

## Equal Opportunity

Palmer College of Chiropractic (College) does not discriminate in employment, admissions or in educational practices, programs, services or activities on the basis of age, ancestry, citizenship status, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity; veteran status or other characteristic protected by law in the state in which the applicable College premise is located.

### SCOPE

This Policy applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

### DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term “**College**” refers to Palmer College of Chiropractic, including operations on the Davenport campus; Florida campus; and West campus.
- > 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.

### ADMINISTRATIVE RULES

#### *Decisions/Practices Regarding Employees*

Employment, admissions and educational decisions are based on merit, qualifications and competence. The College’s employment practices include all aspects of hiring, promotion, assignment, discharge and other terms and conditions of employment.

## ***Decisions/Practices Regarding Students***

The College's admissions and educational practices include all aspects of admissions, orientation, student employment, housing, academic and student programs, discipline and other terms and conditions of enrollment.

## ***Filing a Report of Discrimination/Harassment***

Employees, students or applicants for employment or admission, or any other individual associated with or conducting business with the College are to immediately report any behavior or conduct that may be interpreted as unlawful harassment or discrimination to any of the designated contact persons below.

### **MAIN CAMPUS, DAVENPORT, IA.**

- > Earlye Adams Julien, PHR, M.S.Ed., CQIA  
Senior Director for Compliance  
Also Serving as Equal Opportunity Coordinator  
1000 Brady Street  
Davenport, IA 52803-5214  
(563) 884-5476  
[earlye.julien@palmer.edu](mailto:earlye.julien@palmer.edu)
  
- > Lori Larsen, B.A., Compliance Specialist  
Also Serving as Equal Opportunity Coordinator designee  
Office of Compliance  
1000 Brady Street  
Davenport, IA 52803-5214  
(563) 884-5246 or (800) 722-2586  
[lori.larsen@palmer.edu](mailto:lori.larsen@palmer.edu)
  
- > Barry Pence, M.B.A., SPHR, SHRM-SCP  
Senior Director of Human Resources  
Office of Human Resources  
1000 Brady Street  
Davenport, IA 52803-5214  
(563) 884-5866  
[barry.pence@palmer.edu](mailto:barry.pence@palmer.edu)

## **FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > Cheryl Shaw, M.B.A., PHR  
Human Resources Manager  
Also Serving as Equal Opportunity Coordinator designee  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2665  
[cheryl.shaw@palmer.edu](mailto:cheryl.shaw@palmer.edu)

## **WEST CAMPUS, SAN JOSE, CALIF.**

- > Michael Crump, M.Ed.  
Director of Student Services  
Also Serving as Equal Opportunity Coordinator designee  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6122  
[michael.crump@palmer.edu](mailto:michael.crump@palmer.edu)

### ***Referring Reports of Possible Discrimination/Harassment***

Employees, students, administrators, other college officials or any other representatives of the College who witness; are directly advised of; or become aware of possible unlawful discrimination/harassment are to immediately advise (without exception) one of the designated individuals named above.

## **STANDARD INSTITUTIONAL POLICY PROVISIONS**

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

# Additional Information

## **ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES**

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

### **POLICIES**

- > [Reasonable Accommodations/Academic Adjustments for Students and Applicants with Disabilities](#)
- > [Reasonable Accommodations for Employees](#)
- > [Reasonable Accommodations for the Public](#)

### **PROCESSES AND/OR PROCEDURES**

- > Employees, students and applicants for employment or admissions or any other individual associated with or conducting business with Palmer College of Chiropractic may contact any of the individuals under the heading, “Filing a Report of Discrimination/Harassment” for additional information regarding procedures.
- > [Handbook for Students and Applicants with Disabilities](#)
- > [Sexual Misconduct Policy Handbook](#)

### **FORMS/INSTRUCTIONS**

- > [Equal Opportunity Complaint Form](#)

### **OTHER RELATED INFORMATION**

- > N/A

## CONTACTS

### ***Main Campus, Davenport, Ia.***

- > Earlye Adams Julien, PHR, M.S.Ed., CQIA  
Senior Director for Compliance  
Also Serving as Equal Opportunity Coordinator  
1000 Brady Street  
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### ***Florida Campus, Port Orange, Fla.***

- > Cheryl Shaw, M.B.A., PHR  
Human Resources Manager  
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4777 City Center Parkway  
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***West Campus, San Jose, Calif.***

- > Michael Crump, M.Ed.  
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**HISTORY**

Last Revised: ..... March 14, 2016

Adopted: ..... N/A

Last Administrative Review: ..... November 4, 2009

Responsible Officer: ..... Jennifer Randazzo, M.A.S., C.P.A.  
Vice Chancellor of Finance  
Palmer College of Chiropractic  
1000 Brady Street  
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Phone: (563) 884-5141  
[jennifer.randazzo@palmer.edu](mailto:jennifer.randazzo@palmer.edu)

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