

2012-2013
**STUDENT
HANDBOOK**

Davenport Campus

Florida Campus

West Campus



PALMER
College of Chiropractic

The Trusted Leader in Chiropractic Education[®]

PALMER COLLEGE OF CHIROPRACTIC STUDENT HANDBOOK 2012-2013*

PALMER COLLEGE OF CHIROPRACTIC

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***RESERVATION OF RIGHTS**

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

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.

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HISTORY OF PALMER COLLEGE OF CHIROPRACTIC

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

MISSION STATEMENT

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

COLLEGE ACCREDITATION

The Doctor of Chiropractic degree program at Palmer College of Chiropractic's Davenport, West and Florida campuses 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, West and Florida campuses are regionally accredited by The Higher Learning Commission and a member of the North Central Association. They may be contacted at 20 North La Salle Street, Suite 2400, Chicago, IL. 60602-2504 or (800) 621-7440.



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

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.

THE PALMER TENETS

1. Palmer College of Chiropractic embraces the philosophy that life is intelligent; the human body possesses the inherent potential to maintain itself in a natural state of homeostasis through its innate/inborn intelligence.
2. Palmer College of Chiropractic maintains that the science of chiropractic emphasizes the relationship between structure, primarily of the spinal column and the nervous system, and how that relationship affects function and health. Implicit within this statement is the significance of the nervous system to health and the effect of the subluxation complex upon the nervous system and, therefore, the body.
3. Palmer College of Chiropractic maintains that a chiropractic examination incorporates the use of diagnostic procedures when indicated, including some or all of the following:
 - Patient history
 - Examination for subluxation complex
 - Biomechanical functional assessment
 - Spinal examination
 - Physical examination
 - Laboratory and imaging studies
4. Palmer College of Chiropractic maintains that chiropractic care focuses primarily on the chiropractic adjustment and may include some or all of the following:
 - Exercise
 - Physiotherapy/ancillary procedures
 - Patient education
 - Participation in coordinated care
 - Nutrition
 - Extremity adjustments
 - Case management
 - Spinal hygiene, including ergonomics and posture
5. Palmer College of Chiropractic does not accept as appropriate certain practices or procedures as forms of chiropractic care. These include but are not limited to the following:
 - Drugs
 - Acupuncture
 - Obstetrics
 - Manipulation and/or adjustment under anesthesia
 - Surgery
 - Colonic irrigation
 - Reduction of fractures

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.

INSTITUTIONAL POLICIES

Palmer College of Chiropractic's Board of Trustees requires the College's Executive 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 main campus in Davenport, Iowa; the West Campus in San Jose, California; and the Florida Campus in Port Orange, Florida. The College has developed and instituted policies regarding the following:

- Campus Violence
- Communicable Diseases
- Drug and Alcohol Use
- Equal Opportunity
- Employment of Relatives & Fraternalization
- Hazing
- HIPAA
- Reasonable Accommodations and/or Academic Adjustments for Students with Disabilities
- Reasonable Accommodations for the Public
- Red Flag
- 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.

I. COMMITMENT

Palmer College of Chiropractic is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the College community. Further, the College recognizes the inherent risks to the total College community associated with alcohol and other drug abuse. As such, the College has published educational information and established institutional policies (refer to “Institutional Policies” section of this Handbook) and associated processes to:

- Promote a safe, healthy and learning-conducive environment and productive workplace;
- Develop, disseminate, interpret and support the enforcement of College policies and processes that are consistent with local, state and federal law;
- Foster awareness about and prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on College premises or at College-related activities or service functions on or off College premises or at non-College activities on College premises that adversely affect the College community and/or the pursuit of its objectives;
- 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.

II. AVAILABLE INFORMATION

The Guide to Campus Safety and Substance Abuse Awareness and associated reports is public information and can be found online at:
www.palmer.edu/security

A daily log of campus security reports for all three campuses may be found at the following:

www.palmer.edu/SecurityActivityLog

III. CRIME REPORTING

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

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

"Code Blue" telephones are located in all campus parking lots for use in requesting emergency assistance or escort services from Campus Security. Press the button, listen for the recording, and once you hear a response from a dispatcher, state the nature of the emergency. A Campus Security officer will respond to your location.

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

DAVENPORT CAMPUS:

Jesse Moody, Security Manager	(563) 884-5306 jesse.moody@palmer.edu
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Office of Adjudication	(563) 884-5246
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Counseling Services	(563) 884-5655
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Human Resources	(563) 884-5276
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Student Services	(563) 884-5643
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TO CONTACT DAVENPORT CAMPUS SECURITY, CALL (563) 884-5555.

FLORIDA CAMPUS:

Brad Kuhns, Facilities Manager	(386) 763-2690 brad.kuhns@palmer.edu
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Cheryl Shaw, Human Resources Manager	(386) 763-2665 cheryl.shaw@palmer.edu
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Melissa Lingo, Director of Student Services	(386) 763-2783 melissa.lingo@palmer.edu
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TO CONTACT FLORIDA CAMPUS SECURITY, CALL (386) 763-2777.

WEST CAMPUS:

Scott Tonnesen, (408) 944-6147
Director of Institutional Support scott.tonnesen@palmer.edu

William DuMonthier, (408) 944-6062
Dean of Student Academic Affairs william.dumonthier@palmer.edu

TO CONTACT WEST CAMPUS SECURITY, CALL (408) 286-5880.

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 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

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

STUDENT CODE OF ETHICS

PREAMBLE

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 website. This includes students who reside in College premises; participate in preceptorships; and participate in any College programs on or off College premises.

Students are also expected to abide by local, state and federal laws. The College assumes its students will conduct themselves as responsible citizens. The College, therefore, reserves the right to dismiss any student at any time, should it be in the best interest of the College or the student to do so. It is the personal responsibility of every student to respect the rights of others and to conduct themselves with integrity.

PURPOSE

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 moral conduct. They are expected to demonstrate professional qualities when dealing with persons in the academic community, with chiropractic patients and with the public.

STUDENT DISCIPLINARY CODE

ARTICLE I: DEFINITIONS

1. The term “**advisor**” means any one person chosen by the respondent or filer to assist throughout the Code, 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 “**cheating**” includes, but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests or examinations.
 - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
 - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
3. The term “**club**” or “**organization**” means any number of persons who have complied with the formal requirements for College recognition/registration.
4. The term “**College**” refers to the entire unit of Palmer College of Chiropractic, including operations on the main campus in Davenport, Iowa; the West Campus in San Jose, California; and the Florida Campus in Port Orange, Florida.
5. The term “**Coordinator**” is that person designated by the College to be responsible for the administration of the Code and its processes.
6. The term “**designated College Appeal official**” is that College official authorized to make the final appeals decision.
7. The term “**designated College Hearing official**” is that College official authorized to consider the recommendations of a Hearing Panel in deciding if ethical misconduct has been proven and what sanctions, if any, shall be imposed.
8. The term “**consent**” means 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.
9. The term “**faculty member**” means any person employed by the College to conduct professional responsibilities including, but not limited to classroom and clinic activities.

10. The term “**filer**” means any member of the College community who submits a charge alleging ethical misconduct.
11. The term “**Hearing Panel**” means persons authorized to recommend whether ethical conduct has been proven and, if appropriate, recommend sanctions to the designated College Hearing official.
12. The term “**may**” is used in the permissive sense.
13. The term “**member of the College community**” includes any person who is a student, faculty member, College official, Security Officer, College employee or any other organization or club recognized/registered with the College. A person’s status in a particular situation shall be determined by the Coordinator or his/her designee.
14. 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.
15. The term “**misconduct**” means ethical misconduct listed in Article VI.
16. The term “**College official**” includes any person employed by the College performing assigned administrative or professional responsibilities.
17. The term “**College premises**” includes 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.
18. The term “**plagiarism**” includes, but is not limited to, the use—by paraphrase or direct quotation—of the published or unpublished work of another person without full and clear acknowledgement. It also includes the failure to acknowledge the use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
19. The term “**policy**” is defined as 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.
20. The term “**respondent**” means any student, organization or club which has been charged with ethical misconduct.
21. The term “**shall**” is used in the imperative sense.
22. The term “**student**” includes all persons enrolled at the College, both full-time and part-time, pursuing undergraduate, graduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.” Also persons who are

accepted or conditionally accepted are considered “students.” 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.

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. 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.

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

FLORIDA CAMPUS:

Melissa Lingo, Director of Student Services
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2783
melissa.lingo@palmer.edu

WEST CAMPUS:

William DuMonthier, D.C., Dean of Student Academic Affairs
90 E. Tasman Drive
San Jose, CA 95134
(408) 944-6062
william.dumonthier@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 captions 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:

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 with the directives of 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, including but not limited to, the following:

1. Cheating, as defined in Article I; or knowingly assisting another student in committing an act of cheating; or other forms of academic dishonesty.
2. Plagiarism, as defined in Article I; which includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials or other materials as one's own work when such work has been prepared by another person.
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 or instrument of identification.
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.

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. 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.

G. 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.

H. 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.

I. Misuse of College Resources

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/or resources in violation of copyright laws.
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, e-mail, fax machines or other College equipment.
14. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

J. 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 Hearing official, 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:
 - has reported/initiated a charge(s) of misconduct;
 - filed a charge(s) of misconduct;
 - is the respondent to a charge(s) of misconduct;
 - served as a witness;
 - served as a Hearing Panel member;
 - served as a Hearing or Appeals Official;
 - served as an investigator; or
 - 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.

K. Other Rules and/or Regulations

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

L. 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.

M. Sexual Misconduct/Harassment

1. Sexual misconduct or threats of sexual misconduct including, but not limited to the following:
 - a. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
 - 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.

N. 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 "N1" above, based upon either a promise or receipt of compensation, rewards, and/or other incentives.

O. Traffic

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

P. 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, and 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 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 one's self 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. Failing to adequately disguise or redact patient identity from protected health information used in writing, reports, classroom lectures or in other public forums.
3. Unauthorized removal of patient records, radiographs, images or any other protected health information from clinic facilities.
4. 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.

Faculty, staff, administrators or students 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 Adjudication
1000 Brady Street
Davenport, IA 52803
(563) 884-5246
lori.larsen@palmer.edu

FLORIDA CAMPUS:

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

WEST CAMPUS:

William DuMonthier, D.C., Dean of Student Academic Affairs
Also serving as Coordinator
Office of Student Academic Affairs
90 E. Tasman Drive
San Jose, CA 95134
(408) 944-6062
william.dumonthier@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, 3 and 4, 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

1. 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:

- has reported/initiated a charge(s) of misconduct;
 - filed a charge(s) of misconduct;
 - is the respondent to a charge(s) of misconduct;
 - served as a witness;
 - served as a Hearing Panel member;
 - served as a designated College Hearing Official or designated College Appeal Official;
 - served as an investigator; or
 - participated in any other way in the procedures available.
2. Retaliation in any form for the filing of charges of misconduct whether informal or formal, or for any participation in the Code is strictly prohibited.

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 Adjudication

West Campus: Office of Student Academic Affairs

Florida 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. A College official may suspend a respondent prior to a hearing. 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 respondent's own physical or emotional safety and/or well being;
 3. If the respondent 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 filer or the respondent to do so.
- B. During the interim suspension, respondents shall be denied access to College premises (including classes) and/or all other College activities or privileges for which the respondent might otherwise be eligible as the College official may determine to be appropriate.

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 Adjudication.
- D. Failure to comply with the resolution agreement may constitute separate grounds for a subsequent charge of misconduct under Article VI, Part I, Section J9.
- 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, recommends, 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.
6. Pertinent records, exhibits and affidavits may be accepted as evidence for consideration by the Hearing Panel at the discretion of the Coordinator.
7. All procedural questions are subject to the final decision of the Coordinator.
8. The Coordinator may reopen any hearing if the Hearing Panel requests additional evidence, which may include affidavits, exhibits and/or additional testimony.
9. 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.

E. Deliberation Following the Hearing

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

F. Hearing Panel's Recommendation

1. The Hearing Panel's recommendation 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 violated the Code solely because of failure to appear before the Hearing Panel. In all cases, the evidence in support of the charges of misconduct shall be presented and considered.
3. If the Hearing Panel makes a recommendation that misconduct was proven, this Panel will then recommend the appropriate sanction(s).
4. The Hearing Panel will communicate in writing its recommendations to the designated College Hearing official.

G. Decision

1. The designated College Hearing official may accept or reject the Panel's recommendations in whole or in part; may ask the Panel to hear further testimony; reconsider its recommendations; or may modify the sanction(s) recommended by the Panel.
2. The Coordinator will notify the respondent, in writing, of the designated College Hearing official's decision.

H. 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 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 making a recommendation as to whether or not misconduct was proven, a Hearing Panel is not made aware of any prior charge(s) of misconduct; informed 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 informed resolution(s) of charge(s); formal proven charge(s) and formal sanctions imposed. The Hearing Panel may then consider these matters in making their recommendation for appropriate sanctions.
 5. Sanction(s) may be more severe for respondents previously found to have engaged in misconduct.
 6. 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 the College clinics, preceptorships, Clinic Abroad or any other Clinic program.

ARTICLE XI: APPEALS

- A. Decision by the designated College Hearing official 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 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 designated College Hearing official.
- 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.
- E. Except for D5 above, returning the charges, 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 educational 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.A., Lead Coordinator
Office of Adjudication
1000 Brady Street
Davenport, IA 52803
(563) 884-5246
lori.larsen@palmer.edu

FLORIDA CAMPUS:

Cheryl Shaw, B.S., Human Resources Manager
Also Serving as Coordinator
Office of Human Resources
4777 City Center Parkway
Port Orange, FL 32129
(386) 763-2665
cheryl.shaw@palmer.edu

WEST CAMPUS:

William DuMonthier, D.C., Dean of Student Academic Affairs
Also Serving as Coordinator
Office of Student Academic Affairs
90 E. Tasman Drive
San Jose, CA 95134
(408) 944-6062
william.dumonthier@palmer.edu

STUDENT CONCERNS/COMPLAINTS

UNLAWFUL HARASSMENT, DISCRIMINATION OR RETALIATION

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

DAVENPORT CAMPUS

Earlye Adams Julien, Senior Director
Compliance and Organizational Development
1000 Brady Street
Davenport, IA 52803
Phone: 563-884-5476 Fax: 563-884-5266
earlye.julien@palmer.edu

Michelle Walker, Senior Director
Human Resources
1000 Brady Street
Davenport, IA 52803
Phone: 563-884-5476 Fax: 563-884-5866
earlye.julien@palmer.edu

Lori Larsen, Lead Coordinator
Office of Adjudication, 4th Floor Administration Building
1000 Brady Street
Davenport, IA 52803
563-884-5246
lori.larsen@palmer.edu

WEST CAMPUS

William DuMonthier, D.C., Dean of Student Academic Affairs
Palmer College of Chiropractic West
90 East Tasman Drive
San Jose, CA 95134
408-944-6062
william.dumonthier@palmer.edu

FLORIDA CAMPUS

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

PERSONAL INJURY

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.

Except as outlined in the Student Code of Ethics section of this Student Handbook, reports of personal injuries/accidents should be reported no later than 48 hours to the following:

Davenport Campus: Campus Security
Florida and West Campuses: Student Services

DISABILITY SERVICES CONCERNS

For disability services concerns, refer to “Services for Students with Disabilities” in this Student Handbook.

COURSE-RELATED ACADEMIC CONCERNS

If a student has a concern regarding a test, quiz, practical, examination, class assignment, class requirements, grades, conflicts with midterms or finals, or any other course-related academic concern, the student should first make every effort to communicate with the instructor as soon as possible. Contact the instructor during posted office hours, through their e-mail 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, keeping in mind that instructors are not on campus at all times.

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

Davenport Campus: appropriate Department Chair
West Campus: Dean of Student Affairs
Florida Campus: appropriate department Director or Clinic Director

If the instructor is one of the individuals listed above, this second step is unnecessary. If the concern has not been resolved after steps 1 and 2, the student should contact the following:

Davenport Campus: Dean of Academic Affairs
West Campus: Dean of Academic Affairs
Florida Campus: Dean of Academic Affairs

The decision of the Dean is final.

COURSE-RELATED NON-ACADEMIC CONCERNS

If a student has a concern other than a course-related academic concern, the concern should be directed to the following:

Davenport Campus: Dean of Academic Affairs

West Campus: Dean of Academic Affairs

Florida Campus: Dean of Academic Affairs

CLINIC COURSE-RELATED CONCERNS

If a student has a clinic course-related concern, 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 e-mail 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, keeping in mind that instructors are not on campus at all times.

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

Davenport Campus: Dean of Clinics

West Campus: Dean of Clinics

Florida Campus: Dean of Clinics

The decision of the Dean is final.

GENERAL CLINIC CONCERNS

General clinic concerns should be directed to the following:

Davenport Campus: Appropriate Clinic Director

If the concern has not been resolved after communicating with the director, the student should contact the Dean of Clinics.

West Campus: Dean of Clinics.

Florida Campus: Director of Clinics

If the concern has not been resolved after communicating with the director, the student should contact the Dean of Clinics.

The decision of the Dean is final.

CONCERNS REGARDING STAFF

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

CONCERNS REGARDING INSTRUCTORS

If a student has a concern regarding an instructor, the concern should be directed to:

Davenport Campus: Dean of Academic Affairs

West Campus: Dean of Academic Affairs

Florida Campus: Dean of Academic Affairs

CONCERNS REGARDING OTHER STUDENTS

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

GENERAL CLASS CONCERNS

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

Davenport Campus: Vice Chancellor for Student Success

West Campus: Dean of Student Academic Affairs

Florida Campus: Director for Student Services

INVESTIGATIONS

COLLEGE INVESTIGATIONS

The College may appoint an internal and/or external party(ies) to conduct an investigation of a complaint. The College expects 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**.

OTHER INVESTIGATIONS

Investigations conducted by parties other than the College may be allowed under existing agreements the College has with these parties. These investigations may involve requests for interviews of, 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. 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 an investigation not being conducted on behalf of 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 Adjudication attend an interview at the student's request. **It is strongly recommended that students contact the Office of Adjudication for guidance when such a request is received.**

ADDITIONAL CONCERNS/QUESTIONS

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

STUDENT AFFAIRS

Student Affairs contributes to the comprehensive educational experience of students. It supports and enhances the students' academic experiences. It encompasses the following:

- Campus clubs and organizations;
- Career Advising;
- Counseling Services;
- Financial Planning;
- Intramural Activities;
- Palmer Center for Business Development;
- Registrar Services;
- Student Advising;
- Student off-campus housing; and
- Student Services

GENERAL STUDENT LIFE INFORMATION

STUDENT INSURANCE

Student Services makes available to students a list of various insurance companies who offer student health insurance plans as well as life and apartment insurance plans. By providing several choices, a student can better fit his/her personal needs.

At the Palmer Chiropractic Clinics, Palmer students receive chiropractic care at no charge.

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.

MAILBOXES

Every student is assigned a mailbox on orientation day. Mailboxes are for receipt and delivery of College-related correspondence; they are not to be used for personal mail.

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.

TELEPHONES

Office phones are needed to conduct College business and are not available for student use. See Student Services for more information.

COLLEGE ASSIGNED STUDENT E-MAILS

All students are given a College e-mail address upon matriculation. The College regularly communicates to students via e-mail. Such e-mails are to communicate official College or campus news or announcements.

Students are responsible for regularly reading College-generated emails. Such e-mails may include, but are not limited to the following:

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

E-mail is governed by the College's Institutional Policy titled, "Use of Electronic Communication Services." (Refer to "Institutional Policies" in this Student Handbook).

EMERGENCY PHONE CALLS

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

LOST AND FOUND

Articles lost or found on campus should be reported to or turned in to Student Services. 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.

HOUSING

While the College does not have campus dormitories, the Student Services Department has listings and information on housing in the surrounding areas. The College does own a number of properties near the Davenport and Florida campuses that may be rented by Palmer students. Also, some locations may offer discounted rates to Palmer students.

Students who need assistance locating housing may find a listing of available off-campus housing on the Palmer website at www.palmer.edu/housing. Students may also contact Student Services for additional assistance.

AUTOMOBILE LICENSURE AND REGISTRATION

DAVENPORT CAMPUS:

Iowa law requires you to register your motor vehicle with the county treasurer's office in your county within 30 days from the date you establish residency. Iowa registration is required even though your license plates may still be 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, or the Illinois Secretary of State Driver's License Bureau at (309) 797-3805 or (800) 252-8980. You may also contact them at www.iowadot.gov or www.dmv.org/il.illinois.

FLORIDA CAMPUS:

In the state of Florida, a motor vehicle is required by law to be registered within 10 days of the owner either becoming employed, placing children in public school, or establishing residency. Registering your motor vehicle goes hand in hand with the titling process. For more information, go to the state of Florida website: www.hsmv.state.fl.us

Note: Remember that the license plates, driver's license and registration must match at all times and be from the same state.

WEST CAMPUS:

In the state of California, a motor vehicle is required by law to be registered within twenty days of entering the state. Registering your motor vehicle goes hand in hand with the titling process. Students need to be aware that there is a charge to do this. For more information, refer to the state of California Department of Motor Vehicles website: www.dmv.ca.gov.

CHIROPRACTIC LICENSING INFORMATION

The Federation of Chiropractic Licensing Boards (FCLB) can provide you with helpful and valuable licensing information for each state and many foreign countries. Through their website, you can find a State Board Directory with quick links to each state board website home page, their statutes and rules, state board application information, plus much more. 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, continuing education requirements, and more.

For more information, contact FCLB at:

Website: www.FCLB.org

Email: info@fclb.org

Phone: (970) 356-3500

The FCLB street address is 5401 W. 10th Street, Suite 101, Greeley, CO 80634.

Please feel free to contact the Student Administrative Services Office on each of the Palmer Campuses for any additional licensure questions that you may have.

SUPPORT SERVICES

NOTARY PUBLIC

Notary public services are available on campus for students, staff and alumni in the Student Administrative Services Office during College hours.

WORK-STUDY PROGRAM

The College work-study program provides jobs for students, ranging from clerical to library and laboratory work. These positions offer an excellent opportunity to work on or off campus. Contact the Financial Planning Office for more information.

NBCE SCORES

Unofficial student scores from the National Board of Chiropractic Examiners (NBCE) are available for students. The unofficial copies are only available by an in-person request accompanied by a picture ID.

For more information on NBCE scores and student surveys, please contact:

Sue Mayland

Assistant to the Senior Director

Institutional Planning and Research

723 Brady Street

Davenport, IA 52803

Phone: (563) 884-5678

susan.mayland@palmer.edu

Individual campus pass rates can be found on: <http://www.palmer.edu/NBCE/>.

RESEARCH SERVICES

Student council members or other students groups wishing to collect institutional data for College decision making purposes must obtain written prior approval from the appropriate Vice Chancellor. If approved, assistance may be provided by the Institutional Planning and Research Office.

CONTINUING EDUCATION

The Continuing Education and Events Department serves Palmer and the profession through the development and implementation of quality educational programs for students, faculty and alumni/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.

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, 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 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.symplicity.com/students>

The Palmer Center for Business Development maintains a library and a computer

lab on the Davenport Campus. 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 are also available in an audio version. The computer lab is 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 for practicing interview skills.

For more information, call (563) 884-5522 or visit www.palmer.edu/business

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 requires a reasonable academic adjustment to perform 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 to request an accommodation:

DAVENPORT CAMPUS:

Lori Newman, Ph.D., Senior Director for Counseling Services
Also Serving as Disability Services Coordinator
Office of Student Learning and Development
1000 Brady Street
Davenport, IA 52803
(563) 884-5408, (800) 722-2586
lori.newman@palmer.edu

WEST CAMPUS:

William DuMonthier, D.C., Dean of Student Academic Affairs
Also serving as Disability Services Coordinator Designee
Office of Student Academic Affairs
90 E. Tasman Drive
San Jose, CA 95134
(408) 944-6062
william.dumonthier@palmer.edu

FLORIDA CAMPUS:

Melissa Lingo, Director of Student Services
Also serving as Disability Services Coordinator Designee
Office of Student Services
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2783
melissa.lingo@palmer.edu

Reasonable academic adjustments and/or accommodations designed to provide equal opportunity to students with disabilities shall be made in the following three areas:

1) Academic Program

Adjustments in this category include those necessary to enable a student to study for, attend and participate in classes, and may include modification of credit hours taken in any academic term.

2) Examinations

Examination adjustments and/or accommodations will be made as necessary to minimize the functional limitations of the disability.

3) Auxiliary Aids

To the extent feasible, the College shall provide or assist students with disabilities in accessing educational auxiliary aids designed to enable them to participate fully in the academic program and may do so by contacting existing resources such as state and community agencies, private charitable organizations and individual volunteers. The College is not required to provide aids, devices or services of a personal nature.

Further, the College has adopted a Handbook for Students and Applicants with Disabilities, which not only describes the process by which reasonable academic adjustments and accommodations are implemented, but also includes grievance procedures to provide for prompt and equitable resolution of student complaints alleging discrimination on the basis of disability. Contact any of the Disabilities Services Coordinators named above for additional information. Additional information may also be accessed online at: www.palmer.edu/Academicadvising.

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 students who improperly procure academic adjustments or accommodations will be immediately terminated, and the student may be subject to disciplinary action under the Student Code of Ethics.

COUNSELING AND ADVISING SERVICES

MENTAL HEALTH AND WELLNESS SERVICES

Vital components of wellness include emotional and social wellness. The rigors of chiropractic education present students with a multitude of stressors. Adapting and coping with these stressors can be a significant challenge.

Mental Health and Wellness Services complement chiropractic by assisting you in the goal of optimizing your level of functioning and well-being. We encourage and support your need for balance and for your health and well-being. Acknowledging that challenges in one area of your life will impact your overall experience, we encourage you to seek assistance for strategies to enhance success in all areas of your life. Students are encouraged to seek assistance through any of the following services before their circumstances become acute.

STUDENT RESOURCE AND ASSISTANCE PROGRAM (SRAP)

A free and confidential community-based counseling service is available for all Palmer students and immediate family. Up to four sessions are provided at no cost.

1. Select from any of the providers listed.
Check their website to get a sense of who would be a good fit for you.
2. Schedule an appointment by identifying yourself as a Palmer student or immediate family member of a Palmer student.
3. Complete and return client intake forms in advance of your appointment. This will provide more time for direct counseling.
4. When you meet with the counselor s/he will ask you to provide consent to bill the College. Your name appears on the billing only to confirm you are a Palmer student or immediate family member of a Palmer student. All billing is sent directly to the Senior Director of Counseling at Palmer's Davenport campus for processing payment to the counselor. Your participation in counseling is confidential.
5. You will not receive a bill for counseling sessions. If the counselor has a no-show fee you are responsible for the no-show fee.

Davenport Campus Personal Counseling Providers:

Comprehensive Psychological Services, LLC, 1302 7th Street, Suite 201, Moline, IL 61265, Phone: (309) 762-3931. Website: www.compsychserv.net. Intake forms are available online.

Marriage and Family Counseling Services, 1800 3rd Avenue, Suite 512, Rock Island, IL 61201, Counselors: Derek Ball, PhD, Carol Daniels, PhD, Robert Donohoo, MSED, William Hiebert; DMIN, Gay Patton, MA. Phone: (309) 786-4492. Website: www.mfcsqc.org. Intake forms are mailed in advance of your appointment.

If you have any questions or would like to discuss your situation, please contact:
Dr. Lori Newman, Senior Director of Counseling, (563) 884-5408;
lori.newman@palmer.edu

West Campus Personal Counseling Providers:

Dr. Brian Sackett, PhD, 1745 Saratoga Ave. Suite 203, San Jose; (408) 257-6662,
Ext. # 2, www.connectingself.com

Jamie Vavaroutsos, LCSW, 1754 Technology Drive, #133, San Jose, and 2425 Park Blvd.
#B-102, Palo Alto; (408) 799-3972,
<http://www.networktherapy.com/JamieVavaroutsos/print.asp?loc=59084>

Marissa Abzug-Callender, LMFT, 911 Center St., Suite A, Santa Cruz, and 1475
Saratoga Ave., Suite 140, San Jose. (831) 704-6775, www.balancemft.com

Check the West Campus Current Student Counseling page for additional providers.

If you have any questions or would like to discuss your situation, please contact:
Dr. Lori Newman, Senior Director of Counseling, (563) 884-5408;
lori.newman@palmer.edu

Florida Campus Personal Counseling Providers:

Port Orange Counseling Center, 209 Dunlawton Avenue, Suite 16, Port Orange, FL
32127, (386) 492-6938, www.portorangecounseling.com. Ormond Beach location to be
announced.

Medical Psychology Center, 570 Memorial Circle, Suite 150, Ormond Beach, FL
321274, (386) 672-9250, www.medpsychcenter.com

SUICIDE PREVENTION

- Jed Foundation (www.jedfoundation.org): A non-profit organization working to reduce the rate of suicide and the prevalence of emotional distress among college students.
- National Suicide Prevention Lifeline (www.suicidepreventionlifeline.org)

MENTAL HEALTH AND WELL-BEING

- ULifeline (<http://www.ulifeline.org>): An anonymous, confidential, online resource center developed especially for college students. Find help and information regarding mental health and suicide prevention.
- American Psychological Association (www.apa.org): The APA is the premier professional psychological association in the United States, which provides information on a wide variety of topics.

GAY, LESBIAN, BISEXUAL, TRANSGENDER RESOURCES

- GLTB National Hotline – (888) 843-4564
- www.GLBTFNationalHelpCenter.org

SUICIDE PREVENTION AND DOMESTIC VIOLENCE NATIONAL 24-HOUR CRISIS LINES

- Lifeline Suicide Prevention – (800) 273-TALK (8255)
- National Domestic Violence hotlines:
(800) 799-SAFE (7233)
(800) 787-3224 (TTY)

RAPE AND SEXUAL VIOLENCE NATIONAL 24-HOUR CRISIS LINES

- National Sexual Assault Hotline – (800) 656-HOPE (4673)
- Rape Abuse Incest National Network (www.rainn.org)

ADVISING 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 Florida campuses, and in the Student Academic Affairs Office at the West Campus.

PEER TUTORING

Palmer maintains a Peer Tutoring Program for those students who request additional academic counseling assistance in a small-group format. The Peer Tutoring Program, provided at no charge to students, is coordinated through the Student Services Office. Copies of the Peer Tutoring policy and participation procedures are available in the Student Services Office. Students who are interested in working as a tutor may stop by Student Services to acquire appropriate application forms and review eligibility criteria.

ADDITIONAL COUNSELING SERVICES ON THE DAVENPORT CAMPUS

COUNSELING SERVICES

Counseling Services provides a variety of academic support services in chiropractic education. Students are encouraged to visit and experience the student-friendly services and environment. Current and informative brochures on a variety of self-help topics are available outside the Counseling Services offices in West Hall, Suite 128. Students are also encouraged to access Internet resources on the Advising, Counseling and Wellness link on the Palmer website.

ACADEMIC COUNSELING

Students will find a variety of student success resources through Academic Counseling. Individual confidential appointments are available with the academic counselors to discuss effective study strategies, time and stress management tools, and test taking skills. Appointments with a counselor may be made by calling the Counseling Services program assistant at (563) 884-5655 in West Hall, Suite 128.

PALMER ACADEMIC SUPPORT SERVICES (P.A.S.S.)

The P.A.S.S. program offers tutorials in many courses throughout the curriculum. Lecture and lab tutorial schedules are posted on the P.A.S.S. bulletin board outside West Hall, Room 113, and also are on the Counseling Services link on the Palmer website. There is no charge for attending tutorials.

Students must sign up in advance for lab tutorials in Gross Anatomy I, Gross Anatomy II and Spinal Anatomy II. Limited spaces are available for lab tutorials. Sign-up lists are posted each Monday morning at 9:20 a.m. on the P.A.S.S. bulletin board outside West Hall, Room 113. A random selection procedure determines who receives a tutorial assignment. A final list of lab assignments is posted after 9:20 a.m. on Thursday of each week.

Questions, comments or suggestions regarding the P.A.S.S. program should be addressed to the P.A.S.S. program coordinator at (563) 884-5257 or in West Hall, Room 113.

THE CENTER FOR STUDENT LEARNING AND DEVELOPMENT (CSLD)

Group and private study rooms are available in the CSLD located on the first floor of the Campus Center. A collection of anatomical charts and models, full articulated and disarticulated spines (Serena - female articulated skeleton), 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 CSLD assistant on duty. These materials may be checked out in two-hour increments, but must remain in the study rooms. The CSLD assistant schedule is posted outside the CSLD and on the Academic Support Services Web page.

The hours are:

Monday–Thursday 6:30 a.m. to 10 p.m.

Friday 6:30 a.m. to 8 p.m.

Saturday–Sunday 11 a.m. to 8 p.m.

Questions, comments or suggestions regarding the CSLD should be addressed to the academic counselor who can be reached at (563) 884-5257 or in West Hall, Room 113.

DENDERA SANCTUARY AND LEVEL SEVEN SANCTUARY

Quiet, tranquil spaces for students to rest, relax and restore themselves are provided by the Dendera Sanctuary in West Hall, Suite 128, and the Level Seven Sanctuary in West Hall, Room 303. Enjoy an oasis with massage chairs, zero gravity chairs, body slant cushions, meditation cushions and seats, fountains and a plant garden. A collection of relaxation and meditation music tapes, CDs and players may be checked out in the program assistant's office in Suite 128.

INTERNATIONAL STUDENT SERVICES

International students at the College account for approximately 10 percent of the student population. More than 15 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 17 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. This does not include 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 these documents at all times when traveling out of the United States or when traveling within the United States.

Violations of these regulations may place the student out of F-1 student status. Student status can only 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:

Ted Frevert, International Student Advisor
Student Services
1000 Brady Street
Davenport, IA 52803
(563) 884-5663
ted.frevert@palmer.edu

FLORIDA CAMPUS:

Melissa Lingo, Director of Student Services
Office of Student Services
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2783
melissa.lingo@palmer.edu

WEST CAMPUS:

William DuMonthier, D.C., Dean of Student Academic Affairs
Office of Student Academic Affairs
90 E. Tasman Drive
San Jose, CA 95134
(408) 944-6062
william.dumonthier@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.

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 on-line or checking the Yellow Pages in the local phone book.

RECREATIONAL FACILITIES

Davenport and West Campus students and their immediate family members may use the campus recreational facilities and most of their services free of charge. Florida Campus students and their immediate family members may use the nearby YMCA. Additionally, the Florida 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/

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 are expected to abide by applicable law, Institutional Policies and all College regulations contained in the Catalog, Student Handbook, Student Code of Ethics, Campus Activities Program 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 Campus Activities Program Handbook. It is the

responsibility of each student club to comply with all applicable law, policies, procedures and guidelines.

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

DAVENPORT CAMPUS

Lora Clevenger
Student Services Coordinator
1000 Brady Street
Davenport, IA 52803
(563) 884-5838

FLORIDA CAMPUS

Melissa Lingo
Director of Student Services
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2783
melissa.lingo@palmer.edu

WEST CAMPUS

William DuMonthier, D.C.
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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 AND COMMUNITY ASSOCIATION

Without the College's prior written approval, clubs may not use the name "Palmer College of Chiropractic" or any abbreviation of it as part of their name except to identify location or chapter.

BULLETIN BOARDS

Bulletin Boards have been designated in specific locations throughout the campuses for posting information pertaining to student club and organizations. Each club should contact the Student Services Office for the location of its designated bulletin board(s).

Any and all materials placed on bulletin boards must be approved by the Student Services Office prior to placing on bulletin boards. Bulletin boards must be kept up-to-date and presented in a neat and professional manner.

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 Campus, *The Triune* on the Florida Campus and *The Bartlett* on the West Campus.

COMMUNITY INVOLVEMENT

Student clubs may not involve the outside community in its 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 group 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 programming guidance and guidance for 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 group includes all student clubs whose primary purpose is to encourage scholarly learning outside the classroom regarding chiropractic and/or other academic information.

ATHLETIC TEAMS

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

FRATERNITIES AND SORORITIES

Greek-letter societies were founded to cultivate lasting relationships and professional sentiment. The Greek community at the College has a tradition of fostering student involvement and development in chiropractic history, technique and philosophy.

INFORMATIONAL/SPECIAL INTERESTS CLUBS

This group includes all student clubs whose primary purpose is to provide information to its members and other interested parties regarding particular states and countries and other special interests.

PROFESSIONAL CLUBS

This group includes all student clubs whose primary purpose is to promote the chiropractic profession. Examples include: the Palmer Student Alumni Foundation (PSAF), the Student International Chiropractors Association Auxiliary (ICAA), 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 group includes all student clubs whose primary purpose is to provide a service to the College or outside community.

SOCIAL CLUBS

This group includes all student clubs whose primary purpose is to provide a social outlet for students.

SPORTS/RECREATIONAL CLUBS

This group includes all intramural and extramural student clubs whose primary purpose is to encourage 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 can 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 student input regarding their 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.

STUDENT OFFICERS: DAVENPORT ONLY

Each entering class elects student officers in accordance with their constitution. This includes: a president, vice president, secretary and treasurer.

ACADEMIC PROGRAMS

DOCTOR OF CHIROPRACTIC DEGREE (D.C.)

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 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. Admission 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 SCIENCE IN CHIROPRACTIC TECHNOLOGY DEGREE PROGRAM

A four-trimester program leading to an Associate of Science in Chiropractic Technology degree (A.S.C.T.) is available. Areas of study include basic science, chiropractic history and philosophy, insurance billing and coding, office management, clinical sciences, radiology and communication skills. The 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 externship where they demonstrate their abilities to function productively in a chiropractic office and gain practical, on-the-job experience. For more information, contact the office of Undergraduate Studies located in the lower level of West Hall 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, the College offers students the opportunity to earn a Bachelor of Science (B.S.) in General Science degree. 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 121 total credit hours:

- 31 credit hours of basic science courses from the College
- 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 in General 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)
- Must complete Bachelor of Science degree within one year of graduation from the DCP
- Alumni who have graduated from the DCP more than one year ago and who are seeking a BS degree must complete 24 credit hours of BS coursework from the College. Currently, the Davenport campus is the only location offering such coursework.

The minimum distribution requirements of subjects by 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

PRECEPTORSHIP PROGRAM

The Intern Preceptorship Program involves a clinical educational experience in a preceptor’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 requirements.

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

The Post-Graduate Preceptor 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.

CLINIC ABROAD PROGRAM

The Clinic Abroad Program is a short-term clinical education opportunity. During the break periods between terms, teams of faculty, field doctors, and students travel to various international locations to provide chiropractic care to populations generally underserved in terms of healthcare options. Students also have opportunities to learn about the culture through scheduled activities, including group dinners with local contacts and tours of various sites.

Fundraising is an important aspect of the program, with students donating money and goods to local schools, orphanages, and other groups in need of assistance.

PALMER DOD/VA CHIROPRACTIC INTERNSHIP PROGRAM

The Palmer DoD/VA Chiropractic Internship Program offers students a clinical experience opportunity in a Department of Defense or Veterans Administration healthcare facility. Working with the staff chiropractor 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. Participation is allowed during the student's 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: The Palmer College of Chiropractic Radiology Residency is a three-year program. This in-house program provides the additional 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: The Palmer College of Chiropractic Rehabilitation 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 Association Council of Chiropractic Rehabilitation, allowing the resident to be eligible for their diplomate (D.A.C.R.B.) in chiropractic rehabilitation at the completion of their residency.

STUDENT ADMINISTRATIVE SERVICES

The 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. Notary service for applications, diplomas and more is available.

All transcripts are generated, edited and issued from the Student Administrative Services Office 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, with the first copy provided free of charge. 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 students enrollment for foreign governments and agencies, in conjunction with Financial Planning.

The Office processes 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, and must be returned to the Student Administrative Services Office for certification of eligibility. 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.

CLINIC POLICIES

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. Student interns are required to maintain the highest degree of professional integrity and ethical conduct in their relationships with patients, colleagues, faculty clinicians and clinic personnel. The clinical conduct of student interns is governed by

Clinic policies and procedures, which are subject to change periodically to conform with federal and state laws and regulations governing the operation of the Clinics and the chiropractic profession, and to meet the needs of the Clinics. It is the responsibility of each student intern to read and comply with Clinic policies and procedures at all times.

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 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.

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. Students are limited to three (3) course remediations during their academic tenure.

Quality Points	Letter Grade	Interpretation
	I	Incomplete – Signifies that acceptable cause prevented the student from completely fulfilling the objectives of the course. This grade will not be awarded unless the student can achieve a passing grade. 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 thesis. 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 class 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.

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.

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 Grade P (passing), the College will use letter grades for that course.

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 (G.P.A.) is used as a measurement of satisfactory progress. Cumulative G.P.A. is calculated by dividing the sum of all of the quality points earned in all academic terms by the sum of the credits carried with the latest quality grade in each course for courses that carry quality points.

Students have the right to repeat all courses. The last earned grade is substituted for the previously earned grade and a new G.P.A. 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 G.P.A. and its factors for that term
- The cumulative G.P.A. 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/she should immediately contact the Registrar for assistance in solving the discrepancy.

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.

A student requesting to withdraw from a course(s), which will result in the student being placed on an individualized schedule, must first meet with the Registrar or an advisor for Academic Advising. Petitions to withdraw in extenuating circumstances after the respective campuses posted "Last Day to Drop a Course" date should be submitted to the dean. A student may only withdraw from any given course twice without academic penalty.

COURSE PREREQUISITES AND MAINTENANCE

A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment, and without which the student is highly unlikely to succeed in the course. Prerequisite indicates a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course subsequent in the program. Students will not be permitted to enroll in such courses without the appropriate prerequisite. Current prerequisites are available at the Student Administrative Services Office or on the College website.

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

The effect of prerequisite courses related to transfer credits and students receiving advanced standing will be managed by the Academic Affairs Office. Appeals to this policy may be made in writing to the 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 the Davenport Campus and West Campus curriculums, and one term in the Florida Campus curriculum.

In order to register for the fourth academic term on either the Davenport or West Campus, all courses from the first academic term must be successfully completed.

In order to register for the third academic term on the Florida Campus, all courses from the first academic term must be successfully completed. For example, a student deficient in Care 53130 (their academic term) may not register for any courses in the fifth academic term curriculum and above.

ACADEMIC PROGRESS

In accordance with regulations and the Higher Education Act of 1986, as amended, the College defines and enforces standards of acceptable academic progress. All students are required to maintain satisfactory academic progress in order to receive Federal Title IV financial aid. These standards are also applied to state and internal and institutional aid programs.

FINANCIAL AID ELIGIBILITY REQUIREMENTS

The Higher Education Act of 1965, as amended, requires that each student maintain satisfactory academic progress in order to receive Federal Title IV financial aid. These standards are also applied to state and internal and institutional aid programs.

The College's Satisfactory Academic Progress Standards for financial aid apply to all students who want to establish or maintain financial aid eligibility. The standards apply to a student's entire academic record at the College whether or not the student received any type of financial aid for previous academic terms of enrollment.

The standards require that students complete a specific number of credit hours each academic term and maintain the minimum required grade point average.

DOCTOR OF CHIROPRACTIC PROGRAM:

Students who are candidates for the Doctor of Chiropractic Degree must meet the following minimum qualifications for Federal Title IV financial assistance.

Cumulative Grade Point Average Requirements:

- After first term of enrollment, a minimum cumulative G.P.A. of 1.50.
- After second term of enrollment, a minimum cumulative G.P.A. of 1.75.
- After third term of enrollment, and each term of enrollment thereafter, a minimum cumulative G.P.A. of 2.00.

Credit Hour Requirements:

Davenport Campus (Trimester schedule):

- Complete a minimum of 17 credit hours each term during the first and second terms of enrollment.
- Complete a minimum of 20 credit hours each term of enrollment thereafter.

Florida & West Campus (Quarter schedule):

- Complete a minimum of 18 credit hours during each of the first three terms of enrollment.
- Complete a minimum of 20 credit hours each term of enrollment thereafter.

UNDERGRADUATE STUDIES PROGRAMS:

Students who are candidates for the Undergraduate Degree Programs must meet the following minimum qualifications, based on terms of enrollment, for Federal Title IV financial assistance:

Cumulative Grade Point Average Requirements:

- A minimum cumulative G.P.A. of 2.00 each term of enrollment.

Credit Hour Requirements:

- A minimum of six credit hours or one credit hour of Practicum (C660 or C661) or Thesis (A700) must be earned each term of enrollment.

GRADUATE STUDIES PROGRAMS:

Students who are candidates for the Graduate Degree Programs must meet the following minimum qualifications, based on terms of enrollment, for Federal Title IV financial assistance.

Cumulative Grade Point Average Requirements:

- After first term of enrollment, and each term of enrollment thereafter, a minimum cumulative G.P.A. of 3.00.

Credit Hour Requirements:

- A minimum of six credit hours or one credit hour of Practicum (C660 or C661) must be earned each term of enrollment.

** G.P.A. requirements for transfer students apply to the academic term in which the student is placed, not the term in which the student's studies began.

Students on academic probation, suspension, or management contract are not eligible for any type of Federal Title IV financial aid. A student's aid eligibility is verified by reviewing previous academic course work before certifying or disbursing any Federal Title IV loan.

Note: Full-time academic load is:

- Doctor of Chiropractic Program: 17 credit hours with half-time status being nine credit hours.
- Undergraduate Studies Programs: 12 credit hours with half-time status being six credit hours.
- Graduate Studies Programs: three credit hours or one credit hour of Practicum work a term.

FINANCIAL AID SUSPENSION:

In the event that a student fails to successfully complete courses at the minimum levels stated above, the student will be placed on Federal Financial Aid Suspension. Financial Aid Suspension means the termination of all Federal financial aid. Federal Aid will be reinstated after the cumulative grade point average and credit hour requirements have been satisfied.

Note: Financial aid satisfactory progress and any resulting financial aid suspension is a distinct procedure separate from other academic policies.

A student failing to meet the minimum credit hour requirement has a one-time opportunity to appeal termination of Federal financial aid. An interested student should contact the Financial Aid Department for information on appealing loss of aid to the Financial Aid Appeals Committee. The decisions of the Financial Aid Appeals Committee are final.

Appeals cannot be made for academic probation or academic management contracts.

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: 17 credit hours with half-time status being nine credit hours.
- Undergraduate Studies: 12 credit hours with half-time status being six credit hours.
- Graduate Studies: three credit hours or one credit of practicum credit hours.

The 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. Due to specific personal reasons or a problem adjusting to the educational load, some students may choose to cut back on their course load to allow more time off from school and return at a later date. Students choosing to extend their studies should refer to the length of time allowed to complete their academic course of study.

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:

- a) Doctor of Chiropractic Program: 35 credit hours in the core curriculum and up to two clinical enrichment elective courses are allowed without prior approval. Students placed on academic probation or academic warning will be restricted to a maximum schedule of 23 credits for that academic term of enrollment. Any student wishing to take more than two clinical enrichment elective courses must obtain permission from the Registrar.
- b) Undergraduate Studies: A.S.C.T. program: 25 credit hours in the core curriculum without prior approval. Undergraduate Studies: Bachelor of Science (B.S.) completion program: 15 credit hours without prior approval from the Director of Undergraduate Studies. Students taking B.S. courses simultaneously with a full Doctor of Chiropractic program credit 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 schedule of 12 credits for that academic term of enrollment. This applies to A.S.C.T. and B.S. degree programs.
- c) 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.) program: A student must complete the entire D.C. degree course of study within eight calendar years of matriculation.

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

Bachelor of Science (B.S.) program: Students who complete the requisite coursework 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. program to complete all B.S. coursework and be awarded the B.S. degree.

Master of Science (M.S.) programs: 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 will not allow them to complete their studies within the number of years indicated above. An appeal on the decision of dismissal may be made in writing to the Campus Provost or 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 management. A student is in good academic standing if the student has fewer than two active failing grades and maintains the minimum cumulative grade point average (C.G.P.A.) requirement per academic term, as follows:

Doctor of Chiropractic:

- After first term of enrollment, a minimum cumulative G.P.A. of 1.50
- After second term of enrollment, a minimum cumulative G.P.A. of 1.75
- A minimum cumulative G.P.A. of 2.00 each term of enrollment

Undergraduate Studies Programs:

- A minimum cumulative G.P.A. of 2.00 any term of enrollment.

ACADEMIC WARNING

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

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

ACADEMIC PROBATION

Students are placed on academic probation when their C.G.P.A. falls below the acceptable minimum standard as stated under the good academic standing section.

RESTRICTED COURSE LOAD

Students in the Doctor of Chiropractic program will receive a restricted course load, maximum 23 credits, while on academic warning and/or probation. Undergraduate Program students will be restricted to a course load maximum of 15 credits. 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/one-time academic management contract:

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

Students placed on an academic management contract in the Doctor of Chiropractic program cannot be enrolled in Palmer's undergraduate program or enrichment courses. The terms of the management contract will be at the discretion of the Academic Standing Committee. Students failing to successfully complete all terms of the management contract will be dismissed from the institution. Successful completion of an academic management contract shall return a student to good academic standing. Any student who once again meets the criteria for a subsequent management contract will be academically dismissed.

ACADEMIC DISMISSAL

Students are dismissed from the institution if they fail a management contract. Students may appeal a dismissal, in writing, to the Academic Standing Committee. This appeal must be submitted to the Academic Affairs Office by 12 p.m. 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 classes.

The Academic Standing Committee may choose to:

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

Students that receive an academic suspension will be placed on a management contract upon return for the next term of enrollment. During terms of academic suspension, the student will be considered a non-enrolled student. This status allows access to College facilities, counseling services and academic tutorials. Non-enrolled students are not allowed to audit classes without written approval from the Academic Affairs Office.

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

GRADUATE STUDIES ACADEMIC STANDING

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

- i. Cumulative Grade-Point Average (C.G.P.A.): Graduate students must have a C.G.P.A. of at least 3.0 based on total credits attempted, with no more than one grade "C." Students who fail to meet this requirement may be dismissed or placed on academic management.
- ii. Completion Rate: Timely and orderly completion of degree requirements (i.e., selection of an advisor, appointment of an advisory committee, filing a plan of study, completion of any qualifying examinations, research practicum and defense of thesis or other research) are significant measures of completion rate. It is an advisor's responsibility, shared with an academic committee, to evaluate the quality of the student's performance in completion of all degree requirements.
- iii. Maximum Timeframe: Graduate students are expected to complete the master's degree within two academic years of matriculation. A student who exceeds five years of enrollment in graduate study will be dismissed for unsatisfactory academic progress and any graduate credit earned will not be applied toward a degree from the Division of Graduate Studies of 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 timeframe 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 dean of Graduate Studies, or the dean's designate.

- iv. 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.
- v. 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.

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 PROGRAMS ONLY

Before a new independent study or special topics course may be offered, the course must be recommended to the Graduate Program Oversight Committee, which may recommend approval to the dean of Graduate and Undergraduate 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 director of Undergraduate Studies and the instructor, with priority registration given to those enrolled for credit. Tuition for an audit is calculated at a percentage of the current applicable per credit tuition fee.

Students auditing a course do not complete examinations or lab work. Computer Skills and Bookkeeping Applications courses may not be audited.

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

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 G.P.A. for the purpose of determining academic status (See Policy on Academic Status).

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

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

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 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 holds an earned doctorate in one of the health sciences (e.g., D.C., M.D., D.O., D.D.S., and D.P.M.) or a graduate degree in an academic discipline closely related to the health sciences.

- Credits used to satisfy the minimum prerequisites for admission may not be used for credit by examination.
- The equivalent course must carry credit equal to the course for which a test-out is granted.
- Each course will be individually evaluated by the course instructor and the College Registrar. Upon successful eligibility determination, the instructor will administer the appropriate competency examination. Upon successful exam completion, credit will be granted, as determined by criteria outlined by the course instructor and approved by the College. A grade “P” (passing) will be awarded, which will carry no quality points toward the student’s G.P.A.
- In addition, the student must have successfully completed all prerequisite courses for the course for which they are requesting credit by examination.
- If the credit by examination was unsuccessful, the student will complete the course as registered during the term. A student will not be given the opportunity to re-take an exam if unsuccessful.
- Students being granted a credit by examination will still be required to register and pay tuition for the course as though they would be sitting the entire class.
- In addition, to take the examination for exemption, the student must have successfully completed all prerequisite courses for the course from which he/she wishes to test-out.
- Not available for Graduate Studies Programs.

TRANSFER STUDENTS/ADVANCED STANDING

DOCTOR OF CHIROPRACTIC PROGRAM

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.) may be granted advanced placement credit. These transferring students may enter the College as long as they have met the CCE prerequisites at the time of enrollment at their first chiropractic college, an overall transfer grade point average of 2.50 or better, and providing there is space available in the class the student is joining. To receive advanced placement credit, the student must be in good academic standing and must be eligible to re-matriculate at the college from which he or she is transferring.

In addition to the admissions requirements, transfer students must meet the following:

- Overall GPA should be 2.50 or above.
- Fulfillment of all CCE prerequisite requirements.
- The transfer credits must be equivalent in credit hours, content and quality to that of 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 of 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.
- The transferred course carries credit equal to the course for which credit is granted; the earned grade is not transferred, and, thus, the course does not affect the student’s Grade Point Average at Palmer College of Chiropractic.
- Transfer courses and credits are recorded as issued by that institution.
- Students transferring from another chiropractic program must complete the Chiropractic College Transfer Form available from the Admissions Department.

Also, transfer students must complete the transfer form for each specific campus, based on the campus they wish to attend.

In order to receive a degree from Palmer, a student must have satisfied all academic and clinical requirements 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.

UNDERGRADUATE STUDIES PROGRAMS

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

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

- 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.S.C.T. students may transfer in 30 credit hours,
- Official transcripts are required for transfer credit to be considered. In addition, students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.

GRADUATE STUDIES PROGRAMS

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

COURSE CANCELLATION POLICY

Palmer College reserves the right to cancel a class for any reason. Registrants will be notified of cancellations in a timely manner, and refunds will be processed within three weeks of the scheduled cancellation.

PROGRAM CANCELLATION

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

TECHNICAL STANDARDS

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

- a) Candidates must have sufficient use of senses of vision, hearing and somatic sensation necessary to perform the chiropractic and general physical examination including the procedures of inspection, palpation, auscultation, and the review of radiographs as taught in the curriculum.

- b) Candidates must have sufficient physical strength and coordination to stand alone and perform the common chiropractic examination and adjustive procedures as taught in the curriculum.
- c) Candidates must have sufficient physical strength and coordination of both upper extremities necessary to apply chiropractic adjustments as taught in the curriculum.

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

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

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

- prior to applying for admission;
- during the application process;
- after acceptance as a student but prior to attending classes; or
- while currently attending classes.

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

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

In considering a self-identifying prospective or actual applicant with a disability, the coordinator and/or the Committee may require an interview with the candidate to determine if the individual meets the technical standards sufficient to complete the cur-

riculum. The coordinator and the Committee may request supporting documentation to be provided by the self-identifying individual from an appropriate licensed professional. All such professionals will be asked to identify what academic adjustments or reasonable accommodations, if any, would be required. If the coordinator and the Committee assess the individual as meeting the technical standards, the prospective applicant will be encouraged to apply. Similarly, if the coordinator and the Committee determine that an applicant has met the technical standards, the admissions review process will continue. If the coordinator and Committee determine that an individual does not meet the technical standards, that individual will be withdrawn from further consideration.

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

STUDENT ADJUSTING IN THE LABORATORY SETTING

Students may practice adjustments and ancillary procedures on fellow classmates in a laboratory setting under direct supervision from a faculty member who holds an active license to practice chiropractic in the state of the relevant campus as part of a core course in the curriculum. Student adjusting in a laboratory setting is permitted during Care and Technique labs, as well as during skill development sessions of Clinic rotations. In order for a student to be adjusted in a laboratory setting, specific procedures and protocols must be followed.

Procedures for being adjusted in a laboratory setting:

- The student being adjusted must sign an informed consent form acknowledging their understanding that care is not being provided, but the adjustment is being performed in a laboratory setting strictly as a learning experience and with potentially incomplete work-up. It is not the intention of this encounter to be therapeutic.
- The student on which an adjustment or ancillary procedure is being practiced must be asymptomatic and must not be seeking care for a specific complaint. If the student is seeking care for a specific complaint, the student must be referred to the respective campus clinic for patient care.
- The student being adjusted must have an active patient file on record in the respective campus clinic.
- A record of any classroom adjustment or ancillary procedure for which credit is allowed must be maintained in order to catalog such credit according to College Academic policy and procedure.

STUDENT ATTENDANCE

Each instructor will establish the attendance policy for his or her course with approval by the department supervisor and program dean. The policy must comply with related specified state laws and regulations. The attendance policy must be clearly articulated in the course syllabus. Students who exceed allowable absences may experience a predetermined penalty, according to the instructor's course policy. The College

recognizes excused absence for jury duty and military duty. Students called for documented jury duty and/or short term military duty will have excused absence from their courses, not to be recorded as “cuts” or aggregated toward penalty. An official notification of service will be submitted to the Office of the Registrar and maintained in the student’s file. Course material is not exempted during this time. It is the responsibility of the returning student to contact 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. Exceptions to this policy are made for students who are away from campus on an approved Clinic Preceptorship or Internship.

STUDENT RELIGIOUS OBSERVANCES

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

The faculty will provide the student an equivalent alternative opportunity, within usual course time constraints, to make up any classroom requirements that would otherwise jeopardize the student’s ability to successfully pass the course. Any questions relative to a particular observance will be referred to the Academic Dean.

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

MILITARY ACTIVE-DUTY NOTIFICATION

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

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

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

WITHDRAWAL FROM THE COLLEGE

A student may find it necessary to withdraw from the College, either on a temporary or permanent basis before the posted Campus “Last Day to Drop a Course” date. Students who choose to withdraw during a term or not to attend the upcoming term must complete the “Request to Withdraw” form available in the Student Administrative Services Office. Upon completion of this form, a withdrawal grade will be posted for all classes currently being attempted. The student’s course instructors and necessary College departments will be notified of the withdrawal. Upon notification, the Office will determine the amount of any refund of tuition. Any refund due will be forwarded to the student’s loan lender or the student, whichever is appropriate, within 30 days from the date of withdrawal.

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

The College expressly reserves the right, and the student expressly concedes to the College the right, to require withdrawal at any time of any student whose quality of work manifests as incompetence or unfitness to continue his/her course of study, or whose conduct is detrimental to, or incompatible with, the spirit and ideals of the College or the profession.

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 off 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 Aid Office for details.

RE-ADMISSION

This policy pertains to students in the following categories:

- Currently withdrawn from enrollment
- 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 less than five years from active registration in the D.C. program are required to re-apply in writing to the Registrar at least 60 days prior to the start of the academic term to re-enter the program. To apply, the student must

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

The new materials submitted and the student's past academic record will be reviewed by the Academic Standing Committee. The Committee will then forward its recommendation to the Campus Provost or respective Campus President (or designee) for a final decision. The College reserves the right to require that students demonstrate competency before resuming their chiropractic studies, as well as requires the student 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 have taken a hiatus of less than five years from their initial enrollment date may request to have their previous academic record voided and start over as an incoming first term student. All requests will be evaluated by the Registrar and presented to the campus academic dean, or designee, for final action. Decisions affecting this action should be guided by the Length of Time to Complete Academic Course of Study policy.

RE-ADMISSION FOLLOWING DISMISSAL

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

UNDERGRADUATE AND GRADUATE STUDIES

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

EXAMINATION STATEMENT/EXAMINATION GUIDELINES

The following guidelines have been established to communicate Palmer's expectations for conduct during examinations:

- All personal property, except material appropriate to the examinations should not be brought with you to the examination room.
- Seating arrangements before and during examinations are at the instructor's and/or proctor's discretion.

- Verbal and any other form of communication with anyone other than the instructor or proctor is expected to cease at the start of the examination. Unless otherwise instructed, a student who needs assistance should so 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.
- In order to avoid distracting those classmates who have not yet completed the examination, students who have completed the examination are prohibited from loitering outside the examination sites.
- If a student witnesses another student engaging in misconduct during an examination, the student who witnesses the misconduct should unobtrusively notify the instructor or proctor and identify the student who is alleged to have engaged in misconduct.

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 found to be in the unauthorized possession of such an exam, or in violation of the above listed examination guidelines will be in violation of the Student Code of Ethics.

EXAMINATION SCHEDULE CONFLICTS

When students indicate there is a conflict between two or more scheduled examinations, the instructors and 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 or other acts of dishonesty and/or any other violations of Palmer's Student Code of Ethics may result in the filing of a charge of misconduct. 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. Please 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 at the College are protected by the Family Educational Rights and Privacy Act (FERPA), which safeguards against the public posting of any personally identifiable information without their written consent. This information includes, but it is not limited to, performance on examinations.

The public posting of student's name, matriculation number or Social Security Number without written permission is a violation of the law.

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

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

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

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

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

COLLEGE HONORS

DOCTOR OF CHIROPRACTIC STUDENTS

At the end of each academic term, students are evaluated on the following criteria for the purpose of determining eligibility for Dean's List honors for that term. A student will be

recognized for this academic honor and will receive a letter of merit if the following conditions are met:

- 1) The student must be considered a full-time student for the specified academic term (full-time status is 16 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 3.5 or higher on a 4.0 scale.
- 5) There must be no disciplinary action taken against the student during the specified term.

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

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

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. To be eligible to apply for graduation, students must have no more than two deficit classes at the time of application. 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: A minimum number of classroom hours of instruction (dependent on campus) must be completed. The Registrar will review 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: Meeting the clinical requirements for graduation requires the successful completion of all clinic courses. 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 will present the graduation list for the Committee's approval. All appeals of graduation decisions will be heard at this meeting and adjudicated by the committee. After the committee has approved the graduation list, it will be presented to the Academic Dean for final approval.

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

Attendance: Attendance at the graduation exercises is mandatory for all students. In extreme circumstances, students may be excused by application through the College Registrar to the Office of the Vice Chancellor of Academics.

GRADUATION HONORS

DOCTOR OF CHIROPRACTIC

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

Cum Laude – GPA of 3.50 to 3.69

Magna Cum Laude – GPA of 3.70 to 3.89

Summa Cum Laude – GPA of 3.90 to 4.00

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 grade point average at the end of the term prior to

that of the graduation term. In addition, this individual(s) must have completed all academic and clinical requirements of Palmer College.

The student(s) must meet the following requirements:

- 1) Have the highest cumulative G.P.A.
- 2) Cannot have withdrawn from any core course
- 3) May not have repeated any course at Palmer College
- 4) Shall have no “blemish” on his or her record. This 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 grade point average at the end of the term prior to that of the graduation term. In addition, this individual(s) must have completed all academic and clinical requirements of Palmer College. The student(s) must also meet criteria 2 through 4 listed above.

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

Research honors are awarded to students making a significant contribution to chiropractic research. The student research program is under the auspices of the Palmer Center for Chiropractic Research. Students interested in qualifying for research honors are encouraged to contact the Research Center for details.

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

UNDERGRADUATE STUDIES

The Academic Excellence Certificate is awarded to Associate of Science in Chiropractic Technology students who have completed all course work with a cumulative G.P.A. of 3.75 or higher.

The Academic Excellence Award is awarded to the Associate of Science in Chiropractic Technology student who meets the following requirements:

- 1) Shall be enrolled in a minimum of fifteen (15) course credits (full-time status) each term of enrollment.
- 2) Have a cumulative G.P.A. upon completion of all course work of 3.75 or higher.
- 3) Have the highest grade point average of all graduating students.
- 4) Shall have no “blemish” on his or her record. This includes:

- a) A grade of no credit or withdrawn in any course during the student's chiropractic technology education.
- b) Being placed on probation at any time during the student's chiropractic technology education.
- c) Receiving a disciplinary sanction at any time during the student's chiropractic technology education.

DIPLOMA PRESENTATION

A graduating student may request that their diploma be presented by a family member during the graduation ceremony. To be eligible to present the diploma to the 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 may be made in writing to the Registrar at least eight weeks prior to graduation. Each request will be reviewed by several administrative officers of the College.

NBCE EXAM ELIGIBILITY

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

PART I: The student must be classified as a fourth trimester (Davenport Campus) or sixth quarter (Florida and West Campuses) student or higher at the time of the late application deadline.

PART II: The student must be classified as a seventh trimester (Davenport Campus), ninth quarter (Florida and West Campuses) student or higher at the time of the late application deadline.

PART III: The student must be classified as an eighth trimester (Davenport Campus) or tenth quarter (Florida and West Campuses) student or higher at the time of application, and be within nine months from the student's anticipated graduation date at the time of the examination administration. The student must also have successfully completed all sections of the Part I National Board exams before the late application deadline.

PART IV: The student must have successfully completed all sections of Parts I by the Part IV application deadline date and be within six months of graduation at the time of the Part IV examination administration.

PHYSIOTHERAPY: The student must have successfully completed a minimum of 120 hours of Physical Therapy (Physiotherapy I and II) by the late application deadline.

The instruction in physiotherapy must be taken at a chiropractic college whose students are eligible to take the National Board of Chiropractic Examinations or the courses and institution providing the instruction must be certified by such a college.

Note to the policy:

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

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 expected to learn the requirements of the state where they may be considering 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 accept or 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 is the student's responsibility to contact the State Board of those states where he/she might establish a practice to become familiar with their regulations and to determine the requirements for licensure.

Because State and National Board examinations are conducted by separate agencies, Palmer's responsibility is limited to the timely provision of data necessary to the certification of an applicant's eligibility to sit these examinations. Such information, as required by these Boards, will be released only upon the written request of the student. Palmer does not assume responsibility for the timely completion of those elements of the application(s) which are the student's responsibility. 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 mail. Students applying to take examinations outside the United States should contact the Student Administrative Services Office for information.

FINANCIAL PLANNING

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

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

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

Please refer to page 67 for Financial Aid Eligibility requirements.

SCHOLARSHIPS

Institutional scholarships are awarded on the basis of academic achievement and financial need. Memorial, organizational and athletic scholarships are also available. Available scholarships are listed on the Palmer website, www.palmer.edu.

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

Davenport Campus: (800) 722-2586 or (563) 884-5740/5889

Florida Campus: (386) 763-2797

West Campus: (408) 944-6027

TUITION AND FEES

Palmer College of Chiropractic establishes all tuition and fees. Should you have questions about tuition and fee charges, contact the Student Administrative Services Office between the hours of 8 a.m. and 4:30 p.m.

Student loan checks 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 which are postmarked by the tuition deadline as timely payment of tuition. Students will not be given time credit for class attendance until their tuition is paid in full.

The College and its various divisions and departments reserve 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 regulations shall go into force without notice whenever it is determined appropriate by the College.

Palmer College of Chiropractic has established all tuition, fees and bookkeeping procedures based on academic terms. Tuition, fees and other charges are due and payable on the 10th day of classes.

POLICY ON TUITION DELIQUENCY

DEFERMENT BY DUE DATE

For certain approved loans, the due date for tuition is deferred when the student signs a deferment 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 due date of tuition for such students is as agreed upon in the signed tuition and fees deferment agreement.

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

TUITION DELIQUENCY AND ITS CONSEQUENCES

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

Any student who is or who becomes delinquent in tuition will be assessed a finance charge and may be removed from the class roll. Reinstatement will be determined by Student Administrative Services. There is a fee for reinstatement.

All balances unpaid 30 days from the date of service will be charged 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 you 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/or restriction from registration for future trimesters.

POLICY ON TUITION REFUNDS

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

REFUND AND REPAYMENT POLICY

Palmer College applies the following rules concerning refunds. The withdrawal/refund amount is calculated by using the first calendar day of the academic term as the first day of attendance.

All refunds calculated will be returned to the Title IV/ Federal Family Education programs in the following order within 60 days of the official withdraw date or the date the student has dropped:

1. Unsubsidized Federal Stafford loans
2. Federal Subsidized Stafford loans
3. Federal Perkins Loan
4. Grad Plus Loan
5. Federal Pell grants
6. Federal SEOG program
7. State aid
8. Institutional aid
9. Student

TITLE IV REFUND POLICY

To comply with Federal Regulations regarding refunds on non-earned Title IV Aid, unearned aid disbursed to the student for living expenses must be refunded by the student to the lender in the percentages as previously outlined. If funds must be repaid to a Title IV loan program, the student returns those funds by normal repayment of the loan according to the terms and conditions of the promissory note. If refunds must be repaid to a Title IV grant program, the student is obligated to return only one-half of the unearned grant amount.

WITHDRAWALS

The Federal ProRata refund applies to any student withdrawing from the College on or before the 60 percent point of time in the period of enrollment for which the student has been charged. Palmer College will determine the portion of the enrollment period for which the student has been charged, but has not attended and will adjust tuition and fees as appropriate.

DROPS

The College will refund 100 percent of institutional charges for the period of enrollment for which the student was charged if a student drops on or before the first day of classes. The College will refund at least 90 percent of the tuition charges if the student drops 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 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 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 and Florida

Campus Combined

2008	1.0%
2007	0.6%
2006	0.4%
2005	0.2%
2004	1.0%

West Campus

2008	0.0%
2007	0.7%
2006	1.2%
2005	0.0%
2004	0.8%

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

DAVENPORT CAMPUS

Trimester tuition for students' registered 26 to 32 credit hours is \$9,955 for the 2011-2012 academic year. Students registered for fewer than 26 hours will be charged \$383 per credit hour. Students registered for more than 32 credit hours will be charged \$383 per each additional credit hour above 32 hours.

WEST CAMPUS

Quarter tuition for students' registered 24 to 31 credit hours is \$7,430 for the 2011-2012 academic year. Students registered for fewer than 24 hours will be charged \$310 per credit hour. Students registered for more than 31 credit hours will be charged \$310 per each additional credit hour above 31 hours. A fee of \$150 will be incurred for students participating in the clinic extension program.

FLORIDA CAMPUS

Quarter tuition for students registered for 27 to 35 credit hours is \$7,535 for the 2011-2012 academic year. Students registered for fewer than 27 hours will be charged \$280 per credit hour. Students registered for more than 35 credit hours will be charged \$280 per each additional credit hour above 35 hours.

CLINICAL ENRICHMENT PROGRAM FEES

Davenport Campus: All clinical enrichment courses are \$120 per credit hour.

Florida Campus: All clinical enrichment courses are \$158 per credit hour.

A drop fee of \$10 will be assessed on all clinical enrichment courses dropped before the first day of class prior to 21 days from the clinical enrichment course's first scheduled class day. A \$50 drop fee will be assessed for a registered clinical enrichment course that is dropped within 21 days from the clinical enrichment course's first scheduled class day, up to the first day of class.

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

During each academic term, the student will be required to purchase textbooks that will be used throughout the academic program. The cost of textbooks per academic term is estimated to be as follows: Davenport Campus: \$925; West Campus \$700; Florida Campus \$779.

Students on each campus will be required to purchase equipment prior to entering the clinical portion of the academic program. Cost for the equipment may vary based upon the campus and curriculum. The academic term in which the equipment is required will also vary from campus to campus. The student budget will be adjusted accordingly for the academic term and the purchase of the equipment. The estimated cost of equipment is as follows: Davenport Campus \$2,284; West Campus \$1,061; Florida Campus \$2,704.

NON-REFUNDABLE FEES (D.C. PROGRAM)

Application fee (one-time fee)	\$50
Tuition deposit	\$200
Matriculation fee	\$150
Activity fee (per term)	\$20
Liability insurance (assessed to students during their fifth term)	\$245
Re-matriculation fee (assessed to students who interrupt their course of study for more than one academic term and seek to re-enter)	\$50
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
Other duplicate certificates	\$5

*Each student or graduate is furnished one transcript of College records free of charge; additional transcripts are furnished at \$5 each, payable in advance. Transcripts cover only courses taken at Palmer College of Chiropractic. 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, a hold on records (transcripts, grades, etc.), or all of the preceding.

TUITION-BACHELOR OF SCIENCE DEGREE PROGRAM

Trimester tuition for students completing courses in the B.S. degree program is \$194 per credit hour for the 2011-2012 academic year.

Nonrefundable Fees:

Application fee	\$50
Evaluation fee	\$100
Graduation and record fee	\$100
Activity fee	\$20

TUITION-ASSOCIATE OF SCIENCE IN CHIROPRACTIC TECHNOLOGY PROGRAM

Trimester tuition for full-time students (12 or more credit hours) is \$2,580 per term for the 2011-2012 academic year. Students registered for fewer than 14 credit hours or more than 22 credit hours will be charged \$194 per credit hour.

Nonrefundable fees:

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

TUITION-MASTER OF SCIENCE DEGREE PROGRAM

Trimester tuition for students completing courses in the M.S. program is \$391 per credit hour for the 2011-2012 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 for students. However, checks may be written for charges incurred on school accounts for tuition, fees and Bookstore purchases. Checks written to Palmer that are returned by the bank will incur a charge of \$25. A student who has more than one non-sufficient funds check returned may be expected to 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 will be posted to the student’s account and a hold will be placed on registration/ graduation until payment is rendered. Outstanding fines will be paid at the Student Administrative Services Office.

EMERGENCY INFORMATION

CIVIL DISASTER

In case of civil disaster, students should seek cover in the nearest concrete constructed building.

FIRST AID/MEDICAL EMERGENCY

If a serious injury or illness occurs on campus, contact Campus Security at the numbers listed below and provide the following information:

- Your name
- Building location and room, if applicable
- Type and severity of the medial problem (slip, fall, heart attack, seizures, etc.)
- Identify the injured or ill person, if possible.

Security will contact Palmer Clinic personnel and the city's Emergency Services. Campus Security or appointed personnel will meet and escort the emergency responders to the location of the injured/ill person(s).

DAVENPORT CAMPUS:

Please call Campus Security at (563) 884-5555

First aid stations are located in West Hall, rooms W104 and all Clinic buildings.

FLORIDA CAMPUS:

Please call (386) 763-2777 during operational hours or call (800) 227-9805 after hours.

First aid stations are located in rooms 2220, 2177, 2170, 2270, 1103G, 1103H, 2175, 2120 and the Clinic building.

WEST CAMPUS:

Please call the front desk at (408) 944-6000, during operational hours or call (408) 472-8441, after hours and on weekends.

First aid stations are located on the first floor in room 202 and in the Palmer Clinic.

SCHOOL CLOSINGS

Emergency conditions, such as severe weather, fire or flood, can disrupt College operations and interfere with class schedules, as well as endanger students' well being. In the case of such an emergency, students will be notified of school closing via the Palmer Alert System. Palmer Alert notifies individuals via a telephone call to the number that you specified; it will also send an e-mail message to your Palmer e-mail account.

You can also check the Palmer website at www.Palmer.edu. The College also will notify media of campus closures and delays but we cannot guarantee that the media will disseminate the information.

DAVENPORT CAMPUS:

TELEVISION STATIONS:

Channel 4 WHBF –TV	www.WHBF.com
Channel 6 KWQC-TV	www.KWQC.com
Channel 8 WQAD-TV	www.WQAD.com
Channel 18 KLJB-TV	www.KLJB.com

RADIO STATIONS:

860 AM, KWPC	1230 AM, WFXN
1420 AM, WOC	90.3 FM, WVIK
93.1 FM, KMCS	96.1 FM, KMXG
101.3 FM, KUUL	103.7 FM, WLLR
106.5 FM, KCQQ	

FLORIDA CAMPUS:

Daytona Beach News-Journal	www.news-journalonline.com
The Orlando Sentinel	

TELEVISION STATIONS :

Channel 2 WESH (NBC)	www.WESH.com
Channel 9 WFTV (ABC)	www.WFTV.com
Channel 6 WKMG (CBS)	www.CLOCKORLANDO.com
Channel 35 WOFL (FOX)	www.MYFOXORLANDO.com

RADIO STATIONS:

103.3 FM, WVYB	95.7 FM, WHOG
1150 AM, WNDB	1380 AM, WORD

WEST CAMPUS:

WEBSITES:

San Francisco Chronicle	www.sfgate.com
San Jose Mercury News	www.mercurynews.com
www.insidebayarea.com	
www.DOT.CA.gov or (800) 427-7623	

TELEVISION STATIONS:

KTVU Channel 2	www.KTVU.com
KRON Channel 4	www.KRON.com
KPIX Channel 5	www.CBS5.com
KRON Channel 7	www.ABCLOCAL.go.com
KNTV Channel 11	www.NBCBAYAREA.com

RADIO

KGO Radio

www.KGOAM810.com

KCBS Radio

www.KCBS.com

SEVERE WEATHER

Reports of severe weather from the National Weather Service are monitored via the internet, television, and weather radios in the Facilities Office. On the Florida Campus, the Academic Affairs, Admissions, Clinic Administration, Library and Outreach Clinic reception offices will also monitor severe weather.

In an emergency, sit under a sturdy desk or table for protection. Keep away from windows, structures with large free span roofs, the uppermost stories of multi-story buildings and parked cars.

DAVENPORT CAMPUS:

In case of an emergency you will be notified by Campus Security to 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
300 Brady Street	Lower level
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

The sounding of the City of Davenport severe weather siren does not necessarily prompt an immediate evacuation to the severe weather shelters. A thunderstorm warning consists of short air horn tones and durations. The tornado warning is a sustained tone (the universal tornado alert siren) that wails for three minutes.

FLORIDA CAMPUS:

In case of emergency, you will be notified by the Academic Affairs Office to go to one of the following safe zones:

Building One	First floor, away from the lobby
Building Two	First floor, away from the entrance foyer
Building Three	First floor, by the elevator and restrooms
Allen Green Civic Center	Interior hallways, away from windows
Outreach Clinic	Large clinical services room, away from windows

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

WEST CAMPUS:

The Facilities Department will monitor local weather conditions, and update individuals on campus as needed and advise them of the proper procedures. To facilitate a safe and speedy evacuation from the campus in times of crisis, an Emergency Response Team (ERT) is charged with carrying out the College Emergency Action Plan. The ERT is under the command of the EOHS director and the Director of Institutional Support.

Evacuation maps are posted throughout the campus. Students should familiarize themselves with the nearest routes and exits to be used.

In case of emergency when building evacuation is necessary, you must leave the building immediately when you hear the warning horn/siren or if instructed to do so by an ERT member. Assemble at one of the three designated assembly areas in the parking lot.

Please remember that information can also be obtained from Caltrans (www.dot.ca.gov or 1-800-427-road) and the local media regarding road closures, etc. The policy of the campus is that if the direct access roads to the campus are open, the campus will be open. These include North First Street, Tasman Drive, Highway 237 and Zanker Road.

HURRICANE

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

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

- Atlantic High School, 1250 Reed Canal Road
- Horizon Elementary School, 4751 Hidden Lakes Drive
- Sweetwater Elementary School, 5800 Victoria Gardens Blvd.
- Creekside Middle School, 6801 Airport Road
- Cypress Creet Elementary School, 6100 South Williamson Blvd.

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

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

FIRE

1. Contact Campus Security immediately. Give your name, building location, room number, phone extension, and description of the fire. Campus Security will respond by calling 911 and directing authorities to your location. (On the West Campus call the front desk).
2. Only properly trained and authorized Palmer employees will be allowed to extinguish a fire. If the fire is beyond their control, the appropriate Fire Department will be contacted.
3. Evacuations will occur when a fire alarm sounds continuously or you are instructed verbally to evacuate.
4. Walk quickly in an orderly fashion to the nearest building exit and promptly vacate the facility. **DO NOT USE ELEVATORS! USE THE STAIRS!** Assist any disabled or injured parties to evacuate.
5. Once outside, proceed to the designated safe area, where a head count will be taken. Keep streets and walkways clear for emergency vehicles and personnel. Do not leave campus unless directed by the Fire Department.
6. Report any important information concerning the emergency to the Fire Department.
7. No one is allowed to re-enter the building until the fire department determines it is safe.
8. Faculty who are teaching at the time of the fire will instruct their students in the orderly evacuation of the class and should be the last one out of the room. Faculty should make sure their students have vacated the building and have arrived at the evacuation area safely.
9. To reduce fire or smoke damage, close all doors and windows when leaving the room and in the hallways if you have time. Report any hazardous conditions to the Fire Department.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, ect.) outside the window as a marker for the emergency personnel. **DO NOT JUMP.** If there is no window, stay near the floor where the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

DAVENPORT 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 300 Brady Street gather on the sidewalk along Brady Street, north of the parking lot and away from the building.

FLORIDA 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.

Allen Green Civic Center:

All people who leave the building through the north exit doors or the northeast exit doors gather in the north parking lot.

All people who leave the building through any south or west doors, gather in the south parking lot.

Outreach Clinic:

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

WEST EVACUATION SAFE AREAS

Assembly area 1: Is located in the south parking lot next to the basketball hoop.

Assembly area 2: Is located in the northeast parking lot outside the Bookstore.

Assembly area 3: Is located in the northwest parking lot outside the intern work room.

FACILITIES

DAVENPORT CAMPUS FACILITIES

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

COMPUTER LABS

The following computer labs are open for non-class hours 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
- M202

C221 is open for non-class hours Monday through Thursday from 7:30 a.m. to 8 p.m.; Friday from 7:30 a.m. to 4 p.m.; closed Saturday and Sunday.

Library computers are available during regular Library hours.

Labs will be closed during posted class schedule; it varies each trimester.

FITNESS CENTER

Open Monday through Friday from 5 a.m. to 10 p.m.; Saturday and Sunday from 9 a.m. to 5 p.m. Exceptions to this are posted on the Alumni Auditorium door and on the Palmer website under For Current Students, then Athletics and recreation.

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 for studying.

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.

ADMINISTRATION BUILDING

The Administration Building houses major administrative offices, including the Provost's Office, Student Administrative Services, Registrar's Office and Academic Affairs. Human Resources, Business Affairs, Marketing and Public Relations and the Chemistry, 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 (theater-style) classrooms, and P204, 205 and 206 (theater-style classrooms) are located on the second floor.

MABEL HEATH PALMER LABORATORIES

This building contains laboratories where the students acquire practical knowledge in the study of anatomy, biochemistry, chemistry, bacteriology and pathology. A student computer lab is on the second floor.

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 entire 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 floor contains library study space and in-library use materials.

D.D. PALMER MEMORIAL BUILDING

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

WEST HALL

There are student computer labs and a print center located in the lower level. Other classrooms include W3, W4, W8, W10, W120, W210, W212, W215, W216, W304, W305, W306 and W309.

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 Cafeteria, Mailroom, Bookstore and Student Union. The offices of Admissions, Enrollment, Student Services, Financial Planning, Center for Business Development and Continuing Education and Events are also located here.

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 and self defense are also offered for students, staff and faculty at no charge.

723 BRADY STREET

The offices of Institutional Planning & Research, Accreditation & Licensure and Strategic Development are located in this historic building.

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. It also is the home of Graduate Studies.

VICKIE ANNE PALMER HALL

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

B.J. AND MABEL PALMER RESIDENCE

The former home of B.J. and Mabel Palmer is on campus. The historic residence is open for tours by appointment.

300 BRADY STREET

This building is located at the corner of Brady and Third streets and houses the College's Administration Offices for the three campuses.

SPECIAL NEEDS

Handicap accessibility throughout the Palmer campus:

WEST HALL:

There is an elevator on the west side in the middle of the building that provides access to all four floors. There is a ramp leading into West Hall on the north side of the building between the library and West Hall. There is another ramp at the north door of the southeast end of the building. There is a handicapped accessible restroom on the third floor.

DAVID D. PALMER HEALTH SCIENCES LIBRARY:

There is an elevator on the north side of the building that provides access to all floors. To enter the building, 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.

CAMPUS HEALTH CENTER:

There is an elevator on the northeast side of the building that allows access to all three levels. There are three ramps that allow access to the clinic building. One is by the northeast door of that wing. By the main lobby 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.

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. A disabled person can enter on the main level or through the skywalk over Brady Street from the clinic/administration area.

NORTH HALL:

A disabled person can enter North Hall through the west front door. On the inside left, there is a handicapped accessible restroom.

VICKIE ANNE PALMER HALL:

A disabled person can enter Vickie Anne Palmer Hall through the west front door. It allows access from the lower level to the third floor. There is a ramp on the northeast side of the building.

WEST HALL COURTYARD:

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

ACADEMIC HEALTH CENTER:

There is an elevator on the east side of the building which gives access to all floors. There is 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.

ALUMNI AUDITORIUM:

A disabled person can enter the Auditorium through the north doors. There are two restrooms, one on the east side of the building and one on the west side of the building. Both are handicapped accessible.

THE PALMER CENTER FOR CHIROPRACTIC RESEARCH:

A disabled person can enter the building from the parking lot and continue to the elevator located in the alcove of the first floor and access all three floors of the center. Each floor has handicapped accessible restrooms.

300 BRADY:

This building is handicapped accessible through the front doors on Third Street and from the door on Brady Street which has an elevator located in the breezeway that will take you to the Administrative Offices on the third floor. The third floor has a handicapped accessible restroom.

FLORIDA CAMPUS FACILITIES

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

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

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

ACADEMIC BUILDING, BUILDING TWO

- Academic Affairs - Room 2220
- Administration - Room 2220
- Anatomy Lab - Room 2177
- Classrooms - First and Second Floors
- Facilities Office - Room 2175
- Human Resources - Room 2210B
- Marketing and Public Relations - Room 2210E
- Faculty Offices - Rooms 2170 and 2270
- Information Services - Room 2263, 2265
- Institutional Support - Room 2220F
- Library - Room 2120
- President's Office - Room 2220
- Technique Labs - Room 2223
- Exam - Room 2277

BUILDING THREE

- Cafeteria
- Campus Bookstore
- Large Meeting Room

ALLEN GREEN CIVIC CENTER

4705 S. Clyde Morris Blvd.

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

HANDICAP ACCESSIBILITY

The Allen Green Civic Center, main campus academic buildings and the Outreach Clinic are handicapped accessible.

WEST CAMPUS FACILITIES

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

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 at 9:30 a.m. and is closed at 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, West 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.

THE LIBRARY/RESOURCE CENTER

The Library/Resource Center 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	Human Resources	Room 241
Adjudication/Compliance	Room 309	Information services	Room 233
Admissions	Room 204	Library	Room 347
Alumni	Room 312	Mailroom	Room 245
Bookstore	Room 211	Marketing and	
Business Office	Room 232	Public Relations	Room 304
Cafeteria	Room 251	President's Office	Room 311
Clinic	Room 102	Radiology	Room 167
Continuing Education	Room 303	Registrar	Room 204
Copy Center	Room 240	Research	Room 317
Facilities/		Security	Room 237
Emergency Operations	Room 241	Student Affairs	Room 130
Financial Planning	Room 204	Support Services	Room 204

HANDICAP ACCESSIBILITY

The Campus is handicapped accessible.

SECURITY

DAVENPORT CAMPUS:

Security is provided by Per Mar and is supervised by the Security Manager.

TO CONTACT DAVENPORT CAMPUS SECURITY, CALL (563) 884-5555 AT ANY TIME OF DAY.

FLORIDA CAMPUS:

Security is provided by Security Forces, Inc. and is supervised by the Facilities Manager.

TO CONTACT FLORIDA CAMPUS SECURITY, CALL (386) 763-2777 DURING OPERATIONAL HOURS OR CALL (800) 227-9805 AFTER HOURS.

WEST CAMPUS:

Security is provided by AcuFacts Security and is supervised by the Director of Institutional Support.

TO CONTACT WEST CAMPUS SECURITY, CALL (408) 944-6147 DURING THE DAY OR (408)286-5880 AT ANY TIME IN THE EVENING.

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

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

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

Campus Security is maintained and monitored by both on-campus and off-campus resources. During the day, campus security is monitored by Facilities and the Security agency. During the off-hours and weekends, the campus is monitored by security individuals who are available 24 hours a day. The buildings also are protected by a security alarm system which is activated and monitored during off hours. Members of the Facilities staff as well as members of the security force make rounds of the campus daily.

PARKING

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

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

The following rules apply to all student parking lots or spaces:

- 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 space unless the vehicle is properly tagged
- No parking is allowed in any spot that is 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 located on campus. Bicycles are not to be parked or secured to stair railings, trees, flagpoles, buildings or any other structure.

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

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 shall have no liability for damages to person or property. Palmer is not responsible or liable for any articles lost or stolen from any motor vehicle or bicycle parked on Palmer facilities.

DAVENPORT CAMPUS:

- The city has an ordinance banning parking on a snow route after two inches of snow has fallen until plows have been through. Please avoid these routes on snowy days.
- The Clinic Patient parking lot is designated at all times for Clinic patient parking only.
- Faculty and staff parking: When the gates are down, students are not allowed to park in these lots as all spaces have been assigned to faculty and staff. When the parking gates are up, the lots are open to students for parking.
- Motorcycle parking is in a designated area in the parking lot at Perry and 11th Street. There is limited space and it is on a first come, first served basis. When this area is full, motorcycles must be parked on the street.
- There is no student parking allowed in loading dock areas, service alleys or by College buildings. The area in front of the Auditorium is a fire lane and is patrolled. Violators will be ticketed by the Davenport Police Department.

FLORIDA CAMPUS:

- Students will be issued a parking decal when they register their vehicle.
- Parking decals must be displayed at all times when parking on campus.
- Parking on the east side of Building One and Building Two is only allowed for students after 4:30 p.m. Monday through Friday and all day Saturday and Sunday. Students may park in the faculty/staff and visitor spaces only for study purposes.
- When the motorcycle parking is full, motorcycles must be parked in a normal parking space.
- Bicycles will be seized and turned in to the Police Department if illegally parked.

WEST CAMPUS:

- Vehicle registration is in the Facilities Department each quarter, where the parking permit will be issued. There is a \$3.00 fee for lost permits.

PARKING VIOLATIONS

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

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

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

DAVENPORT CAMPUS ACADEMIC CALENDAR

FALL/WINTER TRIMESTER 2011-2012

Oct. 31	Faculty In-Service/New Student Orientation
Nov. 1	Classes begin
Nov. 7	Last day student registration
Nov. 24-25	Thanksgiving Recess
Dec. 16	Trimester Midpoint/Last day to drop a course or withdraw from term
Dec. 17	Winter recess (first day)
Jan. 2	Winter recess (last day)
Jan. 3	Classes resume
Jan. 16	Martin Luther King Jr. Birthday/No classes
Feb. 15	Classes end
Feb. 17-23	Final exams
Feb. 24	Graduation

SPRING RECESS

February 25 – March 4, 2012

SPRING TRIMESTER 2012

March 5	Faculty In-Service/New Student Orientation
March 6	Classes begin
March 12	Last day student registration
March 16-18	National Board Exams/No classes
March 19	Faculty In-Service/No classes
April 6-9	Spring Recess/No classes
April 23	Last day to drop a course or withdraw from term
May 28	Memorial Day Recess/No classes
June 6	Classes end
June 8-14	Final exams
June 15	Graduation

SUMMER RECESS

June 16 – July 8, 2012

SUMMER TRIMESTER 2012

July 9	Faculty In-Service/New Student Orientation
July 10	Classes begin
July 16	Last day student registration
Aug. 22	Trimester Midpoint/Last day to drop a course or withdraw from term
Sept. 3	Labor Day Recess/No classes
Sept. 14-16	National Board Exams/No classes
Sept. 17	Faculty In-Service/No classes
Sept. 18	Founder's Day
Oct. 10	Classes end
Oct. 12-18	Final exams
Oct. 19	Graduation

FALL RECESS

October 20 – October 28, 2012

FALL/WINTER TRIMESTER 2012-2013

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
Dec. 22	Winter recess (first day)
Jan. 6	Winter recess (last day)
Jan. 7	Classes resume
Jan. 21	Martin Luther King Jr. Birthday/No classes
Feb. 13	Classes end
Feb. 15-21	Final exams
Feb. 22	Graduation

SPRING RECESS

February 23 – March 3, 2013

SPRING TRIMESTER 2013

Mar. 4	Faculty In-Service/New Student Orientation
Mar. 5	Classes begin
Mar. 11	Last day student registration
Mar. 15-17	National Board Exams/ No classes
Mar. 18	Faculty In-Service/ No classes
Mar.29-	
Apr. 1	Spring Recess/No classes
Apr. 22	Trimester Midpoint/Last day to drop a course or withdraw from term
May 27	Memorial Day Recess/ No classes
Jun. 5	Classes end
Jun. 7-13	Final exams
Jun. 14	Graduation

SUMMER RECESS

June 15 – July 7, 2013

SUMMER TRIMESTER 2013

July 8	Faculty In-Service/New Student Orientation
July 9	Classes begin
July 15	Last day student registration
Aug. 21	Trimester Midpoint/Last day to drop a course or withdraw from term
Sept. 2	Labor Day Recess/ No classes
Sept. 6-8	National Board Exams/ No classes
Sept. 9	Faculty In-Service/ No classes
Sept. 18	Founder's Day
Oct. 9	Classes end
Oct. 11-17	Final exams
Oct. 18	Graduation

FALL RECESS

October 19 – October 27, 2013

FALL TRIMESTER 2013

Oct. 28	Faculty In-Service/New Student Orientation
Oct. 29	Classes begin
Nov. 4	Last day student registration
Nov. 28-29	Thanksgiving Recess/ No classes
Dec. 13	Trimester Midpoint/Last day to drop a course or withdraw from term
Dec. 21	Winter Recess (First Day)
Jan. 5	Winter Recess (Last Day)
Jan. 6	Classes Resume
Jan. 20	Martin Luther King Jr. Birthday/No classes
Feb. 12	Classes end
Feb. 14-20	Final exams
Feb. 21	Graduation

SPRING RECESS

February 22 – March 2, 2014

SPRING TRIMESTER 2014

Mar. 3	Faculty In-Service/New Student Orientation
Mar. 4	Classes begin
Mar. 10	Last day student registration
Mar. 21-23	National Board Exams/ No classes
Mar. 24	Faculty In-Service/ No classes
Apr. 17	Trimester Midpoint/Last day to drop a course or withdraw from term
Apr. 18-21	Spring Recess/No classes
May 26	Memorial Day Recess/ No classes
Jun. 4	Classes end
Jun. 6-12	Final exams
Jun. 13	Graduation

SUMMER RECESS

June 14 – July 6, 2014

SUMMER TRIMESTER 2014

July 7	Faculty In-Service/New Student Orientation
July 8	Classes begin
July 14	Last day student registration
Aug. 20	Trimester Midpoint/Last day to drop a course or withdraw from term
Sept. 1	Labor Day Recess/ No classes
Sept. 12-14	National Board Exams/ No classes
Sept. 15	Faculty In-Service/ No classes
Sept. 18	Founder's Day
Oct. 8	Classes end
Oct. 10-16	Final exams
Oct. 17	Graduation

FALL RECESS

October 18 – October 26, 2014

FALL TRIMESTER 2014

Oct. 27	Faculty In-Service/New Student Orientation
Oct. 28	Classes begin
Nov. 3	Last day student registration
Nov. 27-28	Thanksgiving Recess/ No classes
Dec. 12	Trimester Midpoint/Last day to drop a course or withdraw from term
Dec. 20	Winter Recess (First Day)
Jan. 4	Winter Recess (Last Day)
Jan. 5	Classes Resume
Jan. 19	Martin Luther King Jr. Birthday/No classes
Feb. 11	Classes end
Feb. 13-19	Final exams
Feb. 20	Graduation

SPRING RECESS

February 21 – March 1, 2015

SPRING TRIMESTER 2015

Mar. 2	Faculty In-Service/New Student Orientation
Mar. 3	Classes begin
Mar. 9	Last day student registration
Mar. 20-22	National Board Exams/ No classes
Mar. 23	Faculty In-Service/ No classes
Apr. 3-6	Spring Recess/No classes
Apr. 20	Trimester Midpoint/Last day to drop a course or withdraw from term
May 25	Memorial Day Recess/ No classes
Jun. 3	Classes end
Jun. 5-11	Final exams
Jun. 12	Graduation

SUMMER RECESS

June 13 – July 12, 2015

SUMMER TRIMESTER 2015

July 13	Faculty In-Service/New Student Orientation
July 14	Classes begin
July 20	Last day student registration
Aug. 26	Trimester Midpoint/Last day to drop a course or withdraw from term
Sept. 7	Labor Day Recess/ No classes
Sept. 11-13	National Board Exams/ No classes
Sept. 14	Faculty In-Service/ No classes
Sept. 18	Founder's Day
Oct. 14	Classes end
Oct. 16-22	Final exams
Oct. 23	Graduation

FALL RECESS

October 24 – November 1, 2015

FLORIDA CAMPUS ACADEMIC CALENDAR

WINTER QUARTER - 2012

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 to register for term
Feb. 13	Last day to drop a course or withdraw from term
March 12-15	Lab finals week
March 15	Last day of classes
March 16-18	National Board Exams/ No classes
March 19-22	Final exams
March 23	Graduation

SPRING RECESS

March 24 – April 1, 2012

SPRING QUARTER - 2012

April 2	New Student Orientation/ Faculty In-Service
April 3	Classes begin
April 6-9	Spring recess/No classes
April 10	Last day to register for term
May 7	Last day to drop a course or withdraw from term
May 28	Memorial Day/No classes
June 4-8	Lab finals week
June 8	Last day of classes
June 11-14	Final exams
June 15	Graduation

SUMMER RECESS

June 16 – July 7, 2012

SUMMER QUARTER – 2012

July 9	New Student Orientation/ Faculty In-Service
July 10	Classes begin
July 16	Last day to register for term
Aug. 10	Last day to drop a course or withdraw from term
Sept. 3	Labor Day/No classes
Sept. 10-13	Lab finals week

Sept. 13	Last day of classes
Sept. 14-16	National Board Exams/ No classes
Sept. 17-20	Final exams
Sept. 21	Graduation

FALL RECESS

September 22 – September 30, 2012

FALL QUARTER - 2012

Oct. 1	New Student Orientation/ Faculty In-Service
Oct. 2	Classes begin
Oct. 8	Last day to register for term
Nov. 1	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	Last day of classes
Dec. 10-13	Final exams
Dec. 14	Graduation

WINTER RECESS

Dec. 15, 2012 – Jan. 6, 2013

WINTER QUARTER - 2013

Jan. 7	New Student Orientation/ Faculty In-Service
Jan. 8	Classes begin
Jan. 14	Last day to register for term
Jan. 21	Martin Luther King, Jr. Day/No classes
Feb. 11	Last day to drop a course or withdraw from term
March 11-14	Lab finals week
March 14	Last day of classes
March 15-17	National Board Exams/ No classes
March 18-21	Final exams
March 22	Graduation

SPRING RECESS

March 23 – April 1, 2013

SPRING QUARTER - 2013

April 2	New Student Orientation/ Faculty In-Service
April 3	Classes begin
April 9	Last day to register for term
May 6	Last day to drop a course or withdraw from term
May 27	Memorial Day/No Classes
June 3-7	Lab finals week
June 7	Last day of classes
June 10-13	Final exams
June 14	Graduation

SUMMER RECESS

June 15 – July 7, 2013

SUMMER QUARTER - 2013

July 8	New Student Orientation/ Faculty In-Service
July 9	Classes begin
July 15	Last day to register for term
Aug. 9	Last day to drop a course or withdraw from term
Sept. 2	Labor Day/No classes
Sept 6-8	National Board Exams/ No classes
Sept. 9-13	Lab finals week
Sept 13	Last day of classes
Sept. 16-19	Final exams
Sept. 20	Graduation

FALL RECESS

Sept. 21 – Sept. 29, 2013

FALL QUARTER - 2013

Sept.30	New Student Orientation/ Faculty In-Service
Oct. 1	Classes begin
Oct. 7	Last day to register for term
Nov. 1	Last day to drop a course or withdraw from term
Nov. 28-29	Thanksgiving/No Classes
Dec. 2-6	Lab finals week
Dec. 6	Last day of classes
Dec. 9-12	Final exams
Dec. 13	Graduation

WINTER RECESS

Dec. 14, 2013 – Jan. 12, 2014

WINTER QUARTER - 2014

Jan. 13	New Student Orientation/ Faculty In-Service
Jan. 14	Classes begin
Jan. 20	Martin Luther King, Jr. Day/No classes
Jan. 21	Last day to register for term
Feb. 17	Last day to drop a course or withdraw from term
March 17-20	Lab finals week
March 20	Last day of classes
March 21-23	National Board Exams/ No classes
March 24-27	Final exams
March 28	Graduation

SPRING RECESS

March 29 – April 6, 2014

SPRING QUARTER - 2014

April 7	New Student Orientation/ Faculty In-Service
April 8	Classes begin
April 14	Last day to register for term
April 18-21	Spring recess/No classes
May 12	Last day to drop a course or withdraw from term
May 26	Memorial Day/No Classes
June 9-13	Lab finals week
June 13	Last day of classes
June 16-19	Final exams
June 20	Graduation

SUMMER RECESS

June 21 – July 14, 2014

SUMMER QUARTER - 2014

July 14	New Student Orientation/ Faculty In-Service
July 15	Classes begin
July 21	Last day to register for term
Aug. 15	Last day to drop a course or withdraw from term
Sept. 1	Labor Day/No classes

Sept. 12-14 National Board Exams/
No classes
Sept. 15-18 Lab finals week
Sept. 18 Last day of classes
Sept. 22-25 Final exams
Sept. 26 Graduation

FALL RECESS

Sept. 27 – Oct. 5, 2014

FALL QUARTER - 2014

Oct. 6 New Student Orientation/
Faculty In-Service
Oct. 7 Classes begin
Oct. 13 Last day to register for term
Nov. 7 Last day to drop a course or
withdraw from term
Nov. 27-28 Thanksgiving/No Classes
Dec. 8-12 Lab finals week
Dec. 12 Last day of classes
Dec. 15-18 Final exams
Dec. 19 Graduation

WINTER RECESS

Dec. 20, 2014 – Jan. 11 2015

WINTER QUARTER - 2015

Jan. 12 New Student Orientation/
Faculty In-Service
Jan. 13 Classes begin
Jan. 19 Martin Luther King, Jr.
Day/No classes
Jan. 20 Last day to register for term
Feb. 13 Last day to drop a course or
withdraw from term
March 16-19 Lab finals week
March 19 Last day of classes
March 20-22 National Board Exams/
No classes
March 23-26 Final exams
March 27 Graduation

SPRING RECESS

March 28 – April 6, 2015

SPRING QUARTER - 2015

April 7 New Student Orientation/
Faculty In-Service
April 8 Classes begin
April 14 Last day to register for term
May 8 Last day to drop a course or
withdraw from term
May 25 Memorial Day/No Classes
June 8-12 Lab finals week
June 12 Last day of classes
June 15-18 Final exams
June 19 Graduation

SUMMER RECESS

June 2 – July 12, 2105

SUMMER QUARTER - 2015

July 13 New Student Orientation/
Faculty In-Service
July 14 Classes begin
July 20 Last day to register for term
Aug. 14 Last day to drop a course or
withdraw from term
Sept. 7 Labor Day/No classes
Sept. 11-13 National Board Exams/
No classes
Sept. 14-18 Lab finals week
Sept. 18 Last day of classes
Sept. 21-24 Final exams
Sept. 25 Graduation

FALL RECESS

Sept. 26 – Oct. 4, 2015

FALL QUARTER - 2015

Oct. 5 New Student Orientation/
Faculty In-Service
Oct. 6 Classes begin
Oct. 12 Last day to register for term
Nov. 5 Last day to drop a course or
withdraw from term
Nov. 26-27 Thanksgiving/No Classes
Dec. 7-11 Lab finals week
Dec. 11 Last day of classes
Dec. 14-17 Final exams
Dec. 18 Graduation

WEST CAMPUS ACADEMIC CALENDAR

WINTER QUARTER - 2012

Jan. 6	New Student Orientation
Jan. 9	Classes begin
Jan. 10	Challenge examinations
Jan. 13	Petitions for graduation for March 2012 graduates due in Registrar's Office/Last day to register for Winter Quarter 2012
Jan. 16	Martin Luther King, Jr. Day/No classes
Feb. 10	Last day to drop a course or withdraw from term
Feb. 20	President's Day/No classes
Mar. 8	Graduation rehearsal
Mar. 9	Graduation/Regular school schedule
Mar. 9-15	Lab finals week
Mar. 15	Last day of classes
Mar. 16-18	National Board Exams/No classes
Mar. 19	Faculty Institute Day/No classes
Mar. 20-23	Final exams

SPRING RECESS

March 24 – April 1, 2012

SPRING QUARTER – 2012

Mar. 30	New Student Orientation
April 2	Classes begin
April 3	Challenge examinations
April 5	Petitions for graduation for June 2012 graduates due in Registrar's Office/Last day to register for Spring Quarter 2012
April 6	Spring holiday/No classes
May 4	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	Last day of classes
June 11	Faculty Institute Day/No classes
June 12-14	Final exams

SUMMER RECESS

June 16 – July 8, 2012

SUMMER QUARTER – 2012

July 6	New Student Orientation
July 9	Classes begin
July 10	Challenge examinations
July 13	Petitions for graduation for September 2012 graduates due in Registrar's Office/Last day to register for Summer Quarter 2012
Aug. 10	Last day to drop a course or withdraw from term
Sept. 3	Labor Day/No classes
Sept. 6	Graduation rehearsal
Sept. 7	Graduation/Regular school schedule
Sept. 7-13	Lab finals week
Sept. 13	Last day of classes
Sept. 14-16	National Board Exams/No classes
Sept. 17	Faculty Institute Day/No classes
Sept. 18-20	Final exams

FALL RECESS

September 22 – September 29, 2012

FALL QUARTER - 2012

Sept. 28	New Student Orientation
Oct. 1	Classes begin
Oct. 2	Challenge examinations

- Oct. 5 Petitions for graduation for December 2012 graduates due in Registrar's office/Last day to register for Fall Quarter 2012
- Nov. 12 Last day to drop a course or withdraw from term
- Nov. 22-23 Thanksgiving recess/
No classes
- Nov. 29 Graduation rehearsal
- Nov. 30 Graduation/Regular school schedule
- Dec. 3-6 Lab finals week
- Dec. 7 Last day of classes
- Dec. 10 Faculty Institute Day/
No classes
- Dec. 11-13 Final exams

WINTER RECESS

December 15, 2012 – January 6, 2013

WINTER QUARTER - 2013

- Jan. 4 New Student Orientation
- Jan. 7 Classes begin
- Jan. 8 Challenge examinations
- Jan. 11 Petitions for graduation for March 2013 graduates due/
Last day to register for term
- Jan. 21 Martin Luther King, Jr.
Day/No classes
- Feb. 11 Last day to drop a course
or withdraw from term
- Feb. 18 President's Day/No classes
- Mar. 7 Graduation rehearsal
- Mar. 8 Graduation/Regular school
schedule
- Mar. 8-14 Lab finals week
- Mar. 14 Last day of classes
- Mar. 15-17 National Board Exams/No
classes
- Mar. 18 Faculty Institute Day/No
classes
- Mar. 19-21 Final exams

SPRING RECESS

March 23 – March 31, 2013

SPRING QUARTER - 2013

- Mar. 28 New Student Orientation
- Mar. 29 Spring holiday/No classes
- April 1 Classes begin
- April 2 Challenge examinations
- April 5 Petitions for graduation for June 2013 graduates due/
Last day to register for term
- May 2 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 Last day of classes
- June 10 Faculty Institute Day/
No classes
- June 11-13 Final exams

SUMMER RECESS

June 15 – July 7, 2013

SUMMER QUARTER - 2013

- July 3 New Student Orientation
- July 8 Classes begin
- July 9 Challenge examinations
- July 12 Petitions for graduation for September 2013 graduates due/
Last day to register for term
- Aug. 9 Last day to drop a course or
withdraw from term
- Sept. 2 Labor Day/No classes
- Sept. 6-8 National Board Exams/
No classes
- Sept. 9-13 Lab finals week
- Sept. 12 Graduation rehearsal
- Sept. 13 Graduation/Regular
school schedule
- Sept. 13 Last day of classes
- Sept. 16 Faculty Institute Day/
No classes
- Sept. 17-19 Final exams

FALL RECESS

September 21 – 29, 2013

FALL QUARTER – 2013

Sept. 27	New Student Orientation
Sept. 30	Classes begin
Oct. 1	Challenge examinations
Oct. 4	Petitions for graduation for December 2013 graduates due/Last day to register for term
Nov. 1	Last day to drop a course or withdraw from term
Nov. 28-29	Thanksgiving recess/ No classes
Dec. 2-6	Lab finals week
Dec. 5	Graduation rehearsal
Dec. 6	Graduation/Regular school schedule
Dec. 6	Last day of classes
Dec. 9	Faculty Institute Day/ No classes
Dec. 10-13	Final exams

WINTER RECESS

December 14, 2013 – January 5, 2014

WINTER QUARTER – 2014

Jan. 3	New Student Orientation
Jan. 6	Classes begin
Jan. 7	Challenge examinations
Jan. 10	Petitions for graduation for March 2014 graduates due/ Last day to register for term
Jan. 20	Martin Luther King, Jr. Day/No classes
Feb. 10	Last day to drop a course or withdraw from term
Feb. 17	President's Day/No classes
Mar. 10-14	Lab finals week
Mar. 13	Graduation rehearsal
Mar. 14	Graduation/Regular school schedule
Mar. 14	Last day of classes
Mar. 17	Faculty Institute Day/ No classes
Mar. 18-20	Final exams
Mar. 21-23	National Board Exams/ No classes

SPRING RECESS

March 21 – March 30, 2014

SPRING QUARTER - 2014

Mar. 28	New Student Orientation
Mar. 31	Classes begin
April 1	Challenge examinations
April 4	Petitions for graduation for June 2014 graduates due/ Last day to register for term
April 18	Spring holiday/No classes
May 2	Last day to drop a course or withdraw from term
May 26	Memorial Day/No classes
June 2-6	Lab finals week
June 5	Graduation rehearsal
June 6	Graduation/Regular school schedule
June 6	Last day of classes
June 9	Faculty Institute Day/ No classes
June 10-12	Final exams

SUMMER RECESS

June 14 – July 6, 2014

SUMMER QUARTER - 2014

July 3	New Student Orientation
July 7	Classes begin
July 8	Challenge examinations
July 11	Petitions for graduation for September 2014 graduates due/Last day to register for term
Aug. 8	Last day to drop a course or withdraw from term
Sept. 1	Labor Day/No classes
Sept. 4	Graduation rehearsal
Sept. 5	Graduation/Regular school schedule
Sept. 5-11	Lab finals week
Sept. 11	Last day of classes
Sept. 12-14	National Board Exams/ No classes
Sept. 15	Faculty Institute Day/ No classes
Sept. 16-18	Final exams

FALL RECESS
September 20 – September 28, 2014

FALL QUARTER - 2014

Sept. 26 New Student Orientation
Sept. 29 Classes begin
Sept. 30 Challenge examinations
Oct. 3 Petitions for graduation for
December 2014 graduates
due/Last day to register for
term
Oct. 31 Last day to drop a course or
withdraw from term
Nov. 27-28 Thanksgiving recess/
No classes
Dec. 1-5 Lab finals week
Dec. 4 Graduation rehearsal
Dec. 5 Graduation/Regular school
schedule
Dec. 5 Last day of classes
Dec. 8 Faculty Institute Day/
No classes
Dec. 9-11 Final exams

WINTER RECESS
December 13, 2014 – January 11, 2015

WINTER QUARTER - 2015

Jan. 9 New Student Orientation
Jan. 12 Classes begin
Jan. 13 Challenge examinations
Jan. 16 Petitions for graduation for
March 2015 graduates due/
Last day to register for term
Jan. 19 Martin Luther King, Jr.
Day/No classes
Feb. 13 Last day to drop a course or
withdraw from term
Feb. 16 President's Day/No classes
Mar. 12 Graduation rehearsal
Mar. 13 Graduation/Regular school
schedule
Mar. 13-19 Lab finals week
Mar. 19 Last day of classes
Mar. 20-22 National Board Exams/
No classes

Mar. 23 Faculty Institute Day/
No classes
Mar. 24-26 Final exams

SPRING RECESS
March 28 – April 5, 2015

SPRING QUARTER – 2015

April 2 New Student Orientation
April 3 Spring holiday/No classes
April 6 Classes begin
April 7 Challenge examinations
April 10 Petitions for graduation for
June 2015 graduates due/
Last day to register for term
May 8 Last day to drop a course or
withdraw from term
May 25 Memorial Day/No classes
June 8-12 Lab finals week
June 11 Graduation rehearsal
June 12 Graduation/Regular school
schedule
June 12 Last day of classes
June 15 Faculty Institute Day/
No classes
June 16-18 Final exams

SUMMER RECESS
June 20 – July 12, 2015

SUMMER QUARTER – 2015

July 10 New Student Orientation
July 13 Classes begin
July 14 Challenge examinations
July 17 Petitions for graduation for
September 2015 graduates
due/Last day to register for
term
Aug. 14 Last day to drop a course or
withdraw from term
Sept. 7 Labor Day/No classes
Sept. 11-13 National Board Exams/
No classes
Sept. 14-18 Lab finals week
Sept. 17 Graduation rehearsal
Sept. 18 Graduation/Regular school
schedule

Sept. 18 Last day of classes
Sept. 21 Faculty Institute Day/
No classes
Sept. 22-24 Final exams

FALL RECESS

September 26 – October 4, 2015

FALL QUARTER – 2015

Oct. 2 New Student Orientation
Oct. 5 Classes begin
Oct. 6 Challenge examinations
Oct. 9 Petitions for graduation for
December 2015 graduates
due/Last day to register for
term
Nov. 6 Last day to drop a course or
withdraw from term
Nov. 26-27 Thanksgiving recess/
No classes
Dec. 7-11 Lab finals week
Dec. 10 Graduation rehearsal
Dec. 11 Graduation/Regular school
schedule
Dec. 11 Last day of classes
Dec. 14 Faculty Institute Day/
No classes
Dec. 15-17 Final exams

COLLEGE ADMINISTRATION

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

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

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

Darren R. Garrett, B.A., APR
Executive Director for Marketing and Public Relations.

Robert E. Lee, M.B.A.
Vice Chancellor for Advancement.

Michael Novak, M.B.A.
Vice Chancellor for Enrollment.

Judy M. Silvestrone, D.C., M.S.
Executive Director for Strategic Development and Chief Compliance Officer.

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

Kurt Wood, D.C.
Executive Dean for Clinic Affairs; Professor.

Robert E. Percuoco, D.C.
Vice Chancellor for Academic Affairs; Professor.

CAMPUS PRESIDENTS

Peter A. Martin, D.C.
President, Florida Campus.

William C. Meeker, D.C., M.P.H.
President, West Campus.

CAMPUS PROVOST

Dan Weinert, D.C., M.S.
Provost, Davenport Campus.

COLLEGE MANAGEMENT

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

Mike Benedict
Senior Director for Information Technology.

Mickey G. Burt, D.C.
Executive Director for Alumni.

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

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

Jeanette Danner, M.S.
Senior Director for Accreditation and Licensure.

Dustin Derby, Ed.D.
Senior Director for Institutional Planning and Research.

Karen Eden, B.A., M.O.L.
Senior Director for Admissions.

Andrea Haan, D.C., M.S.
Senior Director for Assessment

Carol Hoyt, B.A.
Senior Director for Bookstores.

Dana Lawrence, D.C., M.Ned.Ed.
Senior Director for Center for
Teaching and Learning; Professor.

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

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

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

Jennifer Randazzo, B.A., M.A.
Senior Director for Financial Planning.

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

Alexis A. VanderHorn, M.B.A.
Senior Director for Financial Affairs.

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

Stacey Wiley, B.S.
Senior Director for Continuing
Education and Events.

DAVENPORT CAMPUS ADMINISTRATION

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

Jeanette Danner, M.S.
Director of Accreditation and Licensure
Compliance.

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

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

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

Lisa Z. Killinger, D.C.
Director of Diagnosis and Radiology;
Professor.

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

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

Ian D. McLean, D.C., D.A.C.B.R.
Director of Clinical Radiology and Clinic
Residencies Program; Professor.

Craig L. Mekow, M.S.
Director of Life Sciences; Associate
Professor.

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

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

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

John W. Strazewski, D.C.
Director of Technique; Associate
Professor.

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

WEST CAMPUS ADMINISTRATION

William N. DuMonthier, D.C.
Dean of Student Academic Affairs.

Eliana Nathan, A.A.
Registrar.

Julie Behn, M.B.A.
Campus Enrollment Director.

Gregory Snow, D.C.
Dean of Clinics.

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

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

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

FLORIDA CAMPUS ADMINISTRATION

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

Albert Luce, D.C.
Dean of Clinics, Associate Professor.

Jessica Blumenfeld, B.S.
Campus Enrollment Director.

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

Marilyn Juengst, B.A.
Director Clinic Business.

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

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

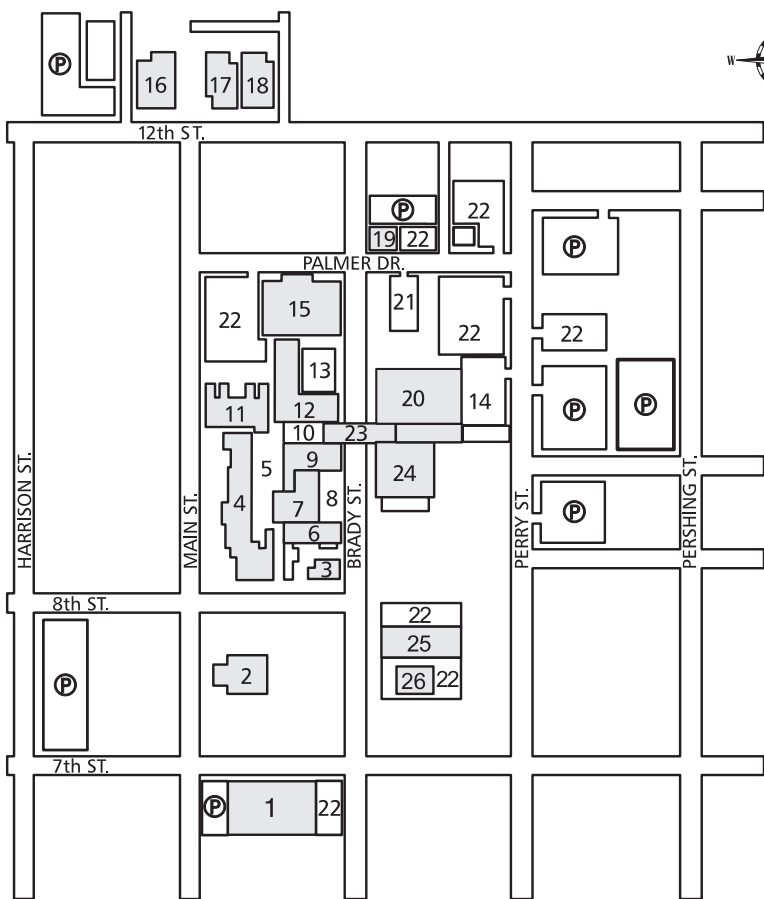
William Sherrier, D.C.
Director of Practice Foundations;
Associate Professor.

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

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

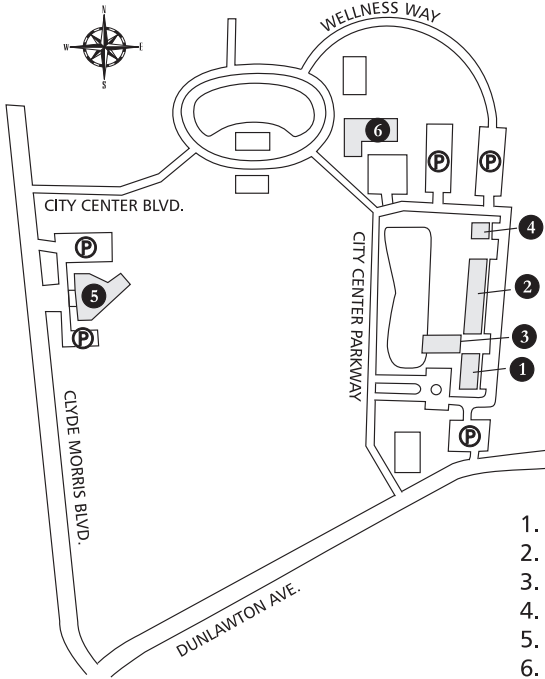
Melissa Lingo, B.A.
Director, Student Services.

DAVENPORT CAMPUS MAP



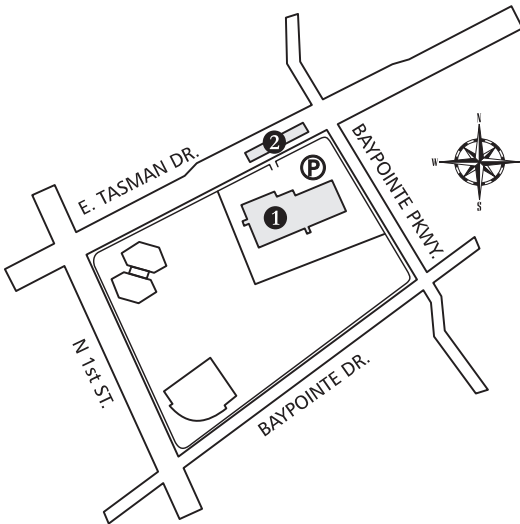
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|------------------------------------|---|---|
| 1. Vickie Anne Palmer Hall | 9. Administration Building | 19. North Hall |
| 2. Pi Kappa Chi House | 10. Friendship Court | 20. Academic Health Center |
| 3. B.J. and Mabel Palmer Residence | 11. David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

FLORIDA CAMPUS MAP



1. Building One
2. Building Two
3. Building Three
4. Central Energy Plant
5. Allen Green Civic Center
6. Port Orange YMCA

WEST CAMPUS MAP



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

DAVENPORT CAMPUS DIRECTORY

QUESTIONS ABOUT ...	GO TO ...	BUILDING	PHONE
Academic advising	Student Academic Affairs	Administration Bldg.	884-5721
Academic records	Student Administrative Services Office	Administration Bldg.	884-5654
Activities	Student Services	Campus Center	884-5643
Address change	Student Services or Registrar's Office	Campus Center	884-5643
Admissions	Admissions	Administration Bldg.	884-5654
Alumni information	Alumni Office	3rd floor, Campus Center	884-5656
Athletics/Intramurals	Student Services	Vickie Anne Palmer Hall	884-5803
Audio/visual service	Center for Teaching and Learning	Campus Center	884-5856
Bachelor of Science program	Undergraduate Studies	West Hall	884-5617
Billing/fees	Student Administrative Services	Administration Bldg.	884-5867
Books	Bookstore	Administration Bldg.	884-5654
Business Development	Center for Business Development	Campus Center	884-5633
Campus events	Student Services, Marketing and Public Relations	Campus Center	884-5643
Campus Grounds	Student Union	Administration Bldg.	884-5662
Chiropractic	Undergraduate Studies	Campus Center	884-5486
Technology Program		Lower Level West Hall	884-5741
Clinic Abroad Program	Clinic Abroad Office	B.J. Palmer Hall	884-5813
Clubs	Student Services	Campus Center	884-5838
Complaints/grievances	Office of Adjudication/Compliance	Administration Bldg.	884-5246
Computer search sources	Library	Administration Bldg.	884-5246
Continuing Education and Events	Library	David D. Palmer Health Science Library	884-5641
Counseling/personal	CEE Office	4th floor, Campus Center	884-5715
Counseling/academic	Counseling Services	West Hall	884-5655
Disabilities/	Academic Counseling	West Hall	884-5655
Academic (Students)	Office of Student Learning and Development	West Hall	884-5408
Disabilities (Employees)	Human Resources	Administration Bldg.	884-5276
Employment	Student Services or Financial Planning or Human Resources	Campus Center	884-5643
	Clinic	Campus Center	884-5740
		Administration Bldg.	884-5276
Emergencies		Academic Health Center	884-5801
			or 884-5588
	Security	West Hall	884-5555
Fees	Student Administrative Services	Administration Bldg.	884-5654
Final exam schedule	Student Administrative Services	Administration Bldg.	884-5654
Financial aid	Financial Planning	Administration Bldg.	884-5654
		Campus Center	884-5740

QUESTIONS ABOUT ...	GO TO ...	BUILDING	PHONE
Foreign student	International Adviser, Student Services	Campus Center	884-5683
Fundraising	Development	Vickie Anne Palmer Hall	884-5453
Grades	Student Administrative Services	Administration Bldg.	884-5654
Grants(PELL, etc.)	Financial Planning	Campus Center	884-5740
Graduate Studies	Graduate School	Lower Level, West Hall	884-5741
Grievances - Academic	Adjudication Office	Administration Bldg.	884-5246
Discrimination/ Harassment	Adjudication Office	Administration Bldg.	884-5246
Student Ethics	Adjudication Office	Administration Bldg.	884-5246
Health insurance	Student Services	Campus Center	884-5643
Homecoming	Continuing Education and College Events	Campus Center	884-5289
Housing	Student Services	Campus Center	884-5643
Identification cards	Student Services	Campus Center	884-5643
Inter-library loans	Library	David D. Palmer Health Sciences Library	884-5641
International Students	Student Services	Campus Center	884-5683
Library hours	Library	David D. Palmer Health Sciences Library	884-5641
Loans	Financial Planning	Campus Center	884-5740
Lockers	Student Services	Campus Center	884-5643
Lost and found	Student Services	Campus Center	884-5643
Mail/incoming/outgoing	Mailroom	Campus Center	884-5703
Mailbox keys	Student Services	Campus Center	884-5643
National Boards	Student Administrative Services	Administration Bldg.	884-5685
	Institutional Planning and Research	723 Brady Street	884-5402
Notary public	Student Administrative Services	Administration Bldg.	884-5654
Orientation	Student Services	Campus Center	884-5838
Payment of fees	Student Administrative Services	Administration Bldg.	884-5654
Preceptorship Programs	Clinic Capstone Programs	Campus Health Center	884-5819
Registrar	Student Administrative Services	Administration Bldg.	884-5863
Research	Palmer Center for Chiropractic Research	William & Jo Harris Bldg	884-5150
Room scheduling	Student Administrative Services	Administration Bldg.	884-5863
Security	Security Office	West Hall	884-5555
State Board	Institutional Planning and Research	723 Brady Street	884-5402
Licensure Information	Student Administrative Services	Administration Bldg.	884-5654
Official Transcripts	Student Administrative Services	Administration Bldg.	884-5654
Student Council	Student Council Office	Campus Center	884-5767
Student Newspaper	Beacon Office	Campus Center	884-5686
Student Services	Student Services	Campus Center	884-5643

QUESTIONS ABOUT ...	GO TO ...	BUILDING	PHONE
Student Union/ Campus Grounds	Student Union	Campus Center	884-5486
Substance Abuse	Counseling Services	West Hall	884-5655
Telefacsimile (fax) service	Library	David D. Palmer Health Sciences Library	884-5641
Transcripts	Student Administrative Services	Administration Bldg.	884-5654
Tuition payment	Student Administrative Services	Administration Bldg.	884-5654
Tutoring	Office of Student Learning and Development	West Hall	884-5408
Veteran's information	Student Administrative Services	Administration Bldg.	884-5654
	Ver's Office	West Hall	884-5769
Workstudy program	Financial Planning	Campus Center	884-5740
Anything not listed	Student Services	Campus Center	884-5643

FLORIDA CAMPUS DIRECTORY

QUESTIONS ABOUT...	GO TO...	BUILDING	PHONE
Academic advising	Academic Affairs	Two	763-2642
Academic records	Student Administrative Services	One	763-2785
Activities	Student Services	One	763-2724
Address change	Student Administrative Services	One	763-2785
Admissions	Admissions	One	763-2709
Athletics	Student Services	One	763-2724
Audio/visual service	Instructional Technology	Two	763-2750
Billing/fees	Student Administrative Services	One	763-2785
Campus events	Student Services or Marketing and Public Relations	One & Two	763-2724 & 763-2630
Computer Labs	Information Services	Two	763-2636
Clinic Abroad	Clinic Administration		763-2616
Clubs	Student Services	One	763-2724
Computer search sources	Library	Two	763-2670
Counseling – Academic	Academic Affairs	Two	763-2642
Disabilities – Academic	Student Services	One	763-2724
Disabilities – Employees	Human Resources	Two	763-2665
Employment	Financial Planning or Human Resources	One & Two	763-2797 & 763-2665
Emergencies	Student Services	One	763-2724
Fees	Student Administrative Services	One	763-2785
Fax Service	Bookstore	One	763-2660
Financial Aid	Financial Planning	One	763-2797
Foreign student information	Student Services	One	763-2724
Grades	Student Administrative Services	One	763-2785
Health insurance	Student Services	One	763-2724
Housing	Student Services	One	763-2724
ID cards, mailboxes and lockers	Student Services	One	763-2724
Interlibrary loans	Library	Two	763-2670
Intramurals	Student Services	One	763-2724
Loans	Financial Planning	One	763-2797
Lost and Found	Student Services	One	763-2724
National Board Exams	Student Administrative Services	One	763-2785
Notary Public	Student Administrative Services or Academic Affairs	One & Two	763-2785 & 763-2642
Orientation	Student Services	One	763-2724
Payment of fees	Student Administrative Services	One	763-2785
Preceptorships	Clinic Administration		763-2616

QUESTIONS ABOUT ...	GO TO ...	BUILDING	PHONE
Registrar	Student Administrative Services	One	763-2785
Research	Palmer Center for Chiropractic Research Facilities	Clinic/AGCC	763-2737
Security	Human Resources	Two	763-2690
Sexual Harassment	Student Administrative Services	Two	763-2665
State Board Exams/ Licensing	Student Administrative Services	One	763-2785
Student Council	Student Services	One	763-2724
Substance Abuse	Student Services	One	763-2724
Transcripts	Student Administrative Services	One	763-2785
Tuition 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

WEST CAMPUS DIRECTORY

QUESTIONS ABOUT...	GO TO...	ROOM	PHONE
Advising – Academic	Academic Affairs	302	944-6050
Advising – Personal	Student Services	205	944-6020
Academic Records	Student Administrative Services Office	210	944-6065
Activities	Student Services	205	944-6020
Address Changes	Student Administrative Services Office	210	944-6065
Advanced Standing	Student Administrative Services Office	210	944-6065
Alumni Information	Dr. Thomas Milus	Clinic 28	944-6112
Announcements for LCD Monitor	Student Services	205	944-6020
Athletics	Student Government	128	944-6175
ATM	South Entrance	241	944-6147
Audio/visual service	Audio/Visual	241	944-6147
The Bartlett (student newspaper)	The Bartlett Office	129	944-6064
Bone Collections	Library	347	944-6140
Bus/Light Rail Schedules	Student Services	205	944-6020
Campus Clubs	Student Services	205	944-6020
Challenge By Exam	Student Administrative Services Office	210	944-6065
Class Absences	Student Administrative Services Office	210	944-6065
Clinic: Administration	Dean of Clinics	305	944-6008
Clinic: Appointments	Tasman Clinic		944-6100
Clinic: Marketing/ Public Relations	Campus Communications	304	944-6028
Copy Machines	Library, Cafeteria	347	944-6140 & 944-6156
Copy Machine Problems	Copy Center	240	944-6155
Disability Information	Dean of Student Academic Affairs	302	944-6062
DMV Information/ Regulations	Student Services	205	944-6020
Employment Opportunities	Student Services	205	944-6020
Facilities	Facilities	241	944-6147 & 944-6148
Faculty Offices		First and Second Floor	
FAX	Bookstore	211	944-6145
Field Training (13Q)	Dean of Clinics	305	944-6008
Finals Schedule	Student Services or Academic Affairs	205 313	944-6020 944-6021
First-Aid Kits	AED Units (Library, Clinics) First Aid Station Treatment Room F in Clinics, Facilities, Faculty Lounge, or Chemistry Lab	202	944-6147

QUESTIONS ABOUT ...	GO TO ...	BUILDING	PHONE
Grade Changes	Student Administrative Services Office and/ or Individual Instructor	210	944-6065
Graduation	President's Office	311	944-6005
Gym	Student Services	205	944-6020
Grievance Procedures	Dean of Student Academic Affairs	302	944-6062
Health Club Information	Student Services	205	944-6020
Hockey Team	Hockey Team Office	202	944-6098
Housing	Student Services	205	944-6020
Insurance	Student Services	205	944-6020
International Students Information	Dean of Student of Academic Affairs	302	944-6062
Intramural Sports	Student Government	128	944-6175
Lab Coats	Bookstore	211	944-6145
Leave of Absence/ Temporary Interrupt	Student Administrative Services Office	210	944-6065
Library Services	Library	347	944-6140
Lockers	Student Services	205	944-6020 & 944-6147
Lost & Found	Student Services, Library, Facilities, Clinic Front Desk	205 & 347 241	944-6020 & 944-6140
Mail, Outgoing	Bookstore or Outside Mailroom	211 & 245	944-6145 & 944-6147 & 944-6148
Mail Boxes	Student Services	205	944-6020
National Boards: Applications	Student Administrative Services Office	210	944-6065
National Boards: Exam Dates	Student Administrative Services Office or Student Services	210 & 205	944-6065 & 944-6020
Notary Services Info.	Student Services	205	944-6020
Notices/Fliers (posting of)	Student Services	205	944-6020
Orientation	Student Services	205	944-6020
Parking (rules & regulations)	Facilities	241	944-6148 & 944-6147
Part-time Status (Special Schedule)	Student Administrative Services Office	210	944-6065
Palmer Student Alumni Foundation (PSAF)/West Campus Chapter	Dr. Thomas Milus	Clinic 28	944-6112
Pay Phone	Outside Tasman Clinic		
Post Office (closest to campus)	Bayside Station: 2731 Junction Ave.		
Preceptorships	Dean of Clinics	305	944-6008
Probation, Academic	Student Administrative Services Office, Dean of Student Academic Affairs	210 & 302	944-6065 & 944-6050

QUESTIONS ABOUT ...	GO TO ...	BUILDING	PHONE
Public Relations	Campus Communications	304	944-6028
Registrar	Student Administrative Services Office	210	944-6065
Room Reservations	Facilities	241	944-6147 & 944-6148
Scholarships/Student Aid	Financial Planning	223	944-6023
Seminars	Continuing Education		(800) 452-5032
Security	Call Facilities from 6 a.m. to 3:30 p.m.		944-6147 & 944-6148
After 4 p.m., call 6186 at South Entrance for security guard or (408) 286-5880 after hours			
Showers	West and east side restrooms or Library restrooms		944-6147 & 944-6148
Special Schedule	Student Administrative Services Office	210	944-6065
Counseling			
Spines	Bookstore	211	944-6145
Sports Council	Sports Council Office	202	944-6047
State Board Applications, Information	Student Administrative Services Office	210	944-6065
Stamps (Postage)	Bookstore	211	944-6145
Student Government	Student Government	128	944-6175
Suggestions and Complaints	Dean of Student Academic Affairs	302	944-6062
Transcripts: From Palmer West Campus	Student Administrative Services Office	210	944-6065
Transcripts: To Palmer West Campus	Admissions Office	223	944-6185
Tuition Payment	Financial Planning	205	944-6025
Tutoring	Student Services	204	944-6020
Veterans' Administration	Financial Planning	223	944-6023
Violence on campus	Dean of Student Academic Affairs	302 & 241	944-6062 & 944-6147
Wireless Connection, Webmail & Portal	Information Services		944-6104

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.



PALMER

College of Chiropractic

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