



**PALMER**  
College of Chiropractic

**2020-2021**

**Student Code of Ethics**

*The Trusted Leader in Chiropractic Education®*



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## NOTICE OF NONDISCRIMINATION

The College is committed to establishing and maintaining an environment free of any form of legally prohibited discrimination or harassment for all College community members, as well as those associated with or conducting business with the College. The College prohibits discrimination and harassment in employment, admissions or in educational practices, programs, services or activities on the basis of age, ancestry, citizenship status, color, creed, disability, gender, gender identity, genetics, marital or registered domestic partner status, medical condition, national origin, race, religion, sex, sexual orientation, veteran and military status or other legally protected status.

The College's [Equal Opportunity Policy](https://www.palmer.edu/about-us/compliance/institutional-policy-library/) in its entirety may be accessed online at <https://www.palmer.edu/about-us/compliance/institutional-policy-library/>.

### **Notice of Nondiscrimination on the Basis of Sex**

The College's nondiscrimination practices in employment, admissions or in educational practices, programs, services or activities include conduct prohibited by Title IX of the Education Amendments of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sexual misconduct is also prohibited under Title VII of the Civil Rights Act of 1964; the Violence Against Women Reauthorization Act of 2013 ("VAWA"); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"); Iowa Civil Rights Act, Davenport Civil Rights Ordinance, Chapter 760 of Florida Statutes, California Fair Employment and Housing Act, California Education Code and/or Illinois Human Rights Act.

The College's [Sexual Misconduct Policy](https://www.palmer.edu/about-us/compliance/institutional-policy-library/) may be accessed online at <https://www.palmer.edu/about-us/compliance/institutional-policy-library/>

[library/](#).

### **Sexual Misconduct Awareness, Prevention and Response**

The College prohibits sexual misconduct by or against any member of the College community as well as those associated with or conducting business with the College. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force. Sexual misconduct consists of a range of unacceptable behaviors that could negatively impact the employment or educational environment including sexual harassment, sexual assault, sexual violence, sexual exploitation, stalking and bullying.

The College's [Sexual Misconduct Awareness, Prevention and Response](https://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/) information may be accessed online at <https://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/>.

### **Reporting Sexual Misconduct or Other Unlawful Harassment or Discrimination**

The College's Title IX Coordinator and deputies, process for [reporting sexual misconduct](#) and other [unlawful discrimination or harassment](#) as well as its grievance process and the College's response may be accessed online at <https://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/>.

### **POLICIES, RULES, PROCEDURES AND GUIDELINES**

The Student Code of Ethics contains the policies, rules, procedures and guidelines implemented by Palmer College of Chiropractic (College) regarding student conduct.

This information is very important to each student, and it is advised that students read through each section carefully. Any questions or concerns about these policies, rules, procedures and guidelines

should be directed to the Coordinator for the Administration of the Student Code of Ethics or his or her designee.

## **RESERVATION OF RIGHTS**

The College reserves the right, without notice, to modify its requirements for admission or graduation; to change the arrangements or content of its courses and the instructional materials used, or to alter any regulation affecting the student body; to refuse admission or readmission to any student at any time, or to dismiss any student at any time, should it be in the interest of the College, or of the student, to do so. The College also reserves the same right as to any other material in this Code.

## **STUDENT CODE OF ETHICS**

### **Preamble**

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

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

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

## **PURPOSE**

The intent of this Code is to ensure that students neither lose their rights nor escape the responsibilities of citizenship. Students enrolled at the College must be guided by the highest standards of ethical conduct. They are expected to demonstrate professional qualities when dealing with persons in the academic community, with chiropractic patients and with the public.

## **STUDENT DISCIPLINARY CODE**

Criminal or civil court process, procedure and rules of evidence do not apply under this Student Disciplinary Code.

### **Article I: Definitions**

1. The term “advisor” refers to any one person chosen by the respondent or filer to assist during any formal hearing, unless service in this capacity would reasonably conflict with the fair application of the process as determined by the Coordinator (or designee).
2. The term “club” or “organization” refers to any number of persons who have complied with the formal requirements for College recognition.
3. The term “College” refers to the entire unit of Palmer College of Chiropractic, including operations on the Main campus; the West campus; and the Florida campus.
4. The term “consent” refers to an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, actively sought prior to and during sexual activity, and freely and actively given. When consent is requested verbally or physically, absence of any explicit verbal or physical response constitutes lack of consent. It is expected that after consent has been established, a person



who changes his or her mind during the sexual activity will communicate through words or actions his or her decision to no longer proceed.

5. The term “coordinator” refers to the person designated by the College to be responsible for the administration of the Code and its processes.
6. The term “designated College Appeal official” refers to the College official authorized to make the final appeals decision.
7. The term “faculty member” refers to any person employed by the College to conduct professional responsibilities including, but not limited to, classroom and clinic activities.
8. The term “filer” refers to any member of the College community who submits a charge alleging ethical misconduct.
9. The term “Hearing Panel” refers to persons authorized to decide if ethical misconduct has been proven and, if appropriate, what sanctions shall be imposed.
10. The term “identification” refers to any means of proving a person’s identity.
11. The term “may” is used in the permissive sense.
12. The term “member of the College community” refers to any person who is a student, faculty member, College official, Security Officer, College employee or member of any other organization or club recognized officially by the College. A person’s status in a particular situation shall be determined by the Coordinator or his/her designee.

13. 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.
14. The term “misconduct” refers to ethical misconduct listed in Article VI.
15. The term “College official” refers to any person employed by the College performing assigned administrative or professional responsibilities.
16. The term “College premises” refers to all land, buildings, facilities and other property in the possession of, owned, used or controlled by the College, including adjacent streets, alleys, sidewalks and parking lots within the parameters.
17. The term “policy” refers to the written regulations of the College as found in, but not limited to, the Student Handbook, College Catalog and other College publications and notices placed on official College bulletin boards including its website.
18. The term “respondent” refers to any student, organization or club which has been charged with ethical misconduct.
19. The term “shall” is used in the imperative sense.
20. The term “student” refers to all persons taking courses at the College, either full time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code of Ethics, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in

College-owned and/or operated residences, although not enrolled in the institution. Students who violate the Code can expect prompt and deliberate adjudication, whether or not they choose to be present or remain at the College. Furthermore, individuals who are not currently attending the College remain subject to decisions made within the disciplinary process upon re-enrollment for conduct that occurred during any period of attendance.

21. The term “witness” refers to someone who has personal knowledge of the incident at issue. Witnesses may have no other role in the hearing process, such as an advisor, and should be present only during their opportunity to provide information and answer questions.

## **Article II: Authority and Duties of the Coordinator**

- A. The Coordinator who administers the Code and its processes shall determine who hears 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 conduct will be investigated.
  5. Determine whether a charge of misconduct will be processed under the Code or if it will be submitted to the jurisdiction of another appropriate process recognized by the College.
  6. Facilitate meeting(s) between the filer and respondent, if any.

7. Maintain the file of all original documents submitted under the Code involving the processing of charges of misconduct.
8. Challenge members of the Hearing Panel as to bias against or for the respondent or filer, and if there is bias, proceed to empanel an unbiased replacement.
9. Oversee the procedures set forth in Articles IX and X.
10. Halt the procedures set forth in Articles IX and X if the process is not being followed. This right of the Coordinator may be exercised without question. The Coordinator may call a meeting of College officials to resolve any problems or concerns and then may restart the process.
11. Provide final interpretations regarding the Code, subject to approval by College officials.
12. Amend the Code and develop policies, procedures and forms for the administration of the Code, subject to approval by College officials.

### **Article III: Jurisdiction of the Student Code of Ethics**

The Code shall apply to conduct that occurs on College premises or at College-sponsored or College-related activities or service functions on or off College premises or at non-College activities on or off College premises that adversely affects the College Community and/or the pursuit of its objectives. This includes online activities. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

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

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

#### **Article IV: Violation of Law and Student Code of Ethics**

While the activities covered by the laws of the larger community and those covered by College rules may overlap, it is important to note that the community's laws and the College's rules operate independently and that they do not substitute for each other. The College may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect and may use information from third party sources (such as law enforcement agencies and the courts) to determine whether College rules have been broken.

Proceedings may be instituted against a student charged with misconduct that potentially violates both the criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation.

Proceedings under this Code may be carried out prior to, simultaneously with, or following a civil or criminal proceedings at the discretion of the Coordinator.

Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special

consideration for that individual because of his or her status as a student.

If the alleged offense is also being processed under the Code, the College may advise legal authorities of the existence of the Code and of how such matters are typically handled within the College community.

### **Article V: Reporting Violations of Local, State or Federal Law**

Students are expected to abide by local, state and federal laws. Any student who has been convicted of; pled guilty to; did not contest; forfeited bail; or was granted a deferred judgment to any criminal conduct under law or ordinance shall notify the College.

Such notification shall be made in writing to the Office of Compliance online at <http://www.palmer.edu/about-us/office-of-compliance/student-code-of-ethics/> or to any of the following individuals within five calendar days of the aforementioned events:

#### **MAIN CAMPUS**

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

#### **FLORIDA CAMPUS**

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

#### **WEST CAMPUS**

Michael Crump, M.Ed., Director of Student Services  
90 E. Tasman Drive, San Jose, CA 95134  
(408) 944-6122  
michael.crump@palmer.edu

This notification requirement excludes only minor traffic violations. Failure to promptly report may result in disciplinary action up to and including dismissal.

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

### **Article VI: Misconduct – Rules and Regulations**

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

#### **Part I. General**

##### **A. Alcohol and Drugs**

1. Use, possession, manufacturing or distribution of drugs of abuse including, but not limited to, solvents; hallucinogens; narcotics; depressants; stimulants; or other controlled substances except as expressly permitted by law.
2. Use, possession, manufacturing or distribution of alcoholic beverages, except as expressly permitted by law and College regulations, or public intoxication.
3. Providing alcoholic beverages, in any circumstance, to be used by, possessed by or distributed to any person under twenty-one (21) years of age.
4. Driving while under the influence of alcohol or any illegal substances.
5. Any other violation of the College's Drug and Alcohol Use Policy.

## **B. Collegiality**

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

## **C. Dishonesty**

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

1. Cheating, which includes, but is not limited to:
  - a. Knowingly assisting another student in committing an act of cheating; or other forms of academic dishonesty.
  - b. Use of any unauthorized assistance in taking quizzes, tests or examinations.
  - c. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
  - d. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
  - e. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
2. Plagiarism, which includes, but is not limited to:
  - a. Submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials or other



- materials as one's own work when such work has been prepared by another person.
- b. The use—by paraphrase or direct quotation—of the published or unpublished work of another person without full and clear acknowledgement.
  - c. The failure to acknowledge the use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
3. Unauthorized use, possession, buying or selling of examinations, library materials, laboratory materials or other course-related materials.
  4. Unauthorized use, possession, buying or selling of any previous assessment material not authorized for student use by an instructor.
  5. Unauthorized changing of answers on a graded quiz, examination, and/or assignment.
  6. 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.
  7. Furnishing false information, nondisclosure or misrepresentation to the College or any member of the College community.
  8. 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.
  9. Signing in for another student, or permitting another student to sign in for them, on a class attendance sheet for a class in which the student was not in attendance.
  10. Failure to report violations of local, state or federal law to the College under Article V.
  11. Forgery, alteration, misuse, unauthorized use or unauthorized possession of any College or other

document, record instrument of identification, or College resource.

12. Tampering with the election of any College-recognized/registered student organization.
13. Unauthorized use or possession of materials, electronic devices or other aids during quizzes, examinations or other testing or evaluation venues.
14. Substituting for another student or permitting another person to substitute for oneself in taking an examination or any other academic evaluation process.
15. Unauthorized download, creation, sale, transfer, access, reproduction or distribution of copyrighted material or patented inventions, including, but not limited to, audio materials, video materials or research materials; or of any course materials, whether copyrighted or not, distributed by a faculty member, such as a the faculty member's notes, PowerPoint presentations, handouts, tests, outlines and similar materials.

#### **D. Disruption/Obstruction**

1. Disruption or obstruction of teaching, learning, research, administration, disciplinary proceedings and other College proceedings and activities, including its public service functions or other authorized non-College activities.
2. Participating in a demonstration, riot or activity that disrupts the normal operation of the College and/or infringes on the rights of others, or leading or inciting others to disrupt scheduled and/or normal activities including, but not limited to, obstruction that interferes with freedom of movement, either pedestrian or vehicular.
3. Conduct that is disorderly, lewd or indecent; breach of peace; or assisting, encouraging or facilitating another person to breach the peace.

4. Engaging in individual or group conduct that is abusive, indecent, unreasonably loud or similar disorderly conduct that infringes upon the privacy, rights or privileges of others, or disturbs the peace, orderly process, education or employment of any member of the College community or any other person.

### **E. Gambling**

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

### **F. Harassment**

1. Harassment consists of any verbal, visual, written or physical conduct that:
  - a. Is sufficiently severe, persistent or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with an individual's education; or
  - b. Creates an intimidating, hostile or offensive environment.
2. Bias-Related Harassment includes harassment of a person or group because of factors such as race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, political affiliation or veteran status.

### **G. Bullying**

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

Bullying is not about occasional differences of opinion, conflicts and problems in relationships as these may be part of life. Bullying can adversely affect dignity, health, and

productivity. Examples of bullying include, but are not limited to:

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

performance and potential consequences within the framework of College policies and procedures, or for an instructor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

## **H. Sexual Misconduct/Harassment**

1. Sexual misconduct or threats of sexual misconduct including, but not limited to, the following:
  - a. Sexual intercourse or sexual touching, however slight, by one person upon another without effective consent or when it involves compelling a person to submit to such conduct by force, threat of force, use of intoxicants to impair a victim's ability to give consent, or otherwise taking advantage of any impairment which might render a person incapable of making a reasonable or rational decision about sexual activity.
  - b. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
2. Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based behaviors, actions or comments.
3. Any other violation of the College's Sexual Misconduct Policy.

## **I. Stalking**

1. Stalking refers to engaging in conduct directed at an individual that would cause any reasonable person to fear for his/her safety or that of others, or that inflicts emotional distress.

2. Cyber-stalking refers to stalking that occurs through information and communication technologies.’
3. Stalking, in violation of federal, state or local laws or the College’s policies.

#### **J. 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. Hazing, in violation of federal, state or local laws or the College’s policies, rules or regulations.
5. Reporting the presence of a fire, bomb, explosive or incendiary device without good reason to believe the facts reported are true.
6. Misusing or damaging fire or other safety equipment.

#### **K. Identification**

1. Permitting the use of any Palmer identification by anyone other than the authorized user.
2. Inappropriate or unauthorized use of another person’s Palmer identification.
3. Permitting another person to use his or her other non-Palmer identification.
4. Inappropriate use of another person’s identification.
5. Impersonation or misrepresenting the authority to act on behalf of another or the College.
6. Forgery, alteration, or misuse of identification, documents, records, keys or access codes.
7. Manufacture, distribution, delivery, sale, purchase, possession or use of false identification.
8. Failure to identify oneself to College officials, College security or law enforcement officers acting in

performance of their duties when requested to do so.

#### **L. 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 student housing.
2. Making, storing, sharing or distributing unauthorized video or photographic images or other likeness 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 student housing.
3. Unauthorized installation, placement, set-up or use of audio, video, photographic or any other devices to capture, record, reproduce, display, distribute, observe, modify or store an individual's photograph, picture, portrait, image, voice or other likeness or engaging in any of the aforementioned in a location which that person has a reasonable expectation of privacy, including, but not limited to: restrooms, locker rooms, showers and College-owned student housing.

#### **M. Misuse of College Resources or Property, Theft or Other Misuse of Computer Facilities and/or College Resources, including, but not limited to:**

1. Failure to make payment for any debts owed to the College.
2. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
3. Unauthorized transfer of a file.
4. Use of another individual's identification and/or password.
5. Use of computing facilities and/or resources to interfere with the work of another student, employee or College official.

6. Use of computing facilities and/or resources to send obscene or abusive messages.
7. Use of computing facilities and/or resources to interfere with normal operations of the College computing system.
8. Use of computing facilities and resources in violation of copyright laws to include unauthorized downloading or peer-to-peer file sharing of copyrighted files.
9. Any violation of the College's computer or any other electronic communication use policy.
10. Attempted or actual theft of College property.
11. Damage to College property.
12. Possession, sale or purchase of College property or services that are known or reasonably, under the circumstances, should have been known to have been stolen.
13. Unauthorized use of the College telephone system, email, fax machines, computers, or other College equipment or resources.
14. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
15. Misuse or unauthorized use of Palmer College of Chiropractic's name, crest, logo, seal, brand, trademark and/or other insignias.
16. Failure to obtain authorized permission for the use of Palmer College of Chiropractic's name, crest, logo, seal, brand, trademark and/or other insignias.
17. Any other misuse or unauthorized use of College property or resources.

**N. Theft, Damage or Other Misuse of 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.

#### **O. Misuse of this Disciplinary Process**

Misuse of this disciplinary process, including, but not limited to:

1. Assisting, encouraging or facilitating another person to commit an abuse of the Code.
2. Failure to obey a notice from the Coordinator, a Hearing Panel, College official or office.
3. Falsification, distortion or misrepresentation of information to the Coordinator, a Hearing Panel, College official or office.
4. Disruption or interference with this disciplinary process.
5. Institution of a charge of misconduct, hearing and/or an appeal knowingly, without cause.
6. Attempting to discourage an individual's proper participation in, or use of, this process.
7. Attempting to influence the impartiality of a member of the Hearing Panel, designated College Appeals official or other College official prior to and/or during the course of the hearing and/or appeal proceeding, including and until such time as a final written decision is issued.
8. Harassment (verbal, physical or visual); intimidation; retaliation and/or reprisal before, during and/or after the proceedings of any individual who:
  - a. Has reported misconduct or initiated a charge(s) of misconduct;
  - b. Filed a charge(s) of misconduct;
  - c. Is the respondent to a charge(s) of misconduct;
  - d. Served as a witness;
  - e. Served as a Hearing Panel member;
  - f. Served as an Appeals Official;
  - g. Served as an investigator; or

- h. Participated in any other way in the procedures available.
9. Failure to comply with any sanction(s) imposed under the Code.
10. Assisting, encouraging or facilitating another person to commit misuse of this disciplinary process.

**P. Other Rules and/or Regulations**

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

**Q. Promotion of Non-College Business Interests**

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

**R. Traffic**

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

**S. Weapons**

1. Illegal or unauthorized use, possession or storage of firearms, weapons, explosives, fireworks or dangerous chemicals, even if legally possessed, on College

premises or at College-sponsored or College-related activities or service functions on or off College premises or at non-College activities on or off College premises that adversely affects the College community and/or the pursuit of its objectives.

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

## **Part II. Clinical**

### **A. Clinical Collegiality**

1. Failing to regard and refer to all peers, health professionals and College employees with honor, giving credit where it is due.
2. Failing to treat patients with respect; earn and maintain the trust of patients, patient families, faculty, staff, College officials and the general public.
3. Failing to comply with the directives of clinic College officials acting in performance of their duties.

### **B. Clinical Dishonesty**

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

information or instrument of identification.

**C. Clinical Misrepresentation**

1. Misrepresenting or allowing oneself to be presented or represented as a Doctor of Chiropractic or anything other than as a student chiropractic intern to patients or the public.
2. Practicing chiropractic without a license under applicable state law outside of the legal scope provided for chiropractic students.
3. Performing chiropractic adjustments on another person without supervision and/or authorization from assigned College clinicians, instructors and/or other licensed Doctors of Chiropractic specifically designated by the College.
4. Soliciting another student for an adjustment and/or to provide care outside of an approved clinical or classroom setting or without proper supervision.

**D. Invasion of Privacy in the Clinics**

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

**E. Other Clinic Rules and/or Regulations**

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

## **F. Patient Care**

1. Withdrawing from the care of a patient without prior approval from the clinic doctor of record, or neglecting or abandoning the care of a patient to which the intern is assigned. All recommendations of referral, care and/or transfer of a patient for any reason are privileges reserved only to the attending clinic faculty doctor.
2. Subordinating the health and welfare of the patient and the quality of patient care to the student's expectation of academic, personal or other remuneration or lack thereof.
3. Inducing or attempting to induce patients or members of a patient's family to submit to chiropractic care in exchange for compensation or anything else of value.
4. Transporting patients to or from College premises for the purpose of patient evaluation or care.
5. Advertising chiropractic services other than specifically defined and allowed by state, the College and clinic regulations.
6. Engaging solicitors or agents for the purpose of soliciting patients or becoming involved in such endeavors.
7. Failing to suspend, terminate or limit the scope of involvement with patients when a student's personal circumstances, problems or conflicts interfere, or have the potential to interfere with patient care.

## **G. Patient Records**

1. Violating the confidentiality of protected health information obtained and/ or recorded in the course of patient-related care unless otherwise released in writing by the patient.
2. Unauthorized storage of ePHI (Electronic Protected Health Information) on portable devices to include: laptops; home-based personal computers; PDAs and Smart Phones; library or other public workstations and Wireless Access Points (WAPs); USB Flash Drives and

- Memory Cards; floppy disks; CDs; DVDs; backup media; email; Smart cards; and Remote Access Devices.
3. Failing to adequately disguise or redact patient identity from protected health information used in writing, reports, classroom lectures or in other public forums.
  4. Unauthorized removal of patient records, radiographs, images or any other protected health information from clinic facilities.
  5. Failing to accurately note in patient records all data derived directly from the patient, all clinical assessments of the patient, all changes in the patient's condition, all recommendations to the patient and all care delivered to and/or performed on the patient.

## **Article VII: Initiating/Filing Charges of Misconduct**

### **A. Responsibility to Report**

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

#### **MAIN CAMPUS**

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

#### **FLORIDA CAMPUS**

Jason Brewer, M.S., Student Code of Ethics Coordinator  
Office of Student Services  
4777 City Center Parkway, Port Orange, FL 32129  
(386) 763-2781  
jason.brewer@palmer.edu

## **WEST CAMPUS**

Michael Crump, M.Ed., Student Code of Ethics Coordinator  
Office of Student Services  
90 E. Tasman Drive, San Jose, CA 95134  
(408) 944-6122  
michael.crump@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, number 5, any charge of misconduct is subject to the procedures outlined in Article IX and/or X.

### **C. The College**

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

### **D. Retaliation**

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

1. Has reported/initiated a charge(s) of misconduct;
2. Filed a charge(s) of misconduct;
3. Is the respondent to a charge(s) of misconduct;

4. Served as a witness;
5. Served as a Hearing Panel member;
6. Served as a designated College Appeal Official;
7. Served as an investigator; or
8. Participated in any other way in the procedures available.

#### **E. Timing**

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

#### **F. Preparing Charges of Misconduct**

Charges of misconduct shall be prepared in writing and directed to the Coordinator, who is responsible for the administration of these disciplinary procedures.

#### **G. Charge of Misconduct Form**

A charge of misconduct form may be obtained from the Palmer College website or from the Coordinator as follows:

- Main campus, Office of Compliance
- West campus, Office of Student Services
- Florida campus, Office of Student Services

#### **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).

If a student withdraws from the College while a charge(s) is in process or impending, the College's resolution process must be completed and, if applicable, the respondent must comply with any sanctions imposed prior to being reinstated as a student.



## **Article VIII: Interim Suspension**

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

## **Article IX: Informal Hearing Process**

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

Panel.

- C. Any informal resolution will be documented and maintained by the Office of Compliance.
- D. Failure to comply with the resolution agreement may constitute separate grounds for a subsequent charge of misconduct under Article VI, Part I, Section O9 which reads: Failure to comply with any sanctions imposed under the Code.
- E. Use of the informal hearing procedure is not a prerequisite to initiating formal action.
- F. If the charges cannot be disposed of informally, the charges shall be formally presented to the Hearing Panel.

## **Article X: Formal Hearing Process**

### **A. Request for a Formal Hearing**

1. The filer and/or the respondent may request that the Coordinator schedule a formal hearing before the Hearing Panel.
2. The College may also request that the Coordinator schedule a hearing before the Hearing Panel.

### **B. Scheduling a Hearing**

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

### **C. Appointment of Hearing Panel**

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

#### **D. Hearing Guidelines**

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

1. Hearings normally shall be conducted in private.
2. Admission of any person to the hearing, with the exception of the filer and the respondent, shall be at the discretion of the Coordinator and witnesses may be excluded other than to testify.
3. In hearings involving more than one respondent or filer, the Coordinator in his/her sole discretion may permit the hearings concerning each to be conducted separately.
4. During the hearing 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 will have an opportunity to present any facts and/or evidence underlying the charges of misconduct alleged against the respondent.
6. The respondent will have an opportunity to present any facts and/or evidence in defense of the charges of misconduct alleged against the respondent.
7. The filer, the respondent and the Hearing Panel will be given the opportunity to question any and all witnesses who present evidence. This opportunity to question is subject to the Coordinator's authority to decide whether the filer or the respondent may question one another directly or whether either of them may question witnesses directly, or if questions must be submitted to the Hearing Panel to decide which of the questions to ask, and who will ask those questions.

8. The filer, respondent or any witness may participate in a hearing remotely by way of telephone, video conferencing or other appropriate means, provided the identity of the person participating remotely is known to all parties, and all other guidelines and procedures described in this Student Disciplinary Code are followed.
9. Pertinent records, exhibits and affidavits may be accepted as evidence for consideration by the Hearing Panel at the discretion of the Coordinator.
10. All procedural questions are subject to the final decision of the Coordinator.
11. The Coordinator may reopen any hearing if the Hearing Panel requests additional evidence, which may include affidavits, exhibits and/or additional testimony.
12. 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.
13. Criminal or civil court process, procedure and rules of evidence do not apply under this Student Disciplinary Code.
14. Charges of misconduct are presumed to have been made in good faith.

**E. Deliberation Following the Hearing**

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

## **F. Hearing Panel's Decision**

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

## **G. Sanctions**

1. The following sanctions may be imposed for misconduct:
  - a. Warning: A written reprimand for misconduct.
  - b. Loss of privileges: Denial of specified privileges for a designated period of time.
  - c. Fines: Previously established and published fines may be imposed.
  - d. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate services and/or monetary or material replacement.
  - e. Discretionary sanctions: Educational remediation, denial of academic credit, work assignments, services to the College, counseling, treatment or other related discretionary assignments.
  - f. Clinic suspension: Separation from the Clinic (with the exception of receiving patient care) for a definite period of time. Conditions for readmission may be specified.

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

## **H. Other Consequences**

The policies and rules that govern this College process and the policies and rules of other College processes generally operate independently and do not substitute for each other.

Subsequently, a finding of misconduct may result in additional consequences outside the jurisdiction of this College process or render a student ineligible for things a student may otherwise be eligible for such as but not limited to the following:

- Financial aid
- Immigration Status
- Scholarships
- Awards
- Leadership positions
- Membership or participation in certain clubs and organizations

Please contact the appropriate College official for questions regarding other College processes.

### **Article XI: Appeals**

- A. A decision by the Hearing Panel may be appealed by the respondent to the designated College Appeals official within 10 academic days of the written decision. Such appeal shall be in writing without assistance by an advisor and shall be delivered to the Coordinator. An advisor is not part of the appeal process.
  
- B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record made before the Hearing Panel and supporting documents for one or more of the following purposes:
  1. To determine whether the formal hearing was conducted fairly in light of the charges and evidence presented and in conformance with these procedures.
  2. To determine whether the decision reached was based on substantial evidence, that is; whether the facts were sufficient to establish misconduct.
  3. To determine whether the sanctions imposed were appropriate for misconduct found.

4. To consider new evidence that may be sufficient to alter a decision or other relevant facts not brought out before the Hearing Panel, because such evidence/facts were not known to the respondent appealing at the time of the hearing.
- C. Review of the sanction(s) by the designated College Appeals official may not result in more severe sanction(s) for the respondent. Instead, following the appeal, the designated College Appeals official may, upon review of the case, reduce the sanction(s) imposed by the Hearing Panel.
- D. After review of the above, the designated College Appeals official, in writing, may decide to:
1. Affirm the finding of misconduct.
  2. Dismiss the charge(s), finding no misconduct occurred.
  3. Affirm the sanction(s).
  4. Reduce or dismiss the sanctions(s).
  5. Return the charge(s) to the original Hearing Panel for reconsideration.
  6. Return the charge(s) to the original Hearing Panel to hear further testimony.
  7. Submit the charge(s) to a newly constituted Hearing Panel.
- Except for D5, D6 or D7 above, the decision of the designated College Appeals official shall be final.

## **Article XII: Student Records**

- 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 investigations; the informal process; the formal hearing process; the appeal process; and the decisions are education records under FERPA to be



maintained by the Office of Compliance.

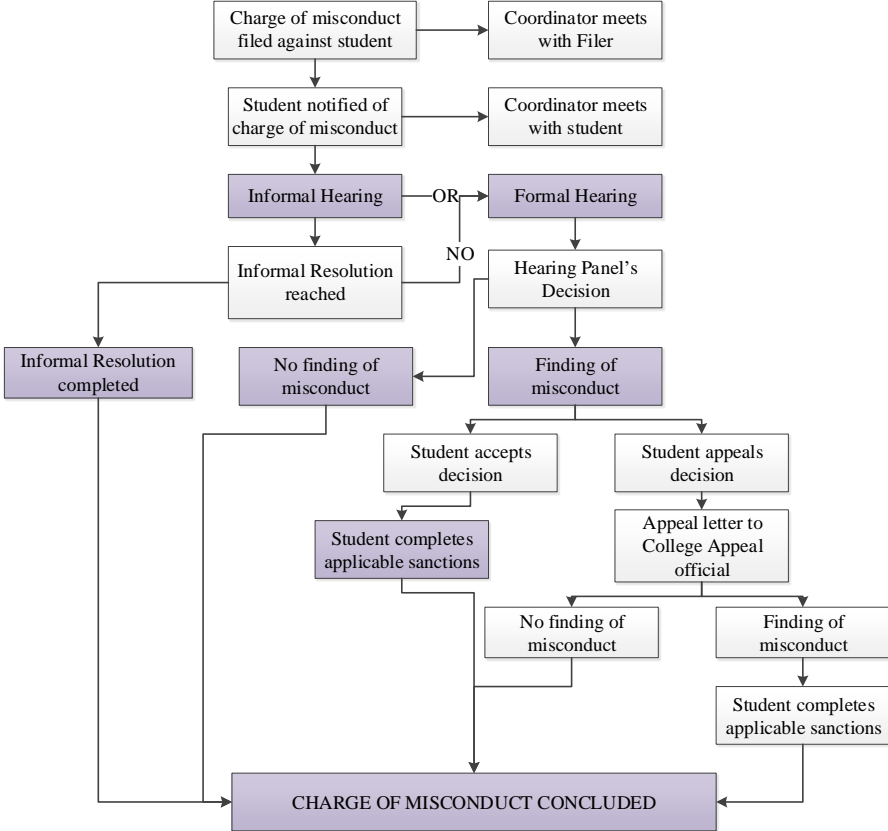
- C. Other than College dismissal, misconduct involving sexual misconduct, the College clinics, preceptorships, or any other Clinic program, disciplinary sanction(s) shall not be a part of the student's permanent academic record, but may be made part of the student's confidential record maintained by the Coordinator.
- D. 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 with the exception of the following which are maintained indefinitely:
- College dismissal.
  - Misconduct involving sexual misconduct.
  - Misconduct involving the College clinics, preceptorships, or any other Clinic program.
  - Misconduct involving clubs or organizations.
  - Students who withdrew with pending disciplinary action.

Expungement is at the sole discretion of the Chief Academic Official. The decision of the Chief Academic Official is final.

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

- F. If the respondent is a current student, no notation will be placed on the respondent's transcript of a complaint or pending disciplinary action during the resolution process. However, if the respondent withdraws from the College while a charge of misconduct is pending, the respondent's transcript will reflect a withdrawal and a notation of pending disciplinary review. The notation is subject to later modification to reflect the outcome of the disciplinary action.
  
- G. For more information concerning this statute, please refer to the College's Student Records Policy.

# STUDENT CODE OF ETHICS PROCESS FLOWCHART



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

**MAIN CAMPUS**

Lori Larsen, B.A., Student Code of Ethics Coordinator  
Office of Compliance  
1000 Brady Street, Davenport, IA 52803  
(563) 884-5246  
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**FLORIDA CAMPUS**

Jason Brewer, M.S., Student Code of Ethics Coordinator  
Office of Student Services  
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(386) 763-2781  
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