, all federal financial aid recipients who receive non-passing grades (any combination of "F," "I" or "W") will be reviewed to determine if the non-passing grade was earned while attending or not attending class. The Registrar will

contact each course instructor to determine the last date of attendance or academic activity. Students will also be given the opportunity to provide documentation of attendance and academic activity.

The midpoint of the academic term is used to calculate the amount of Federal financial aid refund the student owes unless a later date of academic activity can be verified by the student or instructor. If no attendance or academic activity can be verified, it will be assumed the student never attended the class. If half-time attendance or academic activity cannot be verified, all aid may be cancelled.

If academic activity beyond the midpoint of the academic term can be verified in even a single course by the student or an instructor and it can be verified the student began attendance in all courses, the amount of financial aid the student is required to refund may be reduced. If academic activity beyond the 60 percent point of the academic term can be verified in even a single course by the student or an instructor and the student began attendance in all courses, the student may not need to refund any financial aid.

If a student unofficially withdraws, any refund owed to a Federal financial aid program is the student's responsibility and will appear as a charge on the student's billing account. Students with outstanding balances on their billing account cannot register for classes, and cannot receive official transcripts.

Dropping Courses

Dropping a course is defined as removing one or more, but not all, courses currently enrolled in. The return of Federal financial aid is based on the type of financial aid disbursed and occurs in the order listed within the Federal Title IV Funds Refund Procedure.

The College will refund 100 percent of institutional charges if a student drops a course or courses on or before the first day of classes for the period of enrollment for which the student was charged.

The College will refund at least 90 percent of the tuition charges if the student drops a course or courses between the first day of classes and the end of the first 10 percent (in time) of the period of enrollment for which the student was charged.

The College will refund at least 50 percent of the tuition charges if the student drops a course or courses between the end of the first 10 percent (in time) and the end of the first 25 percent (in time) of the period of enrollment for which the student was charged.

The College will refund at least 25 percent of the tuition charges if the student drops a course or courses between the end of the first 25 percent (in time) and the end of the first 50 percent (in time) of the period of enrollment for which the student was charged.

TITLE IV DEFAULT RATES

Davenport, San Jose and Port Orange campuses combined:

2010	2.3%
2009	1.9%

2008

Davenport and Port Orange campuses combined	1.0%
San Jose campus	0.0%

TUITION—DOCTOR OF CHIROPRACTIC (D.C.) PROGRAM

DAVENPORT, IOWA

Trimester tuition for terms one through seven:

Trimester tuition for students registered between 16 and 21 credit hours is \$11,072 for the 2015-2016 academic year. Students registered for fewer than 16 hours will be charged \$692 per credit hour. Students registered for more than 21 credit hours will be charged \$11,072 plus \$692 per each additional credit hour above 21 hours.

Trimester tuition for terms eight through 10:

Students registered in Clinic practicum courses are charged a flat rate for the Clinic course as follows:

Clinic I:	\$5,536
Clinic II:	\$4,844
Clinic III:	\$8,304

In addition to the Clinic practicum charge, each non-Clinic practicum credit hour registered will be charged \$692 per credit hour.

SAN JOSE, CALIF.

Quarter tuition for terms one through nine:

Quarter tuition for students registered between 16 and 21 credit hours is \$8,266 for the 2015-2016 academic year. Students registered for fewer than 16 hours will be charged \$517 per credit hour. Students registered for more than 21 credit hours will be charged \$8,266 plus \$517 per each additional credit hour above 21 hours.

Quarter tuition for terms 10 through 13:

Students registered in Clinic practicum courses are charged a flat rate for the Clinic course as follows:

Clinic II:	\$2,062
Clinic III:	\$6,198
Clinic IV:	\$6,198
Clinic V:	\$6,198

In addition to the Clinic practicum charge, each non-Clinic practicum credit hour registered will be charged \$517 per credit hour.

PORT ORANGE, FLA.

Quarter tuition for terms one through nine:

Quarter tuition for students registered between 16 and 21 credit hours is \$8,386 for the 2015-2016 academic year. Students registered for fewer than 16 hours will be charged \$525 per credit hour. Students registered for more than 21 credit hours will be charged \$8,386 plus \$525 per each additional credit hour above 21 hours.

Quarter tuition for terms 10 through 13:

Students registered in Clinic practicum courses are charged a flat rate for the Clinic course as follows:

Clinic II: \$6,811

Clinic III: \$6,811

Clinic IV: \$6,811

Clinic V: \$6,811

In addition to the Clinic practicum charge, each non-Clinic practicum credit hour registered will be charged \$525 per credit hour.

Clinical Enrichment Program Fees

Davenport campus: Clinical-enrichment courses are \$209 per elective.

Port Orange campus: All clinical enrichment courses are \$138 per elective.

A drop fee of \$10 will be assessed on all registered clinical-enrichment courses dropped at least 21 days before the course's first scheduled class day. A \$50 drop fee will be assessed for all registered Clinical-enrichment courses that are dropped less than 21 days from the course's first scheduled class day..

ESTIMATED COST OF BOOKS AND EQUIPMENT PER ACADEMIC TERM (D.C. PROGRAM)

During each academic term, students are required to purchase textbooks for use in the academic program. The cost of textbooks per academic term is estimated to be:

Davenport \$245; San Jose \$450; Port Orange \$290.

Diagnostic equipment is required for multiple courses within the academic program. Cost for equipment may vary based upon the campus and curriculum. The academic term in which equipment is required varies from campus to campus. The estimated cost of equipment is as follows: Davenport \$1,300; San Jose \$1,500; Port Orange \$1,300.

NON-REFUNDABLE FEES (D.C. PROGRAM)

Application fee (one-time fee) \$100

Tuition deposit.....	\$200
Enrollment fee.....	\$150
Activity fee (per term)	\$20
Liability insurance (assessed to students during their fifth term).....	\$245
Self-remediation exam.....	\$100

FEES APPLICABLE TO ALL PROGRAMS

Payment of delinquent tuition	12%
(APR service fee on monthly unpaid balances)	
Collection fee on non-sufficient funds check.....	\$25
Duplicate diploma.....	\$30
Transcript fee.....	\$5

Transcripts cover courses taken at Palmer College of Chiropractic only. 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 term, and a hold on records (transcripts, grades, etc.).

TUITION—BACHELOR OF SCIENCE DEGREE PROGRAM

Trimester tuition for students completing courses in the B.S. degree program is \$216 per credit hour for the 2015-2016 academic year.

Nonrefundable Fees:

Application fee	\$50
Evaluation fee.....	\$100
Graduation and record fee.....	\$100
Activity fee (per term)	\$20

TUITION—ASSOCIATE OF APPLIED SCIENCE IN CHIROPRACTIC TECHNOLOGY PROGRAM

Trimester tuition for full-time students (14 or more credit hours) is \$2,881 per term for the 2015-2016 academic year. Students registered for fewer than 14 credit hours or more than 22 credit hours will be charged \$216 per credit hour.

Nonrefundable fees:

Application fee	\$50
Tuition deposit.....	\$50
Graduation fee.....	\$100
Duplicate diploma.....	\$30
Lab fee (per term).....	\$15
Activity fee (per term)	\$20

TUITION—MASTER OF SCIENCE DEGREE PROGRAM

Trimester tuition for students completing courses in the M.S. program is \$438 per credit hour for the 2015-2016 academic year.

Non-refundable fees:

Application fee	\$50
Evaluation fee	\$100
Graduation fee.....	\$81

CHECKS

The Student Administrative Services Office does not provide check-cashing services. However, checks can be written for charges incurred on school accounts for tuition, fees and Bookstore purchases. Checks written to Palmer and returned by the bank will incur a charge of \$25. Students who have more than one non-sufficient funds check returned must make future payments with currency or certified funds.

LIBRARY FINES

Books taken from the Library and not returned on time will be subject to a Library fine. Check with the Library staff to determine the fine schedule.

FINES

Fines are posted to student accounts and holds are placed on registration/graduation until payment is rendered. Outstanding fines are paid at the Student Administrative Services Office.

CAMPUS SAFETY

COMMITMENT

The College is committed to maintaining an environment conducive to the safety and welfare of all members of the College community. The College recognizes the inherent risks to the College community associated with alcohol and drug abuse. The College has published educational information and established institutional policies (refer to “Institutional Policies” section of this Handbook) to:

- Promote a safe and healthy educational and work environment;
- Develop, disseminate and support the enforcement of College policies and processes that are consistent with local, state and federal law;
- Foster awareness about the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- Promote healthy choices concerning the use of alcohol and other drugs, emphasizing the elimination of illegal use, high-risk behavior, harmful use and related violence; and
- Provide information about available intervention, evaluation, referrals and treatment services.

AVAILABLE INFORMATION

The Guide to Campus Safety and Substance Abuse Awareness and associated crime reports may be accessed online at: www.palmer.edu/security.

Contact your Campus Security office for a log of crime reports from the last 60 days.

CRIME REPORTING

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

Victims of or witnesses to a crime committed on campus should report the crime immediately to Campus Security. Campus Security will determine whether to notify law enforcement or other local emergency assistance organizations.

CODE BLUE TELEPHONES

“Code Blue” telephones are located in all campus parking lots for use in requesting emergency assistance or escort services from security. Once an individual calls and states the nature of his/her emergency, a Campus Security officer will respond to that “Code Blue” telephone location.

CAMPUS SECURITY

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 premises/buildings;
- Issuing vehicle parking tickets;
- Arranging for the towing of illegally parked vehicles;
- Providing escort service to individuals while on College premises, when requested; and
- Contacting the local police or fire departments, as needed.

Campus Security does not have the authority to make arrests. The local police department will be called if deemed necessary.

Campus Security is provided and monitored by on and off-campus resources. Buildings are protected by alarm systems.

FOR ADDITIONAL QUESTIONS OR CONCERNS REGARDING SAFETY, OR ASSISTANCE WITH CRIME REPORTING, CONTACT:

DAVENPORT CAMPUS

Brian Sharkey, Senior Director for Safety and Security
 (563) 884-5147
 brian.sharkey@palmer.edu

DAVENPORT CAMPUS SECURITY: (563) 884-5555

Security is provided by Per Mar and is supervised by:
 Jesse Moody
 (563) 884-5306
 jesse.moody@palmer.edu

First Aid Stations

Located in West Hall (rooms W12, W104) the Academic Health Center and the Campus Health Center.

PORT ORANGE CAMPUS SECURITY: (386) 763-2777

Security is provided by Security Forces, Inc. and is supervised by:
 Brad Kuhns
 (386) 763-2690
 brad.kuhns@palmer.edu

First Aid Stations

Located in rooms 2220, 2177, 2170, 2270, 1103G, 1103H, 2175, 2120 and the Clinic building.

SAN JOSE CAMPUS SECURITY: (408) 287-4411

Security is provided by Orion Security and is supervised by:

Scott Tonnesen

(408) 944-6147

scott.tonnesen@palmer.edu

24-Hour Orion Security (408) 287-4411

*After-Hours Desk (South Entrance) (408) 944-6186

*Security on-site (408) 472-8441

First Aid Stations

First aid stations are located on the first floor in room 231-A, Outpatient Clinic treatment Room 14, microbiology lab, and in the facilities office.

On the second floor, first aid stations are in the faculty lounge and in the library.

Additionally, crimes may be reported to any of the following designated campus security authorities/offices:

DAVENPORT, IOWA

Office of Compliance: (563) 884-5246

Student Academic Support: (563) 884-5655

Human Resources: (563) 884-5276

Student Services: (563) 884-5643

PORT ORANGE, FLA.

Human Resources: (386) 763-2665

Student Services: (386) 763-2783

SAN JOSE, CALIF.

Student Academic Affairs: (408) 944-6062

PALMER ALERT

The College uses the Palmer Alert emergency notification system for emergency situations that threaten the safety of the College community.

Palmer Alert system issues messages using: landline phones, cellular phones, voicemail, email and text.

REPORTING A MISSING STUDENT

Individuals who believe a student may be missing are to contact Campus Security so a prompt and appropriate response and/or action can be taken. Refer to the Guide to Campus Safety at www.palmer.edu/security.

SEXUAL MISCONDUCT PREVENTION AND REPORTING RESOURCES

The College understands the threat of sexual misconduct is a reality on college campuses and throughout society. The College recognizes the seriousness of all sexual misconduct. The College strictly prohibits sexual assault, dating violence, domestic violence, stalking and all other acts of sexual misconduct.

If you experience or witness sexual misconduct, we encourage you to reach out right away by contacting a Title IX coordinator or deputy coordinator on your campus:

DAVENPORT CAMPUS

Earlye Adams Julien, PHR, M.S. Ed., Senior Director

Also serving as Title IX Coordinator

Office of Compliance

1000 Brady Street, Davenport, IA 52803

(563) 884-5476

earlye.julien@palmer.edu

Lori Larsen, B.A., Lead Coordinator

Also serving as Deputy Title IX Coordinator

Office of Compliance

1000 Brady Street, Davenport, IA 52803

(563) 884-5246

lori.larsen@palmer.edu

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

Deputy Title IX Coordinator for Athletics and Scholarships

Office of Student Affairs

3rd Floor, Campus Center

1000 Brady Street, Davenport, IA 52803

(563) 884-5898

kevin.cunningham@palmer.edu

PORT ORANGE CAMPUS

Cheryl Shaw, PHR, M.B.A., Human Resources Manager

Also serving as Deputy Title IX Coordinator

Office of Human Resources

4777 City Center Parkway, Port Orange, FL 32129

(386) 763-2665

cheryl.shaw@palmer.edu

SAN JOSE CAMPUS

Duane Rohrbacher, Ph.D., J.D., Director of Student Services

Also serving as Deputy Title IX Coordinator

Office of Student Services

90 E. Tasman Dr., San Jose, CA 95134

(408) 944-6122

duane.rohrbacher@palmer.edu

Additionally, confidential off-campus contacts and resources are available to you. For more information on off-campus contacts, go to www.palmer.edu/students/academic-success/wellness and select your campus.

To find more College resources and information regarding prevention, protection and reporting sexual misconduct, see, www.palmer.edu/palmer/pages/search.aspx?q=sexual%20harassment%20prevention.

EMERGENCY INFORMATION

EMERGENCY NUMBERS

In case of emergency, please use the following numbers for the appropriate campus:

DAVENPORT CAMPUS

Call Campus Security at (563) 884-5555 or extension 5555 from a campus telephone.

PORT ORANGE CAMPUS

Call Campus Security at (386) 763-2777 or extension 2777 from a campus telephone.

SAN JOSE CAMPUS

Call the front desk at (408) 944-6000 during normal business hours. After normal business hours, call the Orion Security Officer at (408) 472-8441.

EMERGENCY RESPONSE PROCEDURES

The College maintains action plans designed to support effective emergency management. Responses to emergencies vary based on the severity, magnitude, duration and intensity of the event. The College's Emergency Action Plan applies to the College community and establishes procedures and responsibilities for emergency situations including:

- Evacuation Procedures
- General Crime Prevention Tips
- Office Security Tips
- Personal Security Tips
- Residential Security Tips
- Vehicle Security Tips
- What to Do in an Emergency
- Bomb Threat
- Responding to an Active Shooter on Campus
- Chemical Release
- Fire
- Medical Emergency
- Workplace Violence
- Criminal Behavior
- Severe Weather
- Weather-Related Campus Closures
- Electrical Utility Failure

The College's Emergency Action Plan provides guidance in the response to an emergency with specific procedures that are outlined in detail.

The College's Emergency Action Plan is updated annually.

The plan can be found online at: www.palmer.edu/security.
For a hard copy of the emergency response procedures, contact:
Susan Sebille, M.S.
Safety Coordinator
1000 Brady Street, Davenport, IA 52803
(563) 884-5849
susan.sebille@palmer.edu

In case of an evacuation, please go to the following areas:

DAVENPORT CAMPUS EVACUATION SAFE AREAS

All people on the west side of Brady Street gather in the faculty/staff parking lot (Lot D). All people on the east side of Brady Street gather in the visitor parking lot (LOT A).

All people at the Research Building and 723 Brady Street gather on the Brady Street sidewalk in front of the building.

All people at Vickie Anne Palmer Hall gather in the west parking lot (Lot P).

All people at the Admissions Building, gather at Parking Lot Q.

PORT ORANGE CAMPUS 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 door, east exit doors and 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.

Building Three:

All people who leave the building through the north exit doors, south exit doors, west exit doors, and the east main entrance doors will gather in the south parking lot.

Palmer Chiropractic Clinic:

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 doors, gather in the south parking lot.

South Daytona Clinic:

Leave the building through the front door, then proceed to the sidewalk along Nova Road, away from the front of the building.

SAN JOSE CAMPUS EVACUATION SAFE AREAS

Assembly Area 1: Located in the south parking lot next to the basketball hoop.

Assembly Area 2: Located in the northeast parking lot outside the Bookstore.

Assembly Area 3: Located in the northwest parking lot outside the intern work room.

SEVERE WEATHER

Reports of severe weather from the National Weather Service are monitored via the Internet, television and weather radios.

DAVENPORT CAMPUS:

In case of an emergency you'll be notified by Palmer Alert. Go to one of the following safe zones:

Academic Health Center	Lower level, away from windows
Administration Building	Lower level or first floor
Alumni Auditorium	First floor west interior hallway
723 Brady Street	Interior hallways
Campus Center	Lower level, away from windows
Chemistry Building	First floor hallway
Clinic Classroom Building	Lower level
Library Building	East stairwell or first floor classrooms
Memorial Building	Lower level
North Hall Building	First floor office area
Vickie Anne Palmer Hall	Lower level
West Hall	Lower level interior hallway
Admissions Building	Interior Hallways

The sounding of the City of Davenport or City of Moline severe weather sirens does not necessarily prompt an immediate evacuation to the severe weather shelters. Under the Quad City Metro Area outdoor warning system guidelines, sirens are sounded for: tornadoes, thunderstorms with winds 70 mph or greater, or golf ball sized hail or larger. The same tone will be used for all threats in the community and the sirens may be sounded multiple times during the weather emergency. If you hear a severe weather siren, please remain indoors and listen for any additional information.

PORT ORANGE CAMPUS:

In case of emergency, you'll be notified by Palmer Alert to go to one of the following safe zones:

Building One	Student Services
Building Two	Academic Affairs, Facilities Office

Anatomy Lab
Building Three
Palmer Chiropractic Clinic

South Daytona Clinic

Library Circulation Desk, Faculty Office Suites
Monte's Café
Outpatient Clinic Front Desk,
Mod 4 (second floor)
Large Clinical Services Room

All Palmer faculty, staff and students will wait for an ALL CLEAR SIGNAL from Academic Affairs before leaving the designated areas.

SAN JOSE CAMPUS:

In case of emergency, you'll be notified by Palmer Alert go to the first floor, away from windows.

For all other emergencies, please refer to the Guide to Campus Safety and Abuse Awareness.

FACILITIES

DAVENPORT, IOWA CAMPUS FACILITIES

College office hours for most offices are Monday through Friday from 8 a.m. to 4:30 p.m.

Computer Labs

The following computer labs are open Monday through Friday from 7:30 a.m. to 4 p.m. and are closed on Saturday and Sunday:

- West Hall 14
- West Hall 16
- Memorial Building 202

Library computers are available during regular Library hours. Labs will be closed during posted class hours; hours vary each trimester.

Fitness Center

Open Monday through Friday from 6 a.m. to 10 p.m.; Saturday and Sunday from 9 a.m. to 5 p.m. Exceptions are posted on the Alumni Auditorium door and on the Palmer website under “For Current Students.”

Student Union

The Student Union is open Monday through Friday from 5 a.m. to midnight and Saturday and Sunday from 6 a.m. to midnight.

Academic Health Center

The Welcome Center and the Davenport Clinic are located on the first floor. The Davenport Clinic also continues on the lower level. The second floor contains the Clinical Learning Resource Center. The Chiropractic Rehabilitation and Sports Injury Department is on the lower level.

Administration Building

The Administration Building houses major administrative offices, including the Provost’s Office, Academic Affairs, Human Resources, Business Affairs, Marketing & Communication. Life Sciences and the Physiology and Philosophy faculty offices are also located in this building.

B.J. Palmer Hall

The first floor is occupied by the Campus Health Center. Students in the upper academic terms spend many hours here, gaining experience in the practice of chiropractic. Classrooms P201 and P202 are high-tech elevated classrooms, and P204, 205 and 206, also elevated, are located on the second floor.

Mabel Heath Palmer Laboratories

This building contains laboratories where students acquire practical knowledge in the study of anatomy and pathology.

David D. Palmer Health Sciences Library Building

The David D. Palmer Health Sciences Library is the most comprehensive library of any chiropractic school, with nearly 50,000 volumes of scientific and biomedical journals and texts. It serves as an important health-science resource for the state of Iowa. The Library also houses the most extensive chiropractic archives in the world. The Library, archives and classrooms L101 and L102 are located on the first floor. The second and third floors contain library study space and in-library use materials.

D.D. Palmer Memorial Building

The Memorial Building houses classrooms, Academic Radiology, the dissection laboratory classrooms M201, M203 and computer lab M202.

West Hall

There are student computer labs and a print center located on the lower level. The student lounge, technique rooms, computer labs, instrumentation rooms and classrooms are all also located in this building. This building houses the following departments: Academic Support Services, Campus Security, Center for Teaching and Learning, Certified Technicians (CT) Program, Facilities Department, Technique Department faculty offices, Undergraduate Studies and the Vets Club.

Palmer Chiropractic Clinics

The Davenport Clinic occupies the first two floors of the Academic Health Center. The Campus Health Center occupies the first floor of B.J. Palmer Hall and is an educational clinic designed to introduce students to the clinic setting. Palmer also has an outpatient clinic located in Moline, Ill., and outreach clinics in downtown Davenport and Moline.

Campus Center

This building houses the Palmer Cafe and Student Union on the lower levels. The Mailroom and Bookstore are located on the second level. The offices of Student Services, Financial Planning, Student Administrative Services, Registrar's Office, Student Affairs, Compliance, the Center for Business Development, Continuing Education and Events, and Institutional Compliance Office are also located in this building.

North Hall

Located on the north end of campus, this building houses the Information Services Department.

Palmer Alumni Auditorium

The Auditorium houses the campus physical recreation areas and Fitness Center. The Fitness Center consists of stationary bicycles, rowing machines, free weights and cardiovascular equipment. Classes such as aerobics, kickboxing, Soo Bahk Do, Zumba and self-defense are offered for students, staff and faculty at no charge.

723 Brady Street

The offices of Accreditation & Licensure and Institutional Research and Effectiveness are located in this historic building.

The Admissions Building

Located at 708 Brady Street, this building houses the Admissions Department and the Office of College Enrollment.

The Palmer Center for Chiropractic Research

Located in the William and Jo Harris Building, this modern facility is the center of research at Palmer College. It houses a research clinic, imaging center and a research electron microscope. Graduate Studies classes also are held here.

Vickie Anne Palmer Hall

The Offices of Alumni and Development are located in Vickie Anne Palmer Hall. In addition, Palmer Family and Chiropractic History Museum displays are located on the main levels.

The Palmer Family Residence

The former home of B.J. and Mabel Palmer is adjacent to D.D. Palmer Hall. The historic residence is open for tours by appointment.

Handicap Accessibility

Academic Health Center:

An elevator on the east side of the building gives access to all floors. There's also access to an elevator from the Welcome Center, located on the north side of the building. There are handicapped-accessible restrooms on all three floors of the building.

Administration Building:

An elevator is located in the southeast corner of the building, which provides access to all levels of the Administration Building. There is a ramp at the southeast entrance of the building that has a special-needs door opener. There are handicapped accessible restrooms on the lower level, first, second and third floors.

Campus Center:

The Campus Center has an elevator on the northwest side of the building. Enter on the main level or through the skywalk over Brady Street from the clinic/administration area.

Campus Health Center:

An elevator on the northeast side of the building allows access to all three levels. Three ramps allow access to the clinic building. One is by the northeast door of that wing. There are two ramps right outside the north door, one leading to the gardens and the other to Brady Street. There are handicapped-accessible restrooms on the first and second floors.

David D. Palmer Health Sciences Library:

An elevator on the north side of the building provides access to all floors. There are ramps on the northwest and south sides of the building, between the Library and West Hall. The first, second and third floors have handicapped-accessible restrooms.

North Hall:

Enter North Hall through the west (Brady Street) front door. There is a handicapped-accessible restroom to the left, immediately inside the Brady Street entrance.

The Palmer Center for Chiropractic Research:

Enter the building from the parking lot and continue to the elevator located in the alcove of the first floor. All three floors have handicapped-accessible restrooms.

Vickie Anne Palmer Hall:

Enter Vickie Anne Palmer Hall through the west front door. It allows access from the lower level to the third floor. There's a ramp on the northeast side of the building.

West Hall:

An elevator on the west side in the middle of the building provides access to all four floors. A ramp leads into West Hall on the north side of the building, between the Library and West Hall. There's another ramp at the north door of the southeast end of the building. There's a handicapped-accessible restroom on the third floor.

West Hall Courtyard:

This outside area has ramps to Friendship Court, West Hall/Library area and West Hall.

PORT ORANGE, FLA., CAMPUS FACILITIES

College office hours for most offices are Monday through Friday from 8 a.m. to 4:30 p.m.

Buildings are open Monday through Thursday from 7 a.m. to 11:30 p.m.; Friday from 7 a.m. to 9 p.m.; Saturday from 8 a.m. to 9 p.m. and Sunday from 8 a.m. to 11:30 p.m.

Departments can be found in the following rooms:

Administration Building, Building One

4777 City Center Parkway

First Floor

- Exam Lab - Room 1111
- Facilities - Room 1106
- Financial Planning- Room 1103
- Lactation Station - Room 1105
- Mail Room - Room 1115
- Neurophysiology Research Lab - Room 1108
- (Registrar and Business Office) - Room 1103
- Student Administrative Services
- Student Services (Academic Counseling and Disability Services) - Room 1103
- Technique Labs -1107, 1109
- Testing Center - Room 1104
- Triune - Room 1108

Second Floor

- Admissions - Room 1204
- Lecture - Rooms 1207, 1209
- Physical Therapy Lab - Room 1203

Academic Building, Building Two

4777 City Center Parkway

First Floor

Library - Room 2120

- Anatomy Lab - Room 2177
- Dry Lab - Room 2175
- Faculty Offices - Room 2170
- Lecture - Room 1271/1273

Second Floor

- Administration - Room 2220
- Academic Affairs - Room 2220
- Human Resources - Room 2220
- Marketing & Communication - Room 2220
- Information Services - Room 2263
- Technique Lab - Room 2223
- Exam Lab - Room 2277
- Radiology - Room 2275
- Lecture - Rooms 2273, 2271, 2225
- Faculty Offices - Room 2270
- Print Center - Room 2231

Building Three

- Campus Bookstore
- Large Meeting Room
- Monte's Café

Palmer Chiropractic Clinics

4705 S. Clyde Morris Boulevard

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

Handicap Accessibility

The Palmer Chiropractic Clinic, main campus academic buildings and the Outreach Clinic are handicapped accessible.

SAN JOSE, CALIF. CAMPUS FACILITIES

College office hours for most offices are Monday through Friday from 8 a.m. to 4:30 p.m. The building is open from 6 a.m. to 11:30 p.m. Monday through Thursday and from 6 a.m. to 8 p.m. on Friday. On weekends the building is open from 9:30 a.m. to 6 p.m. Only the south door (back entrance) is unlocked on the weekends. Club meetings in the evening must conclude by 9 p.m. Monday through Friday.

Clinics

Palmer College of Chiropractic, San Jose campus, maintains a campus-based clinic at 90 E. Tasman Drive, (408) 944-6100. The Tasman Clinic is open from 9 a.m. to 7 p.m., Monday, Tuesday and Thursday; 9 a.m. to 2 p.m., and 3 p.m. to 7 p.m. on Wednesday; 9 a.m. to 6 p.m. on Friday; and 9 a.m. to 1 p.m. on Saturday. The Clinic is closed on College holidays but remains open during summer break and winter recess.

The campus also maintains several satellite clinics in San Jose: the Salvation Army Drug and Alcohol Rehabilitation Center, the Ecumenical Association of Housing, and two Emergency Housing Consortium facilities.

Students, their spouses, significant others and children qualify for services at the Clinic. Examinations and office visits are offered at no charge; lab work and X-ray services are offered at a discount.

David D. Palmer Health Sciences Library

The Library is located on the second floor and is open from 7:30 a.m. to 11 p.m., Monday through Friday; 10 a.m. to 5 p.m. on Saturday and noon to 5 p.m. on Sunday.

Departments can be found in the following rooms:

Academic Administration	Room 309
Compliance	Room 309/403J
Admissions	Room 204
Alumni	Room 312
Bookstore	Room 211
Business Office	Room 232
Cafeteria	Room 251
Clinic	Room 102
Continuing Education	Room 303
Copy Center	Room 240
Facilities/Emergency Operations	Room 241
Financial Planning	Room 204
Human Resources	Room 241
Information services	Room 233
Library	Room 347
Mailroom	Room 245
Marketing & Communication	Room 304
President's Office	Room 311
Radiology	Room 167

Registrar
Research
Security
Student Affairs
Support Services

Room 204
Room 317
Room 237
Room 130
Room 204

Handicap Accessibility

The Campus is handicapped accessible.

DAVENPORT, IOWA, CAMPUS

ACADEMIC CALENDAR

FALL TRIMESTER 2015-2016

Nov. 2	Faculty In-Service/ New student orientation
Nov. 3	Classes begin
Nov. 9	Last day student registration
Nov. 26-27	Thanksgiving Recess/ No classes
Dec. 18	Trimester Midpoint/Last day to drop a course or withdraw from term
Dec. 19	Winter recess (first day)
Jan. 3	Winter recess (last day)
Jan. 4	Classes resume
Jan. 18	Martin Luther King Jr. Day/ No classes
Feb. 17	Classes end
Feb. 19-25	Final exams
Feb. 25	Graduation clearance and rehearsal
Feb. 26	Graduation
SPRING RECESS	
February 27, 2016, through March 6, 2016	

SPRING TRIMESTER 2016

March 7	Faculty In-Service/ New student orientation
March 8	Classes begin
March 14	Last day student registration
March 18-20	National Board Exams/ No classes
March 21	Faculty In-Service/ No classes
March 25-28	Spring Recess/No classes
April 25	Trimester Midpoint/Last day to drop a course or withdraw from term
May 30	Memorial Day/No classes
June 8	Classes end
June 10-16	Final exams

Jun. 16	Graduation clearance and rehearsal
Jun. 17	Graduation
SUMMER RECESS	
June 18, 2016, through July 10, 2016	

SUMMER TRIMESTER 2016

July 11	Faculty In-Service/ New student orientation
July 12	Classes begin
July 18	Last day student registration
Aug. 18	Trimester Midpoint/Last day to drop a course or withdraw from term
Sept. 5	Labor Day Recess/ No classes
Sept. 16-18	National Board Exams/ No classes
Sept. 18	Founder's Day
Sept. 19	Faculty In-Service/ No classes
Oct. 12	Classes end
Oct. 14-20	Final exams
Oct. 20	Graduation clearance and rehearsal
Oct. 21	Graduation
FALL RECESS	
Oct. 22, 2016, through Oct. 30, 2016	

FALL TRIMESTER 2016-2017

Oct. 31	Faculty In-Service/ New student orientation
Nov. 1	Classes begin
Nov. 7	Last day student registration
Nov. 24-25	Thanksgiving Recess/ No classes
Dec. 16	Trimester Midpoint/ Last day to drop a course or withdraw from term

WINTER RECESS

Dec. 17, 2016, through Jan. 2, 2017

Jan. 3 Classes resume

Jan. 16 Martin Luther King Jr. Day/
No classes

Feb. 15 Classes end

Feb 17-23 Final exams

Feb. 23 Graduation clearance
and rehearsal

Feb. 24 Graduation

SPRING RECESS

Feb. 25, 2017, through March 5, 2017

SPRING TRIMESTER 2017March 6 Faculty In-Service/
New student orientation

March 7 Classes begin

March 13 Last day student registration

Apr. 14-17 Spring Recess/No classes

April 21 Trimester Midpoint/Last
day to drop a course or
withdraw from term

May 29 Memorial Day/No classes

June 7 Classes end

June 9-15 Final exams

June 15 Graduation clearance
and rehearsal

June 16 Graduation

SUMMER RECESS

June 17, 2017, through July 9, 2017

SUMMER TRIMESTER 2017July 10 Faculty In-Service/
New student orientation

July 11 Classes begin

July 17 Last day student registration

Aug. 24 Trimester Midpoint/Last
day to drop a course or
withdraw from termSept. 4 Labor Day Recess/
No classes

Sept. 18 Founder's Day

Oct. 11 Classes end

Oct. 13-19 Final exams

Oct. 19 Graduation clearance
and rehearsal

Oct. 20 Graduation

FALL RECESS

Oct. 14, 2017, through Oct. 29, 2017

FALL TRIMESTER 2017-2018Oct 30 Faculty In-Service/
New student orientation

Oct 31 Classes begin

Nov. 6 Last day student registration

Nov. 23-24 Thanksgiving Recess/
No classesDec. 15 Trimester Midpoint/Last
day to drop a course or
withdraw from term**WINTER RECESS**

Dec.23, 2017, through Jan. 7, 2018

Jan. 8 Classes resume

Jan. 15 Martin Luther King Jr. Day/
No classes

Feb. 14 Classes end

Feb. 16-22 Final exams

Feb. 22 Graduation clearance
and rehearsal

Feb. 23 Graduation

SPRING RECESS

Feb. 24, 2018, through March 4, 2018

SPRING TRIMESTER 2018March 5 Faculty In-Service/
New student orientation

March 6 Classes begin

March 12 Last day student registration

March30 - Spring Recess/No classes

April 2

April 20 Trimester Midpoint/Last
day to drop a course or
withdraw from term

May 28 Memorial Day/No classes

June 6 Classes end

June 8-14 Final exams

June 14 Graduation clearance
and rehearsal

June 15 Graduation
SUMMER RECESS
June 16, 2018, through July 8, 2018

SUMMER TRIMESTER 2018

July 9 Faculty In-Service/
New student orientation
July 10 Classes begin
July 16 Last day student registration
Aug. 23 Trimester Midpoint/Last
day to drop a course or
withdraw from term
Sept. 3 Labor Day Recess/No
classes
Sept. 18 Founder's Day
Oct. 10 Classes end
Oct. 12-18 Final exams
Oct. 18 Graduation clearance and
rehearsal
Oct. 19 Graduation

FALL RECESS

Oct. 20, 2018, through Oct. 28, 2018

FALL TRIMESTER 2018-2019

Oct. 29 Faculty In-Service/
New student orientation
Oct. 30 Classes begin
Nov. 5 Last day student registration
Nov. 22-23 Thanksgiving Recess/No
classes
Dec. 14 Trimester Midpoint/Last
day to drop a course or
withdraw from term

WINTER RECESS

Dec. 22, 2018, through Jan. 6, 2019
Jan. 7 Classes resume
Jan. 21 Martin Luther King Jr. Day/
No classes
Feb. 13 Classes end
Feb. 15-21 Final exams
Feb. 21 Graduation clearance
and rehearsal
Feb. 22 Graduation

SPRING RECESS
Feb. 23, 2019, through March 3, 2019

SPRING TRIMESTER 2019

March 4 Faculty In-Service/
New student orientation
March 5 Classes begin
March 11 Last day student registration
April 17 Trimester Midpoint/Last
day to drop a course or
withdraw from term
April 19-22 Spring Recess/No classes
May 27 Memorial Day/No classes
June 5 Classes end
June 7-13 Final exams
June 13 Graduation clearance
and rehearsal
June 14 Graduation
SUMMER RECESS
June 15, 2019, through July 14, 2019

SUMMER TRIMESTER 2019

July 15 Faculty In-Service/
New student orientation
July 16 Classes begin
July 22 Last day student registration
Aug. 28 Trimester Midpoint/Last
day to drop a course or
withdraw from term
Sept. 2 Labor Day Recess/
No classes
Sept. 18 Founder's Day
Oct. 16 Classes end
Oct. 18-24 Final exams
Oct. 24 Graduation clearance
and rehearsal
Oct. 25 Graduation

FALL RECESS

Oct. 26, 2019, through Nov. 3, 2019

FALL TRIMESTER 2019-2020

Nov. 4 Faculty In-Service/
New student orientation
Nov. 5 Classes begin

- Nov. 11 Last day student registration
Nov. 28-29 Thanksgiving Recess/
No classes
Dec. 20 Trimester Midpoint/Last
day to drop a course or
withdraw from term

WINTER RECESS

Dec. 21, 2019, through Jan. 5 2020

Jan. 6 Classes resume

Jan. 20 Martin Luther King Jr. Day/
No classes

Feb. 19 Classes end

Feb. 21-27 Final exams

Feb. 27 Graduation clearance
and rehearsal

Feb. 28 Graduation

SPRING RECESS

Feb. 29, 2020, through March 8, 2020

PORT ORANGE, FLA., CAMPUS

ACADEMIC CALENDAR

WINTER RECESS

Dec. 19, 2015, through Jan. 10, 2016

WINTER QUARTER - 2016

Jan. 11 New Student Orientation/
Faculty In-Service

Jan. 12 Classes begin

Jan. 18 Martin Luther King, Jr. Day/
No classes

Jan. 19 Last day student registration

Feb. 16 Term midpoint/Last day to
drop a course or withdraw
from term

March 14-17 Lab finals week

March 17 Classes end

March 21-24 Final exams

March 24 Graduation

SPRING RECESS

March 25, 2016, through April 3, 2016

SPRING QUARTER - 2016

April 4 New Student Orientation/
Faculty In-Service

April 5 Classes begin

April 11 Last day student registration

May 10 Term midpoint/Last day to
drop a course or withdraw
from term

May 30 Memorial Day/No Classes

June 6-10 Lab finals week

June 10 Classes end

June 13-16 Final exams

June 17 Graduation

SUMMER RECESS

June 18, 2016, through July 10, 2016

SUMMER QUARTER - 2016

July 11 New Student Orientation/
Faculty In-Service

July 12 Classes begin

July 18 Last day student registration

Aug. 15 Term midpoint/Last day to
drop a course or withdraw
from term

Sept. 5 Labor Day/No classes

Sept. 12-15 Lab finals week

Sept. 15 Classes end

Sept. 19-22 Final exams

Sept. 23 Graduation

FALL RECESS

Sept. 24, 2016, through Oct. 2, 2016

FALL QUARTER - 2016

Oct. 3 New Student Orientation/
Faculty In-Service

Oct. 4 Classes begin

Oct. 10 Last day student registration

Nov. 7 Term midpoint/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 Classes end

Dec. 12-15 Final exams

Dec. 16 Graduation

WINTER RECESS

Dec. 17, 2016, through Jan. 8, 2017

WINTER QUARTER - 2017

Jan. 9 New Student Orientation/
Faculty In-Service

Jan. 10 Classes begin

Jan. 16 Martin Luther King, Jr. Day/
No classes

Jan. 17 Last day student registration

Feb. 14 Term midpoint/Last day to
drop a course or withdraw
from term

March 13-17 Lab finals week
 March 17 Classes end
 March 20-23 Final exams
 March 24 Graduation
 SPRING RECESS
 March 25, 2017, through April 3, 2017

SPRING QUARTER - 2017

April 3 New Student Orientation/
 Faculty In-Service
 April 4 Classes begin
 April 10 Last day student registration
 April 14-17 Spring recess/No classes
 May 10 Term midpoint/Last day to
 drop a course or withdraw
 from term
 May 29 Memorial Day/No Classes
 June 5-9 Lab finals week
 June 9 Classes end
 June 12-15 Final exams
 June 16 Graduation

SUMMER RECESS

June 17, 2017, through July 9, 2017

SUMMER QUARTER - 2017

July 10 New Student Orientation/
 Faculty In-Service
 July 11 Classes begin
 July 17 Last day student registration
 Aug. 15 Term midpoint/Last day to
 drop a course or withdraw
 from term
 Sept. 04 Labor Day/No classes
 Sept. 11-15 Lab finals week
 Sept. 15 Classes end
 Sept. 18-21 Final exams
 Sept. 22 Graduation

FALL RECESS

Sept. 23, 2017, through Oct. 1, 2017

FALL QUARTER – 2017

Oct. 2 New Student Orientation/
 Faculty In-Service

Oct. 3 Classes begin
 Oct. 9 Last day student registration
 Nov. 6 Term midpoint/Last day to
 drop a course or withdraw
 from term

Nov. 23-24 Thanksgiving recess/
 No Classes

Dec. 4-8 Lab finals week

Dec. 8 Classes end

Dec. 11-14 Final exams

Dec. 15 Graduation

WINTER RECESS

Dec. 16, 2017, through Jan. 7, 2018

WINTER QUARTER - 2018

Jan. 8 New Student Orientation/
 Faculty In-Service

Jan. 9 Classes begin

Jan. 15 Martin Luther King, Jr.
 Day/
 No classes

Jan. 16 Last day student registration

Feb. 14 Term midpoint/Last day to
 drop a course or withdraw
 from term

March 12-16 Lab finals week

March 16 Classes end

March 19-22 Final exams

March 23 Graduation

SPRING RECESS

March 24, 2018, through April 2, 2018

SPRING QUARTER - 2018

April 3 New Student Orientation/
 Faculty In-Service

April 4 Classes begin

April 10 Last day student registration

May 9 Term midpoint/Last day to
 drop a course or withdraw
 from term

May 28 Memorial Day/No Classes

June 4-8 Lab finals week

June 8 Classes end

June 11-14 Final exams

June 15 Graduation
SUMMER RECESS
June 16, 2018, through July 8, 2018

SUMMER QUARTER - 2018

July 9 New Student Orientation/
Faculty In-Service
July 10 Classes begin
July 16 Last day student registration
Aug. 14 Term midpoint/Last day to
drop a course or withdraw
from term
Sept. 3 Labor Day/No classes
Sept. 10-14 Lab finals week
Sept. 14 Classes end
Sept. 17-20 Final exams
Sept. 21 Graduation
FALL RECESS
Sept. 22, 2018, through Sept. 30, 2018

FALL QUARTER – 2018

Oct. 1 New Student Orientation/
Faculty In-Service
Oct. 2 Classes begin
Oct. 8 Last day student registration
Nov. 6 Term midpoint/Last day to
drop a course or withdraw
from term
Nov. 22-23 Thanksgiving recess/
No Classes
Dec. 3-7 Lab finals week
Dec. 7 Classes end
Dec. 10-13 Final exams
Dec. 14 Graduation
WINTER RECESS
Dec. 15, 2018, through Jan. 6, 2019

WINTER QUARTER - 2019

Jan. 7 New Student Orientation/
Faculty In-Service
Jan. 8 Classes begin
Jan. 14 Last day student registration
Jan. 21 Martin Luther King, Jr. Day/
No classes

Feb. 13 Term midpoint/Last day to
drop a course or withdraw
from term
March 11-15 Lab finals week
March 15 Classes end
March 18-21 Final exams
March 22 Graduation
SPRING RECESS
March 23, 2019, through March 31, 2019

SPRING QUARTER - 2019

April 1 New Student Orientation/
Faculty In-Service
April 2 Classes begin
April 8 Last day student registration
April 19-22 Spring Recess/No classes
May 8 Term midpoint/Last day to
drop a course or withdraw
from term
May 27 Memorial Day/No Classes
June 3-7 Lab finals week
June 7 Classes end
June 10-13 Final exams
June 14 Graduation
SUMMER RECESS
June 15, 2019, through July 14, 2019

SUMMER QUARTER - 2019

July 15 New Student Orientation/
Faculty In-Service
July 16 Classes begin
July 22 Last day student registration
Aug. 22 Term midpoint/Last day to
drop a course or withdraw
from term
Sept. 2 Labor Day/No classes
Sept. 16-20 Lab finals week
Sept. 20 Classes end
Sept. 23-26 Final exams
Sept. 27 Graduation
FALL RECESS
Sept. 28, 2019, through Oct. 6, 2019

FALL QUARTER – 2019

Oct. 7 New Student Orientation/
Faculty In-Service

Oct. 8 Classes begin

Oct. 14 Last day student registration

Nov. 12 Term midpoint/Last day to
drop a course or withdraw
from term

Nov. 28-29 Thanksgiving recess/
No Classes

Dec. 9-13 Lab finals week

Dec. 13 Classes end

Dec. 16-19 Final exams

Dec. 20 Graduation

WINTER RECESS

Dec. 21, 2019, through Jan. 12, 2020

SAN JOSE, CALIF., CAMPUS

ACADEMIC CALENDAR

WINTER RECESS

December 19, 2015, through
January 10, 2016

WINTER QUARTER - 2016

Jan. 8 New Student Orientation

Jan. 11 Classes begin

Jan. 12 Challenge examinations

Jan. 15 Petitions for graduation for
March 2016 graduates due
in Registrar's Office/Last
day student registration

Jan. 18 Martin Luther King, Jr. Day/
No classes

Feb. 15 President's Day/No classes

Feb. 16 Term midpoint/Last day to
drop a course or withdraw
from term

March 9 Graduation rehearsal

March 10 Graduation/Regular school
schedule

March 11-17 Lab finals week

March 17 Classes end

March 18-20 National Board Written
Exams/No classes

Mar. 21 Faculty Institute Day/
No classes

Mar. 22-24 Final exams

SPRING RECESS

March 25, 2016, through April 3, 2016

SPRING QUARTER - 2016

April 1 New Student Orientation

April 4 Classes begin

April 5 Challenge examinations

April 8 Petitions for graduation for
June 2016 graduates due
in Registrar's Office/Last
day student registration

May 9 Term midpoint/Last day to
drop a course or withdraw
from term

May 30 Memorial Day/No classes

June 6-10 Lab finals week

June 8 Graduation rehearsal

June 9 Graduation/Regular
school schedule

June 10 Classes end

June 13 Faculty Institute Day/
No classes

June 14-16 Final exams

SUMMER RECESS

June 18, 2016, through July 10, 2016

SUMMER QUARTER - 2016

July 8 New Student Orientation

July 11 Classes begin

July 12 Challenge examinations

July 15 Petitions for graduation for
September 2016 graduates
due in Registrar's Office/
Last day student registration

Aug. 12 Term midpoint/Last day to
drop a course or withdraw
from term

Sept. 5 Labor Day/No classes

Sept. 8 Graduation rehearsal

Sept. 9 Graduation/No classes

Sept. 9-15 Lab finals week

Sept. 15 Classes end

Sept. 16-18 National Board
Written Exams/No classes

Sept. 19 Faculty Institute Day/
No classes

Sept. 20-22 Final exams

FALL RECESS

Sep. 24, 2016, through Oct. 2, 2016

FALL QUARTER – 2016

Sept. 30	New Student Orientation
Oct. 3	Classes begin
Oct. 4	Challenge examinations
Oct. 7	Petitions for graduation for December 2016 graduates due in Registrar's Office/Last day student registration
Nov. 4	Term midpoint/Last day to drop a course or withdraw from term
Nov. 24-25	Thanksgiving recess/ No classes
Dec. 5-9	Lab finals week
Dec. 8	Graduation rehearsal
Dec. 9	Graduation/Regular school schedule
Dec. 9	Classes end
Dec. 12	Faculty Institute Day/ No classes
Dec. 13-15	Final exams
WINTER RECESS	
Dec. 17, 2016, through Jan. 8, 2017	

WINTER QUARTER - 2017

Jan. 6	New Student Orientation
Jan. 9	Classes begin
Jan. 10	Challenge examinations
Jan. 13	Petitions for graduation for March 2017 graduates due in Registrar's Office/Last day student registration
Jan. 16	Martin Luther King, Jr. Day/ No classes
Feb. 13	Term midpoint/Last day to drop a course or withdraw from term
Feb. 20	President's Day/No classes
March 9	Graduation rehearsal
March 10	Graduation/Regular school schedule
March 13-17	Lab finals week
March 17	Classes end
March 20	Faculty Institute Day/ No classes

March 21-23 Final exams

SPRING RECESS

March 25, 2017, through April 2, 2017

SPRING QUARTER - 2017

March 31	New Student Orientation
April 3	Classes begin
April 4	Challenge examinations
April 7	Petitions for graduation for June 2017 graduates due in Registrar's Office/Last day student registration
April 14	Spring recess/No classes
May 8	Term midpoint/Last day to drop a course or withdraw from term
May 29	Memorial Day/No classes
June 5-9	Lab finals week
June 8	Graduation rehearsal
June 9	Graduation/Regular school schedule
June 9	Classes end
June 12	Faculty Institute Day/ No classes
June 13-15	Final exams

SUMMER RECESS

June 17, 2017, through July 9, 2017

SUMMER QUARTER - 2017

July 7	New Student Orientation
July 10	Classes begin
July 11	Challenge examinations
July 14	Petitions for graduation for September 2017 graduates due in Registrar's Office/Last day student registration
Aug. 11	Term midpoint/Last day to drop a course or withdraw from term
Sept. 4	Labor Day/No classes
Sept. 7	Graduation rehearsal
Sept. 8	Graduation/Regular school schedule
Sept. 11-15	Lab finals week

Sept. 15 Classes end
 Sept. 18 Faculty Institute Day/
 No classes
 Sept. 19-21 Final exams
 FALL RECESS
 Sept. 23, 2017, through Oct. 1, 2017

FALL QUARTER – 2017

Sept. 29 New Student Orientation
 Oct. 2 Classes begin
 Oct. 3 Challenge examinations
 Oct. 6 Petitions for graduation for
 December 2017 graduates
 due in Registrar's Office/
 Last day student registration
 Nov. 3 Term midpoint/Last day to
 drop a course or withdraw
 from term
 Nov. 23-24 Thanksgiving recess/
 No classes
 Nov. 30 Graduation rehearsal
 Dec. 1 Graduation/Regular
 school schedule
 Dec. 4-8 Lab finals week
 Dec. 8 Classes end
 Dec. 11 Faculty Institute Day/
 No classes
 Dec. 12-14 Final exams
 WINTER RECESS
 Dec. 16, 2017, through Jan. 7, 2018

WINTER QUARTER - 2018

Jan. 5 New Student Orientation
 Jan. 8 Classes begin
 Jan. 9 Challenge examinations
 Jan. 12 Petitions for graduation for
 March 2018 graduates due
 in Registrar's Office/Last
 day student registration
 Jan. 15 Martin Luther King, Jr. Day/
 No classes
 Feb. 12 Term midpoint/Last day to
 drop a course or withdraw
 from term

Feb. 19 President's Day/No classes
 March 8 Graduation rehearsal
 March 9 Graduation/Regular
 school schedule
 March 12-16 Lab finals week
 March 16 Classes end
 March 19 Faculty Institute Day/
 No classes
 March 20-22 Final exams
 SPRING RECESS
 March 24, 2018, through April 1, 2018

SPRING QUARTER - 2018

March 29 New Student Orientation
 March 30 Spring Holiday
 April 2 Classes begin
 April 3 Challenge examinations
 April 6 Petitions for graduation for
 June 2018 graduates due
 in Registrar's Office/Last
 day student registration
 May 7 Term midpoint/Last day to
 drop a course or withdraw
 from term
 May 28 Memorial Day/No classes
 June 4-8 Lab finals week
 June 7 Graduation rehearsal
 June 8 Graduation/Regular
 school schedule
 June 8 Classes end
 June 11 Faculty Institute Day/
 No classes
 June 12-14 Final exams

SUMMER RECESS

June 16, 2018, through July 8, 2018

SUMMER QUARTER - 2018

July 6 New Student Orientation
 July 9 Classes begin
 July 10 Challenge examinations
 July 13 Petitions for graduation for
 September 2018 graduates
 due in Registrar's Office/
 Last day student registration

Aug. 13 Term midpoint/Last day to drop a course or withdraw from term
 Sept. 3 Labor Day/No classes
 Sept. 10-14 Lab finals week
 Sept. 13 Graduation rehearsal
 Sept. 14 Classes end
 Sept. 14 Graduation/Regular school schedule
 Sept. 17 Faculty Institute Day/No classes
 Sept. 18-20 Final exams
 FALL RECESS
 Sept. 22, 2018, through Sept. 30, 2018

FALL QUARTER – 2018

Sept. 28 New Student Orientation
 Oct. 1 Classes begin
 Oct. 2 Challenge examinations
 Oct. 5 Petitions for graduation for December 2018 graduates due in Registrar’s Office/Last day student registration
 Nov. 5 Term midpoint/Last day to drop a course or withdraw from term
 Nov. 22-23 Thanksgiving recess/No classes
 Dec. 3-7 Lab finals week
 Dec. 6 Graduation rehearsal
 Dec. 7 Classes end
 Dec. 7 Graduation/Regular school schedule
 Dec. 10 Faculty Institute Day/No classes
 Dec. 11-13 Final exams

WINTER RECESS

Dec. 15, 2018, through Jan. 6, 2019

WINTER QUARTER - 2019

Jan. 4 New Student Orientation
 Jan. 7 Classes begin
 Jan. 8 Challenge examinations

Jan. 11 Petitions for graduation for March 2019 graduates due in Registrar’s Office/Last day student registration
 Jan. 21 Martin Luther King, Jr. Day/No classes
 Feb. 12 Term midpoint/Last day to drop a course or withdraw from term
 Feb. 18 President’s Day/No classes
 March 7 Graduation rehearsal
 March 8 Graduation/Regular school schedule
 March 11-15 Lab finals week
 March 15 Classes end
 March 18 Faculty Institute Day/No classes

March 19-21 Final exams

SPRING RECESS

March 23, 2019, through March 31, 2019

SPRING QUARTER - 2019

March 29 New Student Orientation
 April 1 Classes begin
 April 2 Challenge examinations
 April 5 Petitions for graduation for June 2019 graduates due in Registrar’s Office/Last day student registration
 April 19 Spring Holiday
 May 7 Term midpoint/Last day to drop a course or withdraw from term
 May 27 Memorial Day/No classes
 June 3-7 Lab finals week
 June 6 Graduation rehearsal
 June 7 Graduation/Regular school schedule
 June 7 Classes end
 June 10 Faculty Institute Day/No classes
 June 11-13 Final exams

SUMMER RECESS

June 15, 2019, through July 14, 2019

SUMMER QUARTER - 2019

- July 12 New Student Orientation
 - July 15 Classes begin
 - July 16 Challenge examinations
 - July 19 Petitions for graduation for
September 2019 graduates
due in Registrar's Office/
Last day student
registration
 - Aug. 19 Term midpoint/Last day to
drop a course or withdraw
from term
 - Sept. 2 Labor Day/No classes
 - Sept. 16-20 Lab finals week
 - Sept. 19 Graduation rehearsal
 - Sept. 20 Classes end
 - Sept. 20 Graduation/Regular
school schedule
 - Sept. 23 Faculty Institute Day
No classes
 - Sept. 24-26 Final exams
- FALL RECESS
- Sept. 28, 2019, through Oct. 6, 2019

WINTER RECESS

Dec. 21, 2019, through Jan. 12, 2020

FALL QUARTER – 2019

- Oct. 4 New Student Orientation
- Oct. 7 Classes begin
- Oct. 8 Challenge examinations
- Oct. 11 Petitions for graduation for
December 2019 graduates
due in Registrar's Office/
Last day student
registration
- Nov. 11 Term midpoint/Last day to
drop a course or withdraw
from term
- Nov. 28-29 Thanksgiving recess/
No classes
- Dec. 9-13 Lab finals week
- Dec. 12 Graduation rehearsal
- Dec. 13 Classes end
- Dec. 13 Graduation/Regular
school schedule
- Dec. 16 Faculty Institute Day/
No classes
- Dec. 17-19 Final exams

COLLEGE ADMINISTRATION

Kevin A. Cunningham, D.C., Ph.D.
Vice Chancellor for Student Affairs;
Professor.

Robert E. Percuoco, B.S., D.C.
Vice Chancellor for Institutional
Effectiveness; Professor.

Christine M. Goertz, D.C., Ph.D.
Vice Chancellor for Research and Health
Policy.

Thomas J. Stempel, M.A.
Vice Chancellor for Enrollment.

Dennis M. Marchiori, D.C., M.S., Ph.D.
Chancellor; Associate Professor.

Thomas L. Tiemeier, B.B.A., C.P.A.
Vice Chancellor for Administration;
Treasurer Chief Financial Officer.

James E. O'Connor, B.A., APR
Vice Chancellor for Marketing &
Communication

Daniel J. Weinert, D.C., M.S., Ph.D.
College Provost.

CAMPUS PRESIDENTS

Peter A. Martin, D.C., President, Port Orange, Fla., campus.

William C. Meeker, D.C., M.P.H., President, San Jose, Calif., campus.

COLLEGE MANAGEMENT

Julie J. Behn, M.B.A.
Senior Director for Admissions
Recruitment.

Earlye Julien, M.S.C., M.S.Ed.
Senior Director of Compliance and
Organizational Development.

Mickey G. Burt, D.C.
Executive Director of Development
and Alumni.

Dana J. Lawrence, D.C., M.Med.Ed. M.A.
Senior Director of Continuing
Education and Events: Professor.

Alana K. Callender, M.S., Ph.D.
Senior Director of Palmer History.

Mindy S. Leahy, M.B.A.
Senior Director for Registrar.

Dustin C. Derby, Ed.D.
Senior Director of Institutional
Research and Effectiveness.

Ann M. Margrave, D.C.
Senior Director of Student
Academic Support.

Andrea G. Haan, D.C., M.S.
Senior Director of Assessment.

Abbey L. Nagle-Kuch, B.A.
Senior Director of Financial Planning.

Julie A. Schrad, D.C., M.S.
Senior Director of Clinic
Administration; Associate Professor.

Brian Sharkey, B.A.
Senior Director for Safety and Security

Chabha H. Tepe., M.L.I.S., M.A.
Senior Director of Library Services

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

Michelle K. Walker, M.S.
Senior Director of Human Resources.

W. Earl Wilfong, B.A.
Senior Director of Facilities and
Management

Mark E. Wiseley, B.A.
Senior Director of Information
Technology

DAVENPORT, IOWA, CAMPUS ADMINISTRATION

Ron J. Boesch, D.C.
Dean of Clinics; Professor.

Catherine A. Eberhart, M.B.A.
Director of Undergraduate Studies.

David D. Juehring, D.C., N.S.C.A.
Director of Chiropractic Rehabilitation
and Sports Injury; Associate Professor.

Kimberly Kent, B.A.
Director of Marketing

Anna B. Livdans-Forret, B.S.N., D.C.
Director of Campus Health Center;
Professor.

Cynthia R. Long, Ph.D.
Director of Research; Professor.

Ian D. McLean, D.C., D.A.C.B.R.
Director of Clinical Radiology;
Professor.

Kevin W. Paustian, D.C., Ed.S.
Dean of Academic Affairs; Associate
Professor.

Jennifer Rubel, B.A.
Director of Advancement Services

Shayan Sheybani, D.C., M.B.A.
Clinics Operations Administrator;
Assistant Professor.

John S. Stites, B.A., D.C.
Director of Community Clinics;
Professor.

Troy D. Stark, B.A., D.C.
Director of Clinic Assessment
and Integrity

Larry L. Swank, D.C., M.S.
Clinic Systems Administrator; Professor.

Kelley L. Van Keulen, B.A.
Director of Campus Enrollment

SAN JOSE, CALIF., CAMPUS ADMINISTRATION

Michael V. Hinojosa, Psy.D.
Director of Clinic Business.

Gregory Snow, D.C.
Dean of Clinics.

Eliana Nathan
Registrar.

Thomas A. Souza, D.C.
Dean of Academic Affairs.

Duane Rohrbacher, Ph.D., J.D.
Director of Student Services..

Scott Tonnesen, B.A.
Director of Institutional Support.

PORT ORANGE, FLA., CAMPUS ADMINISTRATION

Leah Andracke, M.B.A.
Clinic Business Director.

Teri Payton, D. C.
Director of Chiropractic Sciences;
Assistant Professor.

Jessica Blumenfeld, B.S.
Campus Enrollment Director.

Cerese Ramos, M.B.A.
Registrar.

Janson Brewer, M.S.
Director of Student Services.

Matthew Richardson, D.C., D.A.C.B.R.
Director of Clinical Radiology.

Ann Canty, Ph.D.
Director of Life Sciences; Professor.

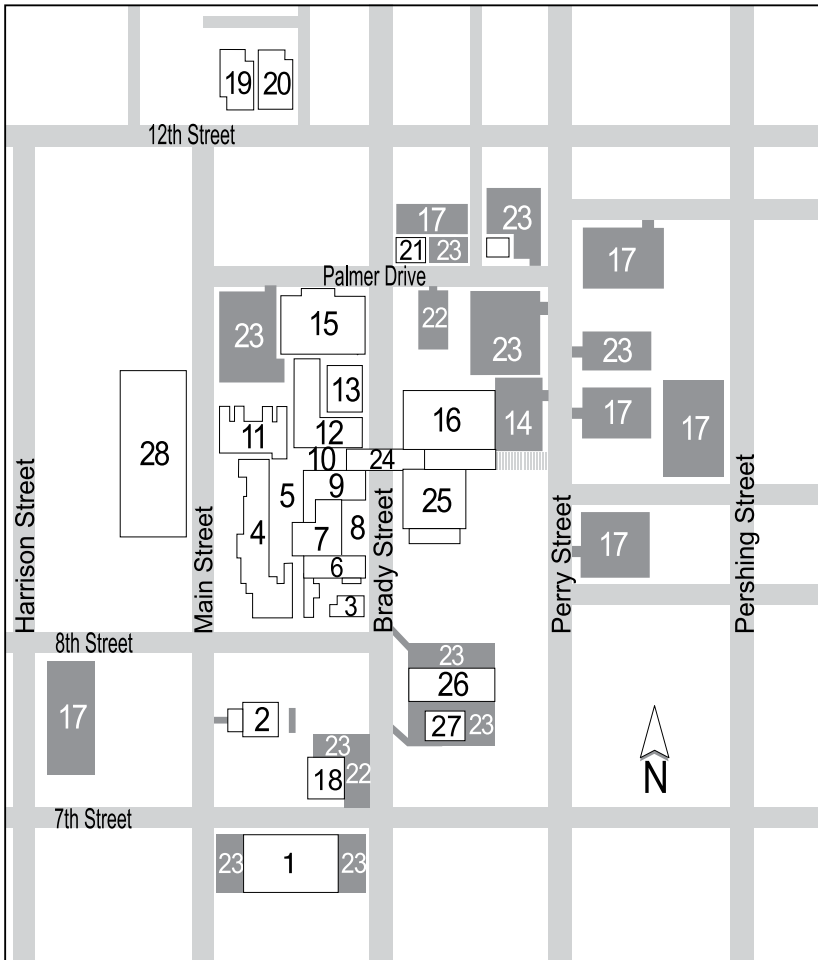
William Sherrier, D.C.
Director of Practice Foundations;
Associate Professor.

Shane Carter, D.C., M.B.A.
Dean of Clinics.

Liang Zhang, M.D., Ph.D.
Director of Research;
Associate Professor.

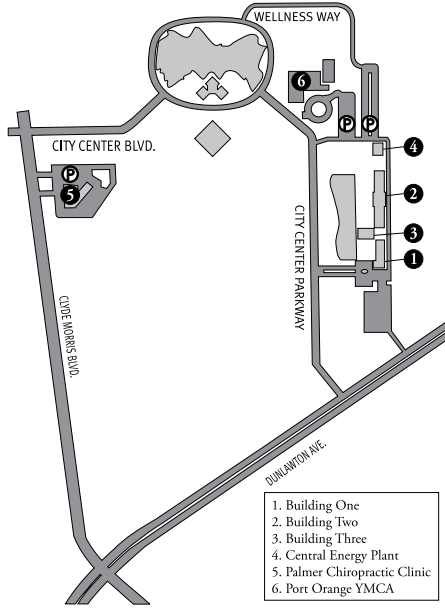
Craig Mancl, D.C.
Director of Clinics.

DAVENPORT, IOWA, CAMPUS MAP



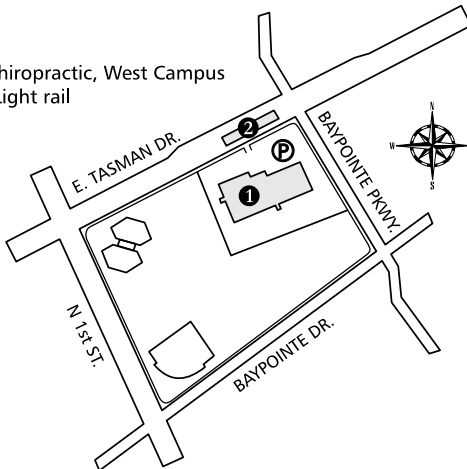
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|---|---|
| 1. Vickie Anne Palmer Hall | 15. Alumni Auditorium |
| 2. Pi Kappa Chi House | 16. Academic Health Center |
| 3. Palmer Family Residence | 17. Parking |
| 4. West Hall | 18. Admissions |
| 5. West Hall Courtyard | 19. Sigma Phi Chi House |
| 6. D.D. Palmer Memorial Building | 20. Delta Delta Pi House |
| 7. Mabel H. Palmer Laboratories | 21. North Hall |
| 8. Heritage Court | 22. Visitor Parking |
| 9. Administration Building | 23. Employee Parking |
| 10. Friendship Court | 24. Skywalk |
| 11. David D. Palmer Health Sciences Library | 25. Campus Center |
| 12. B.J. Palmer Hall | 26. Palmer Center for Chiropractic Research |
| 13. Clinic Gardens | 27. 723 Brady Street |
| 14. Clinic Patient Parking | 28. Central High School Parking Lot |

PORT ORANGE, FLA., CAMPUS MAP



SAN JOSE, CALIF., CAMPUS MAP

- 1. Palmer College of Chiropractic, West Campus
- 2. Baypointe Station, Light rail



DAVENPORT, IOWA, CAMPUS DIRECTORY

QUESTIONS ABOUT ...	GO TO ...	BUILDING	(Area code 563) PHONE
Academic advising	Student Administrative Services	Campus Center, 3rd floor	884-5860
Academic records	Student Administrative Services	Campus Center, 3rd floor	884-5654
Activities	Student Services	Campus Center, 3rd floor	884-5838
Address change	Palmer Portal (Palmer.edu)		
Admissions	Admissions	708 Brady Street	884-5656
Alumni information	Alumni Office	Vickie Anne Palmer Hall	884-5803
Athletics/Intramurals	Student Services	Campus Center, 3rd floor	884-5856
ATM		Campus Center, 2nd floor (near stairs)	
Audio/visual service	Center for Teaching and Learning	West Hall, 2nd floor	884-5617
Bachelor of Science	Undergraduate Studies program	Campus Center, 3rd floor	884-5867
Billing/fees	Student Administrative Services	Campus Center, 3rd floor	884-5654
Books	Bookstore	Campus Center, 2nd floor	884-5633
Business Development	Center for Business Development	Campus Center, 4th floor	884-5522
Campus events	Student Services; Continuing Education & Events	Campus Center, 3rd floor; Campus Center, 4th floor	884-5838 884-5662
Campus Grounds	Student Union	Campus Center, 1st floor	884-5486
Chiropractic Technology Program	Student Administrative Services	Campus Center, 3rd floor	884-5867
Class Absences	Student Administrative Services	Campus Center, 3rd floor	884-5647
Clinic: Administration	Academic Health Center	AHC, 1st floor	884-5811
Clinic: Appointments	Academic Health Center	AHC, 1st floor	884-5801

Clubs	Student Services	Campus Center, 3rd floor	884-5838
Complaints/Grievances/ Compliance	Office of Compliance	Campus Center, 3rd floor	884-5246
Computer search sources	Library	David D. Palmer Health Sciences Library	884-5641
Continuing Education and Events	CEE Office	Campus Center, 4th floor	884-5715
Copy Machines		David D. Palmer Health Sciences Library; Campus Center, 2nd floor	
Counseling/personal	Student Academic Support Center	West Hall, 1st floor	884-5655
Counseling/academic	Student Academic Support Center	West Hall, 1st floor	884-5655
Disabilities/ academic (Students)	Student Academic Support Center	West Hall, 1st floor	884-5408
Disabilities (Employees)	Human Resources	Administration Bldg., 4th floor	884-5276
Employment (Students)	Financial Planning	Campus Center, 3rd floor	884-5740
Emergencies	Security; Clinic	West Hall, 1st floor; Academic Health Center	884-5555 884-5801 or 884-5588
Financial aid	Financial Planning	Campus Center, 3rd floor	884-5740
Fundraising	Development	Vickie Anne Palmer Hall	884-5453
Grades	Student Administrative Services	Campus Center, 3rd floor	884-5654
Graduation	Student Administrative Services	Campus Center, 3rd floor	884-5860
Grants (PELL, etc.)	Financial Planning	Campus Center	884-5740
Graduate Studies	Palmer Center for Chiropractic Research	William & Jo Harris Bldg.	884-5198
Harassment/Discrimination	Compliance Office	Campus Center, 3rd floor	884-5246
Health insurance	Student Services	Campus Center, 3rd floor	884-5857
Homecoming	Continuing Education and Events	Campus Center, 4th floor	884-5289

Housing	Student Services	Campus Center, 3rd floor	884-5857
Identification cards	Student Services	Campus Center, 3rd floor	884-5857
Inter-library loans	Library	David D. Palmer Health Sciences Library	884-5641
International Student Information	Student Administrative Services	Campus Center, 3rd floor	884-5860
Library services	Library	David D. Palmer Health Sciences Library	884-5641
Loans	Financial Planning	Campus Center, 3rd floor	884-5740
Lockers	Student Services	Campus Center, 3rd floor	884-5857
Lost and found	Student Services	Campus Center, 3rd floor	884-5857
Mail - incoming/outgoing	Mailroom	Campus Center, 2nd floor	884-5703
National Board Exams	Student Administrative Services	Campus Center, 3rd floor	884-5685
Notary Public	Student Administrative Services	Campus Center, 3rd floor	884-5654
Notices/fliers (posting of)	Student Services	Campus Center, 3rd floor	884-5857
Orientation	Student Services	Campus Center, 3rd floor	884-5838
Palmer Portal	Information Services	North Hall	884-5300
Parking	Student Services	Campus Center, 3rd floor	884-5857
Preceptorship Programs	Clinic Capstone Programs	Campus Health Center	884-5819
Public Relations	Marketing & Communication	Administration Bldg., 1st floor	884-5662
Registrar	Student Administrative Services	Campus Center, 3rd floor	884-5863
Research	Palmer Center for Chiropractic Research	William & Jo Harris Bldg.	884-5150
Room scheduling	Student Administrative Services	Campus Center, 3rd floor	884-5863
Security	Security Office	West Hall, 1st floor	884-5555
State Board Licensure Information	Student Administrative Services	Campus Center, 3rd floor	884-5685
Student Council	Student Council Office	Campus Center, 2nd floor	884-5767

Student email	Information Services	North Hall	884-5300
Student Ethics	Compliance Office	Campus Center, 3rd floor	884-5246
Student Newspaper	Beacon Office	Campus Center, 2nd floor	884-5686
Student Services	Student Services	Campus Center, 3rd floor	884-5857
Student Union	Student Union	Campus Center, 1st floor	884-5486
Substance Abuse	Student Academic Support Centers	West Hall	884-5655
Tele facsimile (fax) service	Library	David D. Palmer Health Sciences Library	884-5641
Transcripts, Official	Student Administrative Services	Campus Center, 3rd floor	884-5654
Transcripts, Unofficial	Palmer Portal (palmer.edu)		
Tuition/Fees payment	Student Administrative Services	Campus Center, 3rd floor	884-5654
Tutoring	Student Academic Support Center	West Hall, 1st floor	884-5408
Veteran's information	Student Administrative Services	Campus Center, 3rd floor	884-5654
Vet's Office		West Hall, 1st floor	884-5769
Work-study program	Financial Planning	Campus Center, 3rd floor	884-5740
Anything not listed	Student Administrative Services	Campus Center, 3rd floor	884-5874

PORT ORANGE, FLA., CAMPUS DIRECTORY

(Area code 386)

QUESTIONS ABOUT ...	GO TO ...	BUILDING	PHONE
Academic advising	Student Services	One	763-2780
Academic records	Student Administrative Services	One	763-2785
Activities	Student Services	One	763-2724
Address change	Palmer Portal (palmer.edu)		
Admissions	Admissions	One	763-2709
Alumni information	Alumni Office	Davenport campus	(563) 884-5803
Athletics/Intramurals	Student Services	One	763-2724
ATM		Three	
Audio/visual service	Instructional Technology	Two	763-2750
Billing/fees	Student Administrative Services	One	763-2785
Books	Bookstore	Three	763-2660
Business Development	Center for Business Development	Two	763-2650
Cafeteria/Food Services	Food Service	Three	763-2695
Campus events	Student Services; Marketing & Communication	One; Two	763-2724 763-2630
Class Absences	Student Administrative Services	One	763-2785
Clinic: Administration	Port Orange Clinic	Clinic	763-2712
Clinic: Appointments	Port Orange Clinic	Clinic	763-2718
Clubs	Student Services	One	763-2724
Complaints/Grievances/ Compliance	Human Resources	Two	763-2665
Computer search sources	Library	Two	763-2670
Continuing Education and Events	CEE	Davenport campus	(800) 452-5032
Copy Machines	Library	Two	763-2670
Counseling – Academic	Student Services	One	763-2780
Disabilities (Students)	Student Services	One	763-2724
Disabilities (Employees)	Human Resources	Two	763-2665
Employment (Students)	Financial Planning	One	763-2797
Employment	Human Resources	Two	763-2665

Emergencies	Student Services	One	763-2724
Financial Aid	Financial Planning	One	763-2797
Grades	Student Administrative Services	One	763-2785
Graduation	Student Services	One	763-2781
Harassment/Discrimination	Human Resources	Two	763-2665
Health insurance	Student Services	One	763-2724
Homecoming	Continuing Education and Events	Davenport campus	(800) 452-5032
Housing	Student Services	One	763-2724
Identification cards	Student Services	One	763-2724
Inter-library loans	Library	Two	763-2670
International Student Information	Student Services	One	763-2724
Library services	Library	Two	763-2670
Loans	Financial Planning	One	763-2797
Lockers	Student Services	One	763-2724
Lost and found	Student Services	One	763-2724
Mail – incoming/outgoing	Mailroom	One	763-2759
National Board Exams	Student Administrative Services	One	763-2785
Notary Public	Student Administrative Services	One	763-2785
Notices/fliers (posting of)	Student Services	One	763-2724
Orientation	Student Services	One	763-2724
Palmer Portal	Information Services	Two	763-2636
Parking	Student Services	One	763-2724
Preceptorship Programs	Clinic Administration	Clinic	763-2616
Public Relations	Marketing & Communication	Two	763-2630
Registrar	Student Administrative Services	One	763-2785
Research	Palmer Center for Chiropractic Research	Clinic	763-2737
Room scheduling	Student Services	One	763-2724
Security	Facilities	Two	763-2690
State Board Licensure	Student Administrative Services	One	763-2785
Student Council	Student Services	One	763-2724

Student email	Information Services	Two	763-2636
Student Ethics	Human Resources	Two	763-2665
Student Services	Student Services	One	763-2724
Substance Abuse	Student Services	One	763-2724
Transcripts	Student Administrative Services	One	763-2785
Tele facsimile (fax) services	Student Services	One	763-2724
Transcripts, official	Student Administrative Services	One	763-2785
Transcripts, unofficial	Palmer Portal (palmer.edu)		
Tuition/Fees payment	Student Administrative Services	One	763-2785
Tutoring	Student Services	One	763-2724
Veteran's information	Student Administrative Services	One	763-2785
Anything not listed	Student Services	One	763-2724

SAN JOSE, CALIF., CAMPUS DIRECTORY

(Area code 408)

QUESTIONS ABOUT...	GO TO...	ROOM	PHONE
Advising – Academic	Student Administrative Services	210	944-6065
Advising – Personal	Student Services	205	944-6020
Academic records	Student Administrative Services	210	944-6065
Activities	Student Services	205	944-6020
Address changes	Palmer Portal (palmer.edu)		
Admission	Admissions		944-6000
Alumni Information	Dr. Thomas Milus	Clinic 28	944-6112
Athletics/Intramurals	Student Government	128	944-6175
ATM	South Entrance	241	944-6147
Audio/visual service	Audio/Visual	241	944-6147
Billing/fees	Student Administrative Services	210	944-6065
Books	Bookstore		944-6145
Bus/Light Rail schedules	Student Services	205	944-6020
Cafeteria/Food Services	Cafeteria		944-6156
Campus Clubs	Student Services	205	944-6020
Class Absences	Student Administrative Services	210	944-6065
Clinic: Administration	Dean of Clinics	305	944-6008
Clinic: Appointments	Tasman Clinic		944-6100
Complaints/Grievances/	Director of Student Services	205	944-6122
Compliance			
Computer search sources	Library	347	944-6140
Continuing Education	Continuing Education and Events		(800)452-5032
Copy Machines	Library, Cafeteria	347	944-6140/944-6156
Counseling/academic	Director of Student Services	205	944-6122
Disabilities/Academic	Director of Student Services	205	944-6122
DMV Information/Regulations	Student Services	205	944-6020

Employment (Students)	Financial Planning	223	944-6023
Emergencies	Facilities	241	944-6147
Field Training (13Q)	Dean of Clinics	305	944-6008
Financial aid	Financial Planning	223	944-6023
Grades	Student Administrative	210	944-6065
Graduation	President's Office	311	944-6005
Harassment/Discrimination	Director of Student Services	205	944-6122
Health club information	Student Services	205	944-6020
Health insurance	Student Services	205	944-6020
Homecoming	Continuing Education and Events	Davenport campus	(800) 452-5032
Housing	Student Services	205	944-6020
Identification Cards	Student Services	205	944-6020
Inter-library loans	Library	347	944-6140
International Student	Student Services	205	944-6020
Library Services	Library	347	944-6140
Loans	Financial Planning	223	944-6023
Lockers	Student Services	205	944-6020
Lost & Found	Student Services; Library; Facilities	205; 347; 241	944-6020; 944-6140
Clinic Front Desk			
Mail, Outgoing	Bookstore; outside Mailroom	211; 245	944-6145; 944-6147
Mail Boxes	Student Services	205	944-6020
National Boards Exams	Student Administrative Services	210	944-6065
Notary Public	Student Services	205	944-6020
Notices/fliers (posting of)	Student Services	205	944-6020
Orientation	Student Services	205	944-6020
Palmer Portal	Information Services		944-6104
Parking	Facilities	241	944-6148
Public Relations	Campus Communications	304	944-6028
Registrar	Student Administrative Services	210	944-6065
Room scheduling	Facilities	241	944-6147
Scholarships/Student Aid	Financial Planning	223	944-6023

Security	Call Facilities from 6 a.m. to 3:30 p.m. After 4 p.m., call 6186 at South Entrance for security guard or (408) 286-5880 after hours		944-6147; 944-6148
State Board Licensure Information	Student Administrative Services	210	944-6065
Student email	Information Services		944-6104
Student Ethics	Director of Student Services		944-6122
Student Government	Student Government	128	944-6175
Student Newspaper	The Bartlett Office	129	944-6064
Student Services	Student Services	205	944-6020
Tele facsimile (fax) service	Bookstore	211	944-6145
Transcripts, official	Student Administrative Services	210	944-6065
Transcripts, unofficial	Student Administrative Services	210	944-6065
Tuition/Fees Payment	Financial Planning	205	944-6025
Tutoring	Student Services	204	944-6020
Veterans' Administration	Financial Planning	223	944-6023

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.

