PALMER College of Chiropractic

Institutional Policy: Reasonable Accommodations for the Public

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

Scope

This policy applies to members of the external community with professionally verifiable disabilities who participate in a Palmer sponsored activity that is open to the public.

Definitions

Disability–A "disability" is defined as: 1) a "physical or mental impairment" that "substantially limits" one or more of the "major life activities" of an individual; 2) a record of such impairment; or 3) the perception that one has such impairment.

Requesting Accommodations

Any such individual with a professionally verifiable disability who requires a reasonable accommodation to participate in a Palmer sponsored activity that is open to the public may direct requests to the following:

Christine Beaudry
Disability Services Coordinator for Public Events
1000 Brady Street
Davenport, IA 52803-5214
(563) 884-5120
christine.beaudry@palmer.edu

William DuMonthier, D.C.
Disability Services Coordinator
Office of Student Academic Affairs
90 E. Tasman Drive
San Jose, CA 95134-1617
(408) 944-6062
william.dumonthier@palmer.edu

Melissa Lingo
Disabilities Services Coordinator
4777 City Center Parkway

Port Orange, FL 32129-4153
(386) 763-2783
melissa.lingo@palmer.edu

Essential Elements Applicable to all Institutional Policies

Responsibilities

It is the responsibility of all employees and students to know and comply with this policy and all applicable laws and public ordinances. Further, employees and students are expected to review the proscribed conduct set forth in this policy, as well as, any associated division or department-specific procedures that describe policy implementation practices to ensure a clear understanding of the College's expectations.

Disciplinary Action

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

Reporting Noncompliance

Filing a Report

EMPLOYEES AND STUDENTS

Employees, students or any other member of the College community should report allegations of noncompliance with this policy to the Office of Institutional Compliance and Organizational Development through one of the designated individuals named below.

COLLEGE OFFICIALS

Supervisors, administrators or any other College officials who witness; are directly advised of; or become aware of allegations of noncompliance with this policy are to **immediately advise** one of the designated individuals named below.

Palmer College of Chiropractic, Davenport Campus
Earlye Adams Julien, PHR, M.S. Ed., CQIA
Senior Director for Institutional Compliance & Quality Assurance
1000 Brady Street
Davenport, IA 52803-5214

phone: (563) 884-5476 or
earlye.julien@palmer.edu

Palmer College of Chiropractic, Davenport Campus
Lori Larsen, B.A., Lead Coordinator
Also Serving as Compliance Coordinator
Office of Adjudication
1000 Brady Street
Davenport, IA 52803-5214
(563) 884-5246 or (800) 722-2586
lori.larsen@palmer.edu

Palmer College of Chiropractic, West Campus
William DuMonthier, D.C., Dean of Student Academic Affairs
Also Serving as Compliance Coordinator
Office of Student Academic Affairs
90 E. Tasman Drive
San Jose, CA 95134-1617
(408) 944-6062
william.dumonthier@palmer.edu

Palmer College of Chiropractic, Florida Campus
Cheryl Shaw, B.S., Human Resources Manager
Also Serving as Compliance Coordinator
4777 City Center Parkway
Port Orange, FL 32129-4153
(386) 763-2665
cheryl.shaw@palmer.edu

CONFIDENTIALITY

The College shall maintain the confidentiality of the information they receive, except where disclosure is required by law, policy or is necessary to facilitate legitimate College processes, including the investigation and resolution of allegations.

The identity of participants in an investigation shall be maintained in confidence subject to the same limitations above.

Individuals who have reported questionable behavior or who have initiated or participated in the complaint procedures available are advised their identity may be known for reasons beyond the control of college officials or investigators.

ANONYMITY

Because of the inherent difficulty in investigating and resolving allegations from unidentified persons, the College discourages individuals from making anonymous reports of improper conduct. However, should the College receive an anonymous report, such report will be reviewed to determine the appropriateness and/or feasibility of a response.

RETALIATION

The College strictly prohibits retaliation or reprisal of any kind against an individual who has reported questionable behavior or who has initiated or participated in the complaint procedures available. Allegations of retaliation shall constitute separate grounds upon which a complaint may be raised under this policy.

REPORTING FALSE CLAIMS

Any individual who makes a claim under this policy in bad faith, or knows or has reason to know that such claim is false or materially inaccurate, shall be subject to disciplinary action up to and including termination.

INVESTIGATIONS

The College may determine an allegation of noncompliance with this policy requires an investigation. No one other than the appointed investigator will be allowed to conduct an investigation on behalf of the College. The College may impose any appropriate measures on an interim basis where there is a reasonable cause to believe that such action is needed for the health, safety or welfare of members of the College community or to avoid disruption to the work/educational environment including student suspension or employee administrative leave pending the outcome of an investigation.

VIOLATION OF LAW AND COLLEGE POLICIES

Noncompliance with the College's policies includes any behaviors covered under applicable laws. Individuals engaging in illegal activities may subject themselves to criminal penalties under the law.

Disciplinary proceedings may be instituted against an individual that potentially violates both the criminal law and the College's policies (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 policy may be carried out prior to, simultaneously with, or following a civil or criminal proceeding at the discretion of the Chief of Compliance or designee. Determinations made or disciplinary actions imposed under this policy shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College's policies were dismissed, reduced or resolved in favor of or against the criminal law defendant.

When a student or employee 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 or employee with the College. If the alleged offense is also being processed under College policy,

the College may advise legal authorities of the existence of the College's policies and how such matters are typically handled within the College community.

Additional Information

Associated Processes and/or Procedures

This policy may be supplemented by division or department-specific policies, processes, and/or procedures that describe policy implementation practices. Such supplemental procedures may be obtained from, referenced in, and/or linked from, the relevant division or department.

- Procedure (under construction)

Forms/Instructions

- Form (under construction)

Contacts

- See "Requesting Accommodations"

Related Information

- N/A

Appendices

- N/A

Amendment of Policy

The College reserves the right to amend this policy from time to time as the interest of the College may require.

History

Last Revised:.....February 2, 2010
Adopted: ..... N/A
Last Administrative Review: .....November 4, 2009
Issuing Office:.....Office of Institutional Compliance & Organizational Development
Responsible Officer:.....Earlye Julien, PHR, M.S. Ed., CQIA

Senior Director for Institutional Compliance & Organizational Development
serving as Chief Compliance Officer
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