



PALMER
College of Chiropractic

2026-27

STUDENT HANDBOOK

PALMER COLLEGE OF CHIROPRACTIC STUDENT HANDBOOK 2026-2027*

PALMER COLLEGE OF CHIROPRACTIC (COLLEGE)

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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” below.

*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 and the instructional materials used, or to alter any regulation affecting the student body; to refuse admission, continuation 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 shall make a notation on the transcript of a student who is dismissed under such circumstances. The College also reserves the same rights as to any other material in this handbook.

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

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

Issued for Jan. 1, 2026 – Dec. 31, 2027

Throughout this Handbook as a matter of convenience and consistency, the above corporate and tradenames will be more generally referred to as Palmer College of Chiropractic, Palmer College or the College, unless denoting a particular campus.

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PALMER COLLEGE OF CHIROPRACTIC

HISTORY

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

IDENTITY STATEMENT FOR DOCTORS OF CHIROPRACTIC

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

CHIROPRACTIC PILLARS

Doctors of Chiropractic:

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

MISSION

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

VISION

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

VALUES

The Values of the Palmer College community reflect the science, art and philosophy of chiropractic.

- Academic excellence
- Business acumen
- Collaboration
- Clinical excellence
- Communication
- Community health
- Critical thinking
- Diversity
- Evidence-based chiropractic practice

- Heritage and tradition
- Justice, ethics and integrity
- Life-long learning
- Student success

PHILOSOPHY STATEMENT

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

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

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

PRACTICE PARADIGM

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

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

The practice of chiropractic includes clinically necessary:

- Assessments of a patient's health status, needs, concerns and conditions by obtaining a case-appropriate history and physical examination, and by acquiring necessary imaging, laboratory or diagnostic studies;
- Consideration of axial (spine) and appendicular (extremity) structure and function, including subluxation, and the status of contiguous muscular and neural systems by means of physical evaluation, imaging and/or special test procedures;
- Patient-centered management consistent with the obtained history, clinical information and diagnoses;
- Care coordination accomplished through goal-oriented management plans that include treatment recommendations intended to favorably influence outcomes, prognosis, risks, behaviors and lifestyle;
- Administration of manual therapeutic procedures such as chiropractic adjustment, manipulation, mobilization or soft tissue techniques—as indicated by the history and clinical examination;

- Use of complimentary measures, such as passive modalities, active exercise and rehabilitation, nutritional counseling and supplementation, bracing, strapping and orthoses, and other procedures allowed under respective chiropractic practice acts; and
- Promotion of health, wellness and disease prevention by evaluating relevant indicators and risk factors, and by providing care directed at mitigating health risks and encouraging healthy lifestyles.

THE PALMER EDUCATIONAL PRINCIPLES

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

Main campus

Davenport, Iowa

Branch campus

Palmer College of Chiropractic Florida Port Orange, Florida

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

1. Palmer College embraces the philosophy that life is intelligent and that the human body possesses an inherent potential to maintain itself in a natural state of homeostasis through its innate/inborn intelligence. Moreover, the science of chiropractic emphasizes the relationship between structure and function, primarily that between the spinal column and the nervous system. Implicit within this statement is the significance of the nervous system to health and the effect of the subluxation complex upon the nervous system and, therefore, the body.
2. Palmer College is a learning community. The College is dedicated to developing, sustaining and refining a vertically and horizontally integrated chirocentric curriculum where excellence in teaching and learning is realized throughout the academic and the clinical experience. As the premier institution of chiropractic education, Palmer College is dedicated to offering students an exceptional education through a curriculum that is dynamic in nature. Palmer College encourages students to be health-care professionals who make a difference in the community and in the world because they have learned to observe, think, question, imagine, serve and speak out based on the ethics they embrace and the education they have acquired. Palmer College exists to serve students and to promote student growth and development.
3. Palmer College encourages its students to become life-long learners. Students interact with administrators, faculty, staff and alumni, exposing them to the excitement of learning and discovery.
4. Through persistent professional leadership and competency development, students learn to appreciate and understand the complexity and diversity of human communities and the world in which we live and work. As Doctors of Chiropractic, they will have high expectations of their own efforts and they will see learning as extending far beyond the classroom and clinic to their life responsibilities as health-care professionals. Palmer College is dedicated to teaching students how to learn.

5. Palmer College expects faculty to be effective teachers, productive scholars and focused academicians. The three are inextricably intertwined. Effective teaching over a career can only be maintained through productive scholarship. In its various forms, scholarship enhances excellence in the classroom and the clinic. Focused academicians, demonstrating mastery of a chosen field, inspire student learning. At Palmer, the faculty are competent academicians who pursue teaching as one type of scholarship. Having creative scholars who teach and teachers who are creative scholars fosters a learning atmosphere that is unique in chiropractic education.
6. Palmer College is committed to developing the finest chiropractic clinicians. Students are encouraged to focus on wellness promotion, health assessment, diagnosis and the chiropractic management of the patient's health-care needs. Palmer succeeds because its graduates are inspired by a broader vision using the knowledge and abilities they've acquired to form values and to serve the common good. Students train their minds, sensibilities and abilities for a lifetime of critical, independent thought and commitment to personal, professional and community service.
7. Palmer College is committed to the advancement of the chiropractic profession. The College community of administrators, faculty, staff, alumni and students are encouraged to communicate and collaborate with others in the profession. The exchange of ideas and synergistic effect of collaborations leads to greater accomplishments for the profession than would be possible through individual efforts. The College is dedicated to advancing awareness and appreciation of chiropractic and chiropractic education around the world by the most efficient and effective means.
8. Palmer College is dedicated to the welfare and success of its students. Through the Palmer learning experience, students are prepared to develop and refine:
 - Lifelong learning skills and habits
 - Critical thinking skills
 - Written, verbal and listening communication skills
 - Leadership qualities and management skills
 - A sense of service to patients, the profession and the community
 - A consistent application of ethics in their practice of chiropractic
 - An ability to make substantive contributions to the interdisciplinary health care environment
 - An ability to make a contribution to the development of a rational system of "wellness" health care
 - An ability to apply evidence-based reasoning in determining the needs of their patients
 - An ability to be successful in current and emerging business management and reimbursement systems

THE FIVE STRATEGIC DIRECTIONS OF THE COLLEGE

DIRECTION 1: STUDENT LEARNING

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

DIRECTION 2: HEALTH CARE DELIVERY

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

DIRECTION 3: SERVICE

Promote campus engagement, community service and professional participation.

DIRECTION 4: RESOURCES AND SUPPORT

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

DIRECTION 5: ADVANCE KNOWLEDGE THROUGH RESEARCH

Improve human health by advancing knowledge through research.

COLLEGE ACCREDITATION

The Doctor of Chiropractic degree program at Palmer College of Chiropractic's campuses in Davenport, Iowa and Port Orange, Florida, is awarded programmatic accreditation by The Council on Chiropractic Education, 9393 N 90th ST, STE 102-660, Scottsdale, AZ 85258-5073. Phone: (480) 443-8877, website: www.cce-usa.org.

Palmer College of Chiropractic's campuses in Davenport, Iowa and Port Orange, Florida, are regionally accredited by The Higher Learning Commission. The Commission can be reached by mail at 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 or by phone at (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.

The College's Main campus is exempt from State of Iowa registration requirements under Iowa Code Section 261B.11(1) (f); however, the College has voluntarily registered the Davenport, Iowa, campus with the Iowa College Student Aid Commission as part of the Commission-approved interstate reciprocity agreement application process. Any questions a student may have regarding this handbook may be directed to: Department of Accreditation & Licensure, 1000 Brady Street, Davenport, IA 52803 or (563) 884-5586.

Palmer College of Chiropractic is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) which allows the College to do business in the current SARA-member states and the District of Columbia. SARA enables the College to offer distance education in the member states. In addition, participation in this organization and individual state authorizations allows Palmer students to take part in supervised field experiences in 49 U.S. states and the District of Columbia.

Palmer College of Chiropractic's Port Orange, 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 by phone at (888) 224-6684.

The job classification codes at the Bureau of Labor Statistics for the Doctor of Chiropractic degree program are 29-1010 and 29-1011.

COMPLIANCE, ETHICS AND INTEGRITY

As members of the Palmer community, students have a shared responsibility to support the College's mission and reputation by holding themselves and others to the highest standards of lawful and ethical conduct.

OFFICE OF COMPLIANCE

The Office of Compliance promotes and supports a work and educational environment which reflects the College's commitment to maintain the highest level of integrity and ethical standards in conducting its operations. As members of the Palmer community, students have a shared responsibility to support this commitment and the College's reputation by holding themselves and others to these high standards.

INSTITUTIONAL POLICIES

The College's Board of Trustees delegates to the Administration the authority to develop, institute and enforce institutional policies and processes to govern the College's operations. These Institutional Policies apply to the Davenport, Iowa and Port Orange, Florida campuses. The Institutional Policies may be accessed on the Student Portal or online at:

<https://www.palmer.edu/about-us/office-of-compliance/institutional-policies/>.

ANNUAL COMPLIANCE TRAINING

Compliance training is a critical element of the College's compliance program to foster a strong compliance culture. Compliance training must be completed annually during the College's specified training period. Training may be different each year to reflect necessary updates. Students will be notified by the College via email announcing the dates during which training must be completed for the current year.

Students are expected to demonstrate integrity and professional and ethical conduct while utilizing training resources provided by the College to evidence completion of the assigned required courses.

NOTICE OF NONDISCRIMINATION

The College is committed to establishing and maintaining a work and education environment free of any form of discrimination or harassment and does not tolerate discrimination or harassment of or by its employees (including faculty), students, patients or anyone 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.

Equal employment opportunity applies to recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, training, professional development, and all other terms and conditions of employment. Equal opportunity also applies to admissions, orientation, student employment, housing, academic and student programs, discipline and all other terms and conditions of admissions, enrollment and educational practices.

Reporting Discrimination or Harassment

For more information or to file a complaint, refer to the College's Equal Opportunity Policy, Notice of Nondiscrimination, or Report a Complaint, which are online at

<https://www.palmer.edu/about-us/office-of-compliance/report-a-complaint/>.

Reporting Sex Discrimination, Sexual Harassment, Sexual Violence or any other Sexual Misconduct

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 and 2020. For more information, or to file a complaint, contact the College's Title IX Coordinator or deputies or refer to Report Sexual Misconduct at

<https://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/>.

Information regarding sexual misconduct awareness, prevention and response may be accessed online at <https://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/>.

STUDENT CODE OF ETHICS

The Student Code of Ethics (Code) contains the policies, rules, processes, 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 this Code should be directed to the Coordinator for the Administration of the Code or his or her designee.

RESERVATION OF RIGHTS REGARDING THIS CODE

The College reserves the right, without notice, to modify its policies, rules, processes, procedures and/or guidelines; to change the content of this Code or to alter any other regulation affecting the student body; to place a student on interim suspension with or without filing a charge of misconduct; to remove a student on an emergency basis from its educational programs and activities whether the disciplinary processes are underway or not; to refuse “recognition status” or divest “recognition status” previously conferred to any student club, at any time should it be in the interest of the College, with or without charges of misconduct or whether or not disciplinary processes are underway; or to impose discipline up to and including dismissal of any student at any time should it be in the interest of the College, or of the student, to do so.

The most up-to-date Student Code of Ethics can be accessed on the College’s Student Code of Ethics webpage.

PREAMBLE

The Student Code of Ethics (“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 and continuation in the Doctor of Chiropractic Program, agree to abide by the 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, its portal, digital monitors, and/or website or disseminated via mail, email or other means. 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 College community, chiropractic patients, College visitors, other individuals associated with or conducting business with the College and with the general 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 advise 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 and the Florida Campus.
4. The term “consent” (affirmative consent) refers to the standard in the determination by a preponderance of the evidence of whether consent was given by each party involved in any sexual activity. For the complete definition refer to the College’s Sexual Misconduct Handbooks which are online at: <https://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-policy-and-procedure-handbook/>.
5. The term “coordinator” and “deputies” refers to the employees designated and authorized by the Office of Compliance to be responsible for the administration of the Code and its processes. References to the Coordinator throughout this Handbook may also include individuals assigned specific tasks by the Coordinator.
6. The term “designated College Appeal official” refers to the College official authorized to make the final appeals decision.
7. The term “College official” refers to any person employed by the College performing assigned administrative or professional responsibilities.
8. 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.
9. The term “employee” refers to individuals employed by the College who are administrators, staff and faculty with the exception of those faculty members who are governed by separate collective bargaining agreements or faculty handbooks.
10. The term “faculty member” is defined by the collective bargaining agreement or faculty handbook applicable to the individual faculty member employed on one of the College’s campuses.
11. The term “Filer” refers to any member of the College community who submits a charge alleging ethical misconduct.
12. The term “Hearing Panel” refers to persons authorized to decide if ethical misconduct has been established and, if appropriate, what sanctions shall be imposed.
13. The term “identification” refers to any means of proving a person’s identity.
14. The term “may” is used in the permissive sense.

15. 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.
16. The term “more likely than not” means that the evidence, as a whole, shows that the fact sought to be established is more probable than not. This is the standard of proof used in deciding all disciplinary cases within the Student Code of Ethics.
17. The term “misconduct” refers to ethical misconduct listed in Article VI.
18. 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 newsletters, portal, digital monitors, Palmer app and website.
19. The term “presumption of innocence” means the Respondent is not responsible for the alleged misconduct until a determination of responsibility is made at the conclusion of the Informal or Formal Hearing Process.
20. The term “Respondent” refers to any student, College-recognized organization or club which has been charged with ethical misconduct.
21. The term “Reporter” refers to any individual who reports allegations of misconduct.
22. The term “shall” is used in the imperative sense.
23. 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.
24. The term “witness” refers to someone with direct, personal knowledge relevant to the charge of misconduct. 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 respond to 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 and any appeals.
- 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 an investigation will be conducted.

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 under the administration of the Code.
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 XI and XII.
10. Halt the procedures set forth in Articles XI and XII 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.
12. Amend the Code and develop policies, procedures and forms for the administration of the Code.

Article III: Jurisdiction of the Student Code of Ethics

- A. 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 and/or triggers the College's responsibilities under College policies or law. This includes online activities.
- B. Each student shall be responsible for his/her conduct from the time of application for admission through the 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 grade or degree is awarded).
- C. The Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
- D. 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.
- E. Students must also be aware that information posted to blogs, webpages, social networking sites such as Instagram, Twitter, Snapchat 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: Differences Between This Student Code of Ethics and Legal Processes

A. Internal Administrative Process

1. This Code does not mirror criminal or civil legal processes. This Handbook is administrative, not legal. Therefore, rules of law, evidence and criminal/civil procedure do not apply and will not be utilized, with minor exceptions as specified in this Handbook.

2. 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.
3. 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.

B. When Proceedings May Occur

1. 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.
2. 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.

C. Cooperation with Law Enforcement

The Coordinator will cooperate with law enforcement in order that this Code does not interfere with the integrity or timing of a criminal investigation. At the request of law enforcement, the College may temporarily defer the fact-gathering portion of its investigation.

D. Legal Determinations

1. Neither law enforcement's determination of whether or not to arrest or prosecute a student nor the outcome of any criminal prosecution are determinative of whether or not ethical misconduct has been proven under the Code. The College cannot and does not determine whether a crime has been committed beyond a reasonable doubt. That can only be done through the legal process.
2. Determinations made or sanctions/discipline imposed under this Code shall not be subject to change solely because criminal charges arising out of the same facts giving rise to a charge of ethical misconduct were dismissed, reduced or resolved in favor of or against a student.

E. Special Considerations

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 this 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 Law

A. Required Notification to the College

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

B. How to Provide Notification to 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

Michael Tunning, D.C., M.S., Dean of Programs
1000 Brady Street, Davenport, IA 52803
(563) 884-5865
michael.tunning@palmer.edu

PALMER FLORIDA

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

C. Exclusions

This notification requirement excludes only minor traffic violations.

D. Failure to Notify the College

Failure to promptly report may result in disciplinary action up to and including dismissal.

E. Prosecution

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.

F. Potential Impact of Criminal Charges to Obtain License

Legal action resulting from prosecution 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

Any student found responsible for committing, or attempting to commit, misconduct is subject to discipline up to and including dismissal. The headings (such as Part I. General, Part II Clinical, 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, in whole or in part, which is not intended to be an exhaustive list:

Part I. General

A. Alcohol and Drugs

1. Use, possession, manufacturing or distribution of drugs or 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 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.
6. Reporting to class under the influence or discovered to be under the influence of alcohol, controlled substances, or other drugs of abuse during the work/ school day.
7. Reporting to class under the influence of prescription and/or non-prescription medications which may threaten or endanger the health, safety and/or well-being of any member of the College community.

B. Collegiality, Civility and Respect

1. Failing to treat individuals with the courtesy and respect that students, staff, faculty or any other individual associated with or conducting business with the College should reasonably expect.
2. Failing to regard and refer to all peers and College employees with honor, giving credit where it is due.
3. The use of verbal, non-verbal or written communication that is inappropriate and/or does not demonstrate the respect, professionalism, maturity and/or other standards expected of a student in the Doctor of Chiropractic Program.
4. The use of comments, statements, jokes or responses (oral, written or electronic) that are inappropriate, unprofessional, discriminatory, derogatory, demeaning, abusive, offensive, threatening or any other expressions or communication that fail to demonstrate the collegiality, civility, respect or maturity becoming of a student in a professional graduate-level educational program.

C. Compliance

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. Failure to identify oneself when requested to do so by a College official or purposely restricting visibility to College issued identification badges.
3. Failing to respond and/or communicate in a timely manner with the College, College officials, College security or law enforcement officers acting in performance of their duties.

D. 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.
 - b. Knowingly accepting assistance from another student in an act of cheating.
 - c. Use or possession of any unauthorized assistance or sources in taking quizzes, tests or examinations.
 - d. Engaging in any action that gives a false or misleading account of examination/quiz/assignment participation, engagement, or completion to include but not limited to:
 - 1) Using another student's quiz code or providing a quiz code to another student.
 - 2) Taking and/or submitting answers to quizzes or examinations outside the designated classroom without authorization.
 - 3) Gaining or providing unauthorized access to a quiz, examination or other documents or activities.
 - 4) Use, misuse of or any action or conduct that interferes with or causes a change in the normal or fundamental way an electronic system or the exam, quiz or class activity is designed or intended to operate.
 - e. Unauthorized collaboration on homework, projects or other assignments.
 - f. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
 - g. The acquisition, without permission, of tests or other academic material belonging to the College, a member of the College, faculty and/or staff or any other person or group affiliated with the College.
 - h. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus class discussion or written or verbal directives.
 - i. Other forms of academic dishonesty.

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. 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
 - a. Unauthorized use, possession, distribution, buying or selling of examinations, library materials, laboratory materials or other course-related materials.
 - b. Unauthorized use, possession, distribution, buying or selling of any previous assessment material not authorized for student use by an instructor.
 - c. Unauthorized use or possession of materials, lab materials, electronic devices or other aids during quizzes, examinations or other testing or evaluation venues.
 - d. Unauthorized use of Artificial Intelligence (AI) (e.g., ChatGPT, GetGenie, Writesonic, Byword, Jasper) or other aids in completing examinations, themes, papers, reports and/or other assignments.
 - e. Unauthorized use, removal, download, creation, sale, transfer, access, reproduction, recording or distribution of copyrighted material or patented inventions, including, but not limited to, audio materials, video materials, research materials, lab materials; or of any course or training materials, whether copyrighted or not, such as an instructor's notes, PowerPoint presentations, handouts, tests, outlines or any other materials.
 - f. Unauthorized use, removal, download, storing, creation, sale, transfer, access, reproduction, distribution, displaying, capturing and/or recording of the likeness (whether actual or electronically manufactured likeness) of instructors, students or any other person (including deeded bodies), on video, audio, photographic, digital, electronic or any other technology or media formats. Likeness includes, but is not limited to, photograph, picture, portrait, image, or voice.
4. Misuse
 - a. Unauthorized changing of answers on a graded quiz, examination, and/or assignment.
 - b. 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.
 - c. Forgery and/or alteration of any College or other document, record instrument of identification, or College resource.
 - d. Misuse or unauthorized use of any College or other document, record instrument of identification, or College resource.
 - e. Unauthorized possession of any College or other document, record instrument of identification, or College resource.
 - f. Tampering with the election of any College-recognized/registered student organization.
5. False Information/Nondisclosure/Misrepresentation
 - a. Furnishing false information, nondisclosure or misrepresentation to the College or any member of the College community.
 - b. 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.
 - c. 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.

- d. Substituting for another person or permitting another person to substitute for oneself in taking an examination or any other academic evaluation or College process.
 - e. The use of individuals or artificial intelligence writing generators (e.g., ChatGPT, GetGenie, Writesonic, Byword, Jasper) or other tools to create content for assigned academic work or training on behalf of, instead of, or substituting for the student to which the academic work or training was individually assigned.
6. Engaging in any action that gives a false or misleading account of training participation, training engagement or training completion such as short-timing through slides, taking multiple courses using multiple devices, opening multiple tabs or generating a completion certificate or accepting a certificate of completion for work not actually or fully completed, or any other such conduct.
 7. Use, misuse of or any action or conduct that interferes with or causes a change in the normal or fundamental way an electronic system or College process is designed or intended to operate.
 8. Failure to report violations of local, state or federal law to the College under Article V.
 9. Other acts of dishonesty not specified above.

E. Facilitation

Assisting, encouraging or facilitating another person to commit a violation of the Code or any Institutional policy, rule or regulation.

F. Disruption/Obstruction

1. Disruption or obstruction of teaching, learning, research, administration, disciplinary proceedings and/or any other College operations, proceedings and activities, including its public service functions or other authorized non-College activities.
2. Inciting others to disrupt or obstruct teaching, learning, research, administration, disciplinary proceedings and/or any other College operations, proceedings and activities, including its public service functions or other authorized non-College activities.
3. 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.
4. Engaging in lines of communication that are disruptive to the College's customary policies, procedures and/or daily operations.
5. Breach of peace; or assisting, encouraging or facilitating another person to breach the peace.
6. Engaging in individual or group conduct that is disorderly, lewd, indecent, abusive, indecent, and/or unreasonably loud.
7. Disorderly conduct that infringes upon the privacy, rights or privileges of others.
8. Conduct that disturbs the peace.
9. Conduct that disturbs the orderly process, education or employment of any member of the College community or any other person.

G. Gambling

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

H. Harassment

1. Harassment consists of any verbal, visual, written, graphic, electronic 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.

I. 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.

J. 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 Policies.

K. 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.

L. 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. Reporting the presence of a weapon without good reason to believe the facts reported are true.
7. Misusing or damaging fire or other safety equipment.
8. Failure to adhere to Florida Statute 553.865, "Safety in Private Spaces Act" including willfully entering for an unauthorized purpose, a restroom or changing facility designated for the opposite sex and/or refusing to depart when asked to do so by a College Official (including but not limited to administrative personnel, faculty member, security personnel, or law enforcement personnel). Refer to the Florida Campus Safety in Private Spaces Policy located in the Student Policy Library.

M. 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/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 person 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.
9. Purposely restricting visibility to College issued identification badges.

N. 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. Unauthorized access to an area designated as secured, private or other area requiring College authorization.
3. 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, clinics, labs, research and College-owned student housing. This includes the set-up or attempt to do any of the aforementioned.
4. 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, clinics, labs, research and College-owned student housing.
5. Unauthorized making of video or photographic images in secured locations and/or locations in which taking of videos and/or photographs is prohibited to include, but not limited to, clinics, labs, and research facilities.

O. 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. Referencing the College or the student's association with the College for competing business promotional purposes or personal gain.

18. Use of AI technologies to generate images, videos or audio to create, publish or distribute misinformation, misleading information, false narratives, stories, data or defamatory content regarding Palmer College of Chiropractic or its community members that has the potential to cause harm, reputational damage, or undermine the public trust.
19. Any other misuse or unauthorized use of College property or resources.

P. 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.

Q. Misuse of College Process

1. Misuse of this disciplinary process, including, but not limited to:
 - a. Failure to obey a notice from the Coordinator, a Hearing Panel, College official or office.
 - b. Furnishing false information, nondisclosure, distortion or misrepresentation of information to the Coordinator, a Hearing Panel, College official or office.
 - c. Disruption or interference with this disciplinary process.
 - d. Institution of a charge of misconduct, hearing and/or an appeal knowingly, without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, this process.
 - f. Providing false statements and/or false information during the disciplinary process.
 - g. Knowingly withholding information or nondisclosure of information.
 - h. 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, and/or after the course of the hearing and/or appeal proceeding.
 - i. Harassment (verbal, physical or visual); intimidation; retaliation and/or reprisal before, during and/or after the proceedings of any individual who:
 - 1) Has reported misconduct or 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 an Appeals Official
 - 7) Served as an investigator
 - 8) Participated in any other way in the procedures available
 - j. Failure to comply with any sanction(s) imposed under the Code.
 - k. Assisting, encouraging or facilitating another person to commit misuse of this disciplinary process.
2. Misuse of any other College complaint process.
3. Initiating frivolous or vexatious complaints that are retaliatory; intended to harass, annoy, or damage; pursued regardless of merits or refusal to accept the College's decision; or that are disruptive to the College's customary policies, procedures and/or daily operations.

R. 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.

S. 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 appropriate College Official. Such actions include but are not limited to:
 - a. Meetings
 - b. Seminars
 - c. Symposiums
 - d. Workshops
 - e. Conferences
 - f. Distributing promotional materials
2. Acting as defined in section S1, based upon either a promise or receipt of compensation, rewards and/or other incentives.

T. Traffic

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

U. 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. Students performing chiropractic adjustments, treatment or care are only authorized under official Palmer clinic and Clinical Capstone clinicians and programs. Any chiropractic adjustments, treatment or other care outside these approved programs is prohibited.
3. Performing chiropractic adjustments on another person without consent.
4. 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.
5. Soliciting, consenting to and/or receiving a chiropractic adjustment and/or any other healthcare from a Palmer Chiropractic student, or providing such care to an individual outside of an approved clinical or classroom setting without proper supervision and/or authorization from assigned College clinicians, instructors and/or other licensed Doctors of Chiropractic specifically designated by the College.

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. This includes the set-up or attempt to do any of the aforementioned.
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, 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 College owned and/or maintained patient records, student clinic records, radiographs, images or any other health or FERPA protected information from a clinical or classroom facility.
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.

H. Alcohol and Drugs

1. Reporting to clinics under the influence or discovered to be under the influence of alcohol, controlled substances, or other drugs of abuse during the work/school day.
2. Reporting to clinics under the influence of prescription and/or non- prescription medications which may inhibit the ability to perform clinic duties, or which may threaten or endanger the health, safety and/or well-being of any member of the College community, clinic patients or any other person.

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., Compliance Specialist

Also Serving as Student Code of Ethics Coordinator Office of Compliance

1000 Brady Street, Davenport, IA 52803

(563) 884-5246

lori.larsen@palmer.edu

PALMER FLORIDA

Jason Brewer, M.S., Dean of Student Services

Also Serving as Coordinator Designee

Office of Student Services

4777 City Center Parkway, Port Orange, FL 32129 (386) 763-2781

jason.brewer@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.
3. The College reserves the right to refuse “recognition status” or divest “recognition status” previously conferred to any student club, at any time should it be in the interest of the College, with or without charges of misconduct or whether or not disciplinary processes are underway.
4. Except as provided in Article II, Section B, number 5, any allegation of misconduct is subject to the procedures outlined in Article XI and/or XII.

C. The College

1. 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.
2. Requests from a Reporting Party to “just record my concerns” or “not take any action at this time” may not be honored depending on the circumstances involved. If at any time the College determines an investigation is justified, an investigation may proceed and/or a charge of misconduct may be filed.

D. Retaliation

The College strictly prohibits retaliation or reprisal *of any kind* against any individual who has reported, attempted to report, initiated, filed or provided information regarding suspected or potential violations of College policy, has initiated or participated in College complaint procedures available, or has been involved in any way in the process of responding to, investigating or addressing allegations reported to the College including serving as a witness, investigator, panel member, or other College official.

Any person who attempts either directly, indirectly or through someone acting on another’s behalf to intimidate, interfere with, restrain, coerce, bully, discriminate against, violate a College limited/no contact directive or harass or engage in unwanted contact with any individual described above is subject to discipline up to and including dismissal from the College.

E. Timing

There is no time limit for making a report of suspected misconduct. However, a reporter is strongly encouraged to report suspected misconduct as soon as possible after the event takes place.

F. Time Frame for Resolution

1. The resolution of reports of misconduct may typically take 60-90 academic days to resolve. However, there are exceptions and extenuating circumstances that can cause a resolution to take longer. The College will avoid undue delays within its control.
2. Some complaints may require extensive review. Time frames will vary depending on the complexity, severity, extent and other important factors regarding the alleged misconduct.
3. General time frames in this Handbook may be extended at the discretion of the Coordinator for good cause including, but is not limited to:
 - a. the complexity of the case;
 - b. the number of Parties or witnesses involved;
 - c. the amount of evidence available to obtain and consider or complexity involved to acquire such evidence;

- d. the cooperation and/or responsiveness of the parties, witnesses and advisors (if applicable)
 - e. the absence/unavailability of parties, witnesses or advisors due to extenuating circumstances;
 - f. mid-term or final exams, academic breaks, or College closure;
 - g. concurrent law enforcement activity;
 - h. the necessity for language assistance or reasonable accommodation of disabilities;
 - i. technical difficulties; and
 - j. any other extenuating circumstances outside of the College's control as determined by the Coordinator.
4. When the general time frame for resolution under this Handbook is extended for good cause, the Coordinator will provide written notice to the Parties of the extension and cause of the extension.

G. 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.

H. Charge of Misconduct Form

An electronic charge of misconduct form may be obtained from the Palmer College website at **Charge of Misconduct Form** or by contacting the Coordinator.

I. 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). Students are responsible for frequently checking Palmer email accounts and voice mails and to promptly return emails, voice mails and any requests for responses from the Office of Compliance.

J. Presumption of Innocence

All Respondents are presumed innocent until a Hearing Panel finds misconduct was proven subject to a timely appeal.

K. Charge(s) of Misconduct in Process or Pending

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: Anonymity and Privacy

A. Anonymity

1. Anonymous reports received by the College will be reviewed and addressed to the extent possible.
2. Because of the inherent difficulty in processing allegations of misconduct that are vague or from unidentified persons, the College encourages individuals to provide full information and identify themselves when making misconduct reports or complaints.
3. Individuals who have made a report or who have initiated or participated in complaint procedures or investigations are advised their identity may be known to others for reasons beyond the control of College Officials or investigators.

B. Privacy

1. The College makes reasonable efforts to maintain the privacy of the information it receives in connection with misconduct reports and Complaints.

2. For the purposes of this Handbook, privacy means the information related to a misconduct report or Complaint will be shared with only a limited number of College employees who have a legitimate educational “need to know” when disclosure is required by law, policy, or is necessary to facilitate established College processes, including assessment, investigation and resolution of misconduct reports and Complaints.
3. The identity of participants in an investigation shall be maintained subject to the same limitations above.
4. Individuals who have reported complaints or potential violations or who have initiated or participated in the resolution procedures available are advised their identity may be known for reasons beyond the control of College officials or investigators.
5. The College may also notify emergency contacts to inform them of situations in which there is a significant and articulable health and/or safety risk.
6. The privacy of student education records is protected in accordance with FERPA. All employees who are involved in implementing this Handbook receive FERPA training.

Article IX: Interim Suspension

- A. With or without filing a charge of misconduct a College official may suspend a student on an interim basis. 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. To conduct a Technical Standards Evaluation when the student has demonstrated behavior that causes a reasonable concern that the student may not currently meet the College’s Technical, Academic and Professional Standards.
 5. 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, clinics and/or College-owned housing);
 2. College activities and/or privileges (including preceptorship or other College activities or programs on or off College premises);
 3. During the interim suspension, a College official may direct the student not to contact in any manner members of the College Community other than certain individuals as identified.

Article X: Threat Assessment/Interim Suspension

The College may conduct an individualized safety and threat assessment for any student posing an immediate and identifiable threat to the health, safety or well-being of self, others or to the operation of the College.

Article XI: 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 Q1j 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 XII : 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. If the Respondent chooses not to attend the hearing, the hearing will proceed. 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.

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.
3. Admission of any witness is at the discretion of the Coordinator. Witnesses may be excluded other than to testify. 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 respond to questions.
4. 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.
5. The Filer will have an opportunity to present any relevant facts and/or evidence underlying the charges of misconduct alleged against the Respondent.
6. The Respondent will have an opportunity to present any relevant 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, Hearing Panel members or any witness may participate in a hearing remotely by video conferencing , or other appropriate means approved by the College. Such participation requires that:
 - a. A participant must remain on camera while present and/or participating in the proceeding;
 - b. The identity of any person participating remotely must be made known to all parties.
 - c. A participant must attend the proceeding from a private location in which no other individuals are physically present in the room with the attendee, and no other individuals can hear the proceedings or are listening from any location through any other devices or means;
 - d. A participant must comply with all other guidelines, procedures and directives described in this Student Disciplinary Code and/or communicated by the Coordinator.
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 charges of misconduct are amended or 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. Advisors in the Hearing

1. During the hearing the Filer and the Respondent have the right to be assisted by an Advisor of their choosing, at their own expense. The Advisor may be an attorney.
2. Witnesses are not entitled to an Advisor.
3. If the Filer and/or Respondent retains an attorney, the Filer and/or Respondent 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/or Respondent will be required to complete a FERPA College release form prior to the Advisor participating in the hearing.
4. Should either the Filer or Respondent decide to have an Advisor the Advisor should be selected as early as possible. In selecting an Advisor, the Filer and Respondent should make sure the Advisor has the availability and time to avoid unreasonable scheduling delays. Accordingly, the Advisor must adjust their schedules to comply with reasonably prompt time frames.
5. Upon selection of an Advisor by the Filer or Respondent, the Advisor is encouraged to accept the offer to participate in an informational meeting with the designated Coordinator prior to participating in the hearing.
6. An Advisor may participate in a hearing remotely by video conferencing (provided they remain on camera), or other appropriate means, provided the identity of the person participating remotely is known to all parties, and all other guidelines and procedures described in this Student Disciplinary Code are followed.
7. 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.
8. The Filer and Respondent are expected to directly respond to questions. When a question is pending to be answered an Advisor may not consult with the advisee.

9. The Advisor may not speak on behalf of the Advisee or make a presentation on behalf of the advisee.
10. The Advisor may not author written submissions on behalf of the Advisee.
11. The College's duty is to the Filer and Respondent not to either of their Advisors. All communications with the Advisor must be provided by the Advisee.
12. The College may remove any Advisor who fails to abide by the expectations of this process.

F. Deliberation Following the Hearing

After the hearing and any reopening, the Hearing Panel will deliberate by considering all of the relevant evidence and decide by majority vote whether the charge of misconduct has been proven.

G. 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 as well as the evidence in defense of the charges shall be presented and considered.
4. In making a decision, the Panel may assess the credibility of the parties and witnesses. The Panel may believe all, part, or none of any party's and/or witness' testimony. In deciding what testimony to believe, the Panel may consider whether the testimony is reasonable, plausible, logical and consistent, both independently and with respect to other evidence, as well as, the party's or witness' demeanor, conduct, presentation of the facts, motive and bias.
5. If the Hearing Panel decides that misconduct was proven, this Panel will then impose the appropriate sanction(s).
6. The Hearing Panel will communicate in writing its decision to the Coordinator.
7. The Coordinator will notify the Respondent, in writing, of the Hearing Panel'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 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. This does not apply to charges involving failure to comply with a previous sanction. 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. Sanction(s) may be more severe for egregious misconduct regardless of whether it is a student's first offense.
7. The College may withhold awarding a grade or a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
8. Factual findings leading to expulsion requires agreement by a unanimous Hearing Panel.

I. 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
- Preceptorship

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

Article XIII: Appeals

A. Basis for Appeal Submissions

1. A decision by the Hearing Panel may be appealed by the Respondent.
2. An appeal is limited in scope.
3. The purpose of an appeal is not to initiate a re-hearing of the evidence, a review of substantive issues of fact or a new Responsibility Determination.
4. An appeal shall be limited to review of the verbatim record made before the Hearing Panel and the documents reviewed at the hearing. No new information will be considered except as required to explain the basis of new evidence.
5. Appeals may be submitted for one or more of the following purposes:
 - a. To determine whether a procedural irregularity occurred that materially affected the outcome of the formal hearing process.
 - b. To determine whether the sanctions imposed were appropriate for misconduct found.
 - c. To consider new evidence that is:
 - 1) relevant to establishing whether or not the Respondent is responsible or not responsible for the misconduct alleged, and

- 2) that has become available that was not reasonably available at the time of the original hearing, and
- 3) that could materially affect the outcome.

B. Submitting an Appeal

1. A decision by the Hearing Panel may be appealed by the Respondent. An advisor is not part of the appeal process.
2. An appeal by the Respondent shall:
 - a. Be appealed in writing to the designated College Appeals official within 10 academic days of the Hearing Panel's written decision.
 - b. Consist of a written statement outlining the basis for the appeal and supported by relevant information to substantiate the appeal.
 - c. Be written by the Respondent without the use or assistance of other individuals, generative artificial intelligence (AI), or other tools or resources to create content on behalf of, instead of, or substituting for the Respondent.
 - d. Be written by the Respondent without the use or assistance of an advisor to create content on behalf of, instead of, or substituting for the Respondent.
 - e. Shall be delivered to the Coordinator by the specified deadline.

C. Appeal Decision

1. The designated College Appeals official, in writing, may decide to:
 - a. Affirm the sanction(s).
 - b. Reduce or dismiss the sanctions(s). Review of the sanction(s) by the designated College Appeals official may not result in more severe sanction(s) for the Respondent.
 - c. Return the charge(s) to the original Hearing Panel with instructions from the College Appeal official for appropriate further action.
 - d. Submit the charge(s) to a newly constituted Hearing Panel.
2. Except for C1c or C1d above, the decision of the designated College Appeals official shall be final.
3. The Appeal Official's decision will be forwarded to the College Coordinator who will then communicate it to the Respondent, in writing.

Article XIV: 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:
 1. **College dismissal**
 2. **Misconduct involving sexual misconduct.**

3. **Misconduct involving the College clinics, preceptorships, or any other Clinic program.**
4. **Misconduct involving clubs or organizations.**
5. **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. Disciplinary Transcript Notations

The College shall make a notation on the transcript of a student for which a finding of responsibility for a student code of ethics violation results in a disciplinary action of suspension or dismissal. The College shall also make a notation on the transcript of a student who withdraws while a Student Code of Ethics matter is pending or remains enrolled but requests a transcript while a disciplinary process is pending. Transcript notations shall reflect the status of the disciplinary action as of the date of the transcript request.

1. Suspension

a. Pending Appeal

This notation signifies that a disciplinary suspension has been imposed pending expiration of the appeal period. An appeal has not been filed.

Notation: ***“Disciplinary Suspension – Pending Expiration of Appeal Date (date)”***

This notation is subject to later modification to reflect the outcome of the disciplinary action.

b. Appeal Decision Pending

This notation signifies that a disciplinary suspension has been imposed, an appeal has been filed, but a final decision has not yet been rendered.

Notation: ***“Disciplinary Suspension – Appeal Decision Pending”***

This notation is subject to later modification to reflect the outcome of the disciplinary action.

c. Disciplinary Suspension

This notation signifies that a disciplinary suspension has been imposed and this decision is final.

Notation: ***“Disciplinary Suspension”***

Provided all other requirements associated with this disciplinary action have been successfully completed, when the suspension period is completed, this transcript notation will be removed.

2. Dismissal

a. Pending Appeal

This notation signifies that a disciplinary dismissal has been imposed pending expiration of the appeal period. An appeal has not been filed.

Notation: ***“Disciplinary Dismissal – Pending Expiration of Appeal Date (date)”***

This notation is subject to later modification to reflect the outcome of the disciplinary action.

b. Appeal Decision Pending

This notation signifies that a disciplinary dismissal has been imposed, an appeal has been filed, but a final decision has not yet been rendered.

Notation: ***“Disciplinary Dismissal – Appeal Decision Pending”***

This notation is subject to later modification to reflect the outcome of the disciplinary action.

c. Disciplinary Dismissal

This notation signifies that a disciplinary dismissal has been imposed and this decision is final.

Notation: ***“Disciplinary Dismissal”***

3. Withdrawal While a Disciplinary Process is Pending

a. Withdrew Process Pending

This notation signifies that a charge of misconduct has been filed against a student and the student withdrew from the College prior to completion of the disciplinary process.

Notation: ***“Withdrew – Disciplinary Process Pending”***

No notation will be placed on a current student’s transcript of a pending disciplinary action during the resolution process.

b. Withdrew with Disciplinary Action

Transcript notations shall reflect the status of a disciplinary action as of the date of the transcript request (see above references).

A student transcript may be subject to a permanent “disciplinary sanction” notation for certain types of serious violations. For example: disciplinary sanction – VAWA

4. Disciplinary Process Pending

The College shall make a notation on the transcript of a student requesting a transcript while a disciplinary process is pending.

Notation: ***“Disciplinary Process Pending”***

Transcript notations shall reflect the status of a disciplinary action as of the date of the transcript request. This notation is subject to later modification to reflect the outcome of the disciplinary action.

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

MAIN CAMPUS

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

PALMER FLORIDA

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

COMPLAINT RESOLUTION

COMPLAINT

Unless otherwise specified in a College policy, handbook or applicable law, a Complaint is any report of actual or suspected breaches or violation of laws, institutional policies, or College handbooks, ethical misconduct, conflicts and/or disputes. For reporting purposes, suggestions, recommendations, requests for assistance, feedback, and notices of dissatisfaction are not considered “Complaints.” The College may have a legal and/or ethical obligation to respond to Complaints. Responses may include but are not limited to follow up, informal resolutions, formal investigation, procedures as outlined in the Employee Handbook and/or the respective Collective Bargaining Agreement, the student adjudication process, and/or supplying supportive measures. The type of College response to any Complaint is determined by law, institutional policy, and College Administration.

REPORT A COMPLAINT

Students may report a complaint on the College’s website at: <https://www.palmer.edu/about-us/office-of-compliance/report-a-complaint/>.

- [Report Sexual Misconduct or other Gender-based Misconduct](#)
- [Report Harassment and/or Discrimination on the Basis of a Protected Class](#)
- [Report Retaliation](#)
- [Report a Suspected HIPAA Incident](#)
- [Report a Suspected Data Breach Incident \(non-HIPAA\)](#)
- [Report an IT Security Incident](#)
- [Report Academic/Clinic Course Related Complaints](#)
- [Report Student Misconduct](#)
- [Report Hazing](#)
- [Report Faculty/Staff Misconduct](#)
- [Report Employee Job Performance Complaints](#)
- [Report Florida’s Safety in Private Spaces Complaint](#)
- [Report Other Complaints, Policy Violations or Non-compliance](#)

https://cm.maxient.com/reportingform.php?PalmerCollege&layout_id=5 or, students may contact any of the individuals named below by telephone, email or in person during regular office hours at their respective locations, email addresses and/or phone numbers:

MAIN CAMPUS

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

Office of Compliance

1000 Brady Street, Davenport, IA 52803

(563) 884-5476

earlye.julien@palmer.edu

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

PALMER FLORIDA

Angela Carter, SHRM-CP, Manager of Human Resources
Office of Human Resources
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2665
angela.carter@palmer.edu

REPORT CONTENT, ANONYMITY AND PRIVACY

Because of the inherent difficulty in investigating and resolving allegations that are vague or from unidentified persons, the College encourages individuals to provide full information and identify themselves when making reports of improper conduct. However, should the College receive a generalized or anonymous report, such report will be reviewed and investigated to the extent feasible.

A. Anonymity

1. Anonymous reports received by the College will be reviewed and addressed to the extent possible.
2. Because of the inherent difficulty in processing allegations of misconduct that are vague or from unidentified persons, the College encourages individuals to provide full information and identify themselves when making misconduct reports or complaints.
3. Individuals who have made a report or who have initiated or participated in complaint procedures or investigations are advised their identity may be known to others for reasons beyond the control of College Officials or investigators.

Report anonymous complaints [online via Lighthouse](#), the College's anonymous reporting hotline; or

- Report an anonymous complaint via email: reports@lighthouse-services.com; or
- Report an anonymous complaint via phone:
 - o English speaking: 844-990-0002
 - o Spanish speaking: 800-216-1288

B. Privacy

1. The College makes reasonable efforts to maintain the privacy of the information it receives.
2. For the purposes of this Handbook, privacy means the information related to a misconduct report or Complaint will be shared with only a limited number of College employees who have a legitimate educational "need to know" when disclosure is required by law, policy, or is necessary to facilitate established College processes, including assessment, investigation and resolution of misconduct reports and Complaints.
3. The identity of participants in an investigation shall be maintained subject to the same limitations above.
3. Individuals who have reported complaints or potential violations or who have initiated or participated in the resolution procedures available are advised their identity may be known for reasons beyond the control of College officials or investigators.
5. The College may also notify emergency contacts to inform them of situations in which there is a significant and articulable health and/or safety risk.
6. The privacy of student education records is protected in accordance with FERPA. All employees who are involved in implementing this Handbook receive FERPA training.

QUICK LINKS FOR ASSISTANCE

Below are common links to report incidents and/or request assistance. Students may refer to the directory published in this Student Handbook for additional assistance or search the College's website.

- [Report a Safety or Security incident](#)
- [Report an Injury](#)
- [Report Conflicts of Interest or Commitment](#)
- [Report an EARS concern](#)
- [Report facilities issues – Main Campus](#)
- [Report facilities issues – Florida Campus](#)
- [Report IT issues](#)
- Access information about community resources or Report Sexual Misconduct to [Confidential Community Resources](#).

COMPLAINT RESOLUTION PROCESSES

Resolution processes are unique to the type of complaint, the person (i.e. employee, student, visitor) against whom the complaint is directed, and the level of due process required to resolve a complaint. Accordingly, complaints are directed to the jurisdiction of the appropriate process recognized by the College. A student wishing to resolve a complaint is encouraged to consider informal and/or formal resolution processes offered by the College.

Informal Resolution

An informal resolution process entails presenting a complaint to an immediate supervisor or someone in authority to help resolve the complaint. Chain of command is important in following an informal resolution process. For guidance regarding to whom an informal complaint may be directed, refer to the Campus Directory published in the Student Handbook.

Formal Resolution

A formal resolution process entails registering a complaint through the College website. The College will engage the appropriate formal process toward resolution of all such complaints. Students have the option to register a formal complaint should an informal resolution process prove to be inadequate.

General Complaint Process for Formal Resolution

1. A student registers a formal complaint via the website.
2. The complaint is logged and forwarded to an appropriate contact person.
3. The contact person follows up with the student within 10 academic days to initiate the resolution process.

RECORDKEEPING

Records of complaints will be retained by the appropriate custodian and in a manner as may be required by the College's Records Retention Policy and/or applicable law.

RETALIATION

The College strictly prohibits retaliation or reprisal *of any kind* against any individual who has reported, attempted to report, initiated, filed or provided information regarding suspected or potential violations of College policy, has initiated or participated in College complaint

resolution procedures available, or has been involved in any way in the process of responding to, investigating or addressing allegations reported to the College including serving as a witness, investigator, panel member, or other College official.

Any person who attempts either directly, indirectly or through someone acting on another's behalf to intimidate, interfere with, restrain, coerce, bully, discriminate against, violate a College limited/no contact directive or harass or engage in unwanted contact with any individual described above is subject to discipline up to and including dismissal from the College.

REPORTING FALSE CLAIMS

Any individual who knowingly makes a false report or claim to the College shall be subject to disciplinary action up to and including termination.

COLLEGE RESPONSE

In its sole discretion, the College may initiate or take through a resolution process any complaint initially brought by another. If at any time the College believes an investigation is justified, an investigation may proceed. The College may take any appropriate measures designed to protect the health and/or safety of the College community.

INVESTIGATIONS

College Investigations (Required Participation)

The College may determine a complaint, allegation or report of suspected noncompliance requires an investigation. The College expects the timely participation and complete cooperation of its students and employees in College investigations.

The College may appoint an internal and/or external party(ies) to conduct a College investigation. No one other than the College appointed investigator(s) will be allowed to conduct an investigation on behalf of the College.

The College may impose any appropriate measures on an interim basis where it concludes that such action is needed to protect the health, safety or welfare of members of the College community, to facilitate an effective investigation or to avoid disruption to the work/educational environment. Such measures may include student suspension or employee administrative leave pending the outcome of an investigation or resolution process.

Any person who fails to fully cooperate in a College investigation process or who abuses the process including, but not limited to, failure to respond in a timely manner, falsification, distortion, misrepresentation or any other abuse is subject to disciplinary action.

Non-College Investigations (Voluntary Participation)

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

Students and employees may have other rights when asked to participate in a non-College investigation not being conducted on behalf of the College. Such rights may include having a representative from the Office of Compliance attend an interview at the student's or employee's request. It is strongly recommended that students and employees contact the Office of Compliance for guidance when requested to participate in any way in a non-College investigation.

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

VIOLATION OF LAW AND COLLEGE POLICIES

Noncompliance with College's policies includes any behaviors violating applicable laws. Individuals engaging in illegal activities may subject themselves to both College discipline and individual criminal penalties under the law. Disciplinary proceedings may be instituted against an individual whose conduct 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.

College proceedings may be carried out prior to, simultaneously with, or following a civil or criminal proceeding at the discretion of the College. Determinations made or disciplinary actions imposed under College Policy shall not be subject to change solely 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 addressed 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 processes.

DISCIPLINARY ACTION

Students found to have conducted themselves in a manner prohibited by College policies may be subject to disciplinary action up to and including dismissal as a student.

REPORT A COMPLAINT TO THE STATE BOARD OR COMMISSION

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

- **Iowa**
Iowa College Student Aid Commission
877-272-4456
<https://educate.iowa.gov/higher-ed/student-complaints>
- **Florida**
Florida Commission on Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
or by email to CIEINFO@fldoe.org

STUDENT AFFAIRS

The College provides support, services and resources for students to meet personal and professional goals. These include the following:

- Campus clubs and organizations
- Career Advising
- Financial Planning
- Intramural Activities
- Palmer Center for Business Development
- Registrar Services
- Student Academic Support
- Student Housing (Main campus owned)
- Student Housing (Other)
- Student Services

GENERAL STUDENT LIFE INFORMATION

Student Health

Chiropractic care is offered either free of charge or at reduced cost to students and specific family members at the Palmer Chiropractic Clinics. Students are strongly encouraged to purchase health insurance. There are several student health insurance programs available through outside companies. Contact Student Services for more information.

To ensure continuity of care, students with diagnosed chronic health or mental health conditions are strongly encouraged to secure an appointment 3-6 months before their desired start date with a provider local to their campus location.

Photo Identification Cards

Palmer College of Chiropractic identification cards (ID cards) are issued to all registered students and serve two purposes:

- Safety to quickly identify the wearer as part of the Palmer community.
- Security to provide key-card access to Palmer facilities.

All Palmer IDs are the property of the College and must be easily visible, worn above the waist, on the front of the body, and worn at all times while on campus.

Lockers

Lockers are available on a first-come, first-served basis. It is the responsibility of the student to provide a lock. Students are responsible for removing all items in any lockers on campus prior to summer break. Any remaining items will be removed regardless of a lock remaining. Items of value may be returned to lost and found. Contact Student Services for more information.

College Assigned Student Emails

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

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

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

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

Student Portals

The Palmer Portal provides students with personalized access to campus information and services. Through the portal, students will access their course home pages, which include course syllabi and materials posted by each instructor. They may also view their administrative records, including billing, transcripts and course schedules.

Refer to Palmer College of Chiropractic's online Record Retention and the Disposal of College Records policy and accompanying appendix for information regarding how the College handles student records. All student transcripts are permanently kept.

Emergency Phone Calls

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

Lost and Found

Articles lost or found on campus should be reported to or turned into Student Services. Students should place their name on all educational and personal items. Unclaimed items will be donated or disposed 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.

Items that are not to be disposed of in the recycle bins include:

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

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

Housing

Starting your new educational career and relocation can be an exciting adventure. While the College does not have campus dormitories, the housing web page has listings and information on housing in the surrounding areas of each campus. Some locations may offer discounted rates to Palmer students.

The College owns a number of properties near the Main campus that can be rented by Palmer students. An organization designated by Palmer manages the properties and has a housing office located in VanDuyn Hall with a representative available to assist students. Students who need assistance locating housing can find a listing of available off-campus housing at www.palmer.edu/housing. Due to the frequent changes in the availability and price of specific properties, the college maintains these listings online. As a non-residential graduate program, the College offers resources to aid students in finding housing, but leaves the responsibility of securing housing to each student.

Automobile Licensure and Registration

DAVENPORT, IOWA

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

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

PORT ORANGE, FLORIDA.

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

For more information, go to the state of Florida website: www.flhsmv.gov

Parking

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

The following rules apply to all student parking:

- Parking is on a first-come, first-served basis
- Vehicles must be licensed
- Vehicles must park in designated spaces
- No parking is allowed in the drive areas
- No parking is allowed on the grassy areas of the parking lots
- No overnight parking is allowed except for students residing in Palmer-owned housing
- No parking in handicapped spaces unless the vehicle is properly tagged
- No parking is allowed in any spot designated with a sign or ground markings for certain individuals
- Motorcycle parking is in designated areas only
- Bicycles are to be parked and secured in the bicycle racks. Bicycles aren't to be parked or secured to stair railings, trees, flagpoles, buildings or any other structure
- Vehicles parked in unauthorized areas may be towed at the owner's expense

- Vehicles parked in fire lanes will be towed without warning at the owner's expense
- These parking rules are in effect 24 hours a day, seven days a week, including weekends and periods between breaks
- In the event that you park on the streets around the campus, be aware of the city parking restrictions. These are clearly marked with signs, and the city is aggressive in enforcing them

NOTE:

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

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

MAIN CAMPUS

Parking decals are issued during new student orientation. Students must display them on their vehicles when parked on campus. Students should contact the Student Services office for a replacement decal and pay a \$5 fee.

Clinic patient parking, visitor parking and loading dock areas – Students are not permitted to park in these areas.

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

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

PALMER FLORIDA

Parking decals are issued during new student orientation. Students must display them on their vehicles when parked on campus. Students must contact Student Services and pay a \$5 fee for a replacement decal.

Chiropractic Licensing Information

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

For more information, contact FCLB at:

www.FCLB.org

info@fclb.org

(970) 356-3500

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

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

SUPPORT SERVICES

Registrar

The Registrar's Office provides support, services and resources for both students and alumni to meet personal and professional goals. This includes preparation of the curricular schedule, final exam schedule and academic calendar; conducting student registration and seeing that all students fulfill the necessary academic requirements; and the certification of students and graduates for state licensure.

All transcripts and other official academic documents are generated and issued from the Registrar for state boards and any other institutions, organizations, scholarships or designated third parties at the request of students or alumni. Graduation certificates (diplomas) are ordered through and issued by the office for current graduates and alumni requesting replacement certificates and credentialing requests by third parties including insurance companies, PPOs, HMOs, and employers.

Students also can receive matriculation and enrollment verification documents upon request. All requests will be fulfilled through Parchment, which students can access through the online Student Hub and alumni and third-parties at <https://www.palmer.edu/student-life/student-administrative-services-and-registrar/>.

The office certifies applications of eligible students and graduates for the National Board Examinations. Applications are available on the National Board of Chiropractic Examiners website, www.NBCE.org. The office also certifies enrollment of eligible students in the Veterans Educational Benefits programs. In addition, the office monitors international student enrollment for foreign governments and agencies.

The Registrar's Office has custody of and maintains all academic students and graduate files. Any student withdrawing from the College must notify the Office in writing and/or by completing a withdrawal form in the student portal. In addition to the above functions, the office maintains records on enrollment and the history of the curriculum and oversees the preparation and storage of archived academic records.

Notary Public

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

Student Employment Program

The College student employment program provides a wide range of jobs on campus. Wages earned in a student employment job may be considered apart of a student's financial aid offer. Contact the Financial Aid Office for more information.

Data Collection

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

Continuing Education

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

License renewal seminars, certificate and diplomate programs, continuing education partnerships and support services, and Palmer Online are among the many offerings that Palmer presents nationwide. This department also plans and oversees the continuing education program for the annual Homecoming events on each Palmer campus. Special discounted rates are available to students.

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

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 that includes employment opportunities, practices and equipment for sale, online library, Resume Builder, Big Interview (a mock-interview program), Locus (a chiropractic demographic system), and the Palmer Professional Network.

The Palmer Center for Business Development maintains a library on both the Main and Florida campuses. Library topics range from business concerns such as marketing, finance and management, to chiropractic-specific interests such as floor plans, starting into practice and licensure requirements. There are books on personal growth and professional development as well.

The Palmer Center for Business Development hosts events including Career Fairs, Vendor Showcases and Brunch & Learns in which experts provide additional free mentorship to prepare students for success in practice. Students can find information about upcoming events in the Week at a Glance e-newsletter.

For more information, visit www.palmer.edu/business or contact us at: Main campus (563) 884-5521 or career.services.ia@palmer.edu
Palmer Florida (386) 763-2650 or career.services.fl@palmer.edu

Mental Health and Wellness Services

Student Assistance Program

Palmer greatly values its students and is fully committed to providing services that support academic achievement. Palmer College's Student Assistance Program is designed to provide short-term assistance in navigating a wide variety of personal and family challenges including, but not limited to: relationship issues, feelings of overwhelm, substance abuse, grief and loss, navigating conflict, depression and anxiety.

- Up to five sessions of personal counseling per academic year
- Session can be used by the student or immediate family member of the student
- Students do not receive a bill for counseling sessions; however, if the counselor has a no-show fee or late-cancellation fee, students are responsible for these fees if incurred

Online information and assistance regarding the following topics is available at

www.palmer.edu/wellness.

- General Mental Health and Well-being
- Addiction and Substance Abuse
- Gender Identity and Sexual Orientation
- Domestic Violence, Rape and Sexual Violence
- Suicide Prevention

Student Academic Support Services

Academic Advising

Faculty members are available to discuss their courses and other course-specific academic concerns with students on an individual basis during office hours or by appointment.

For academic advising concerns regarding course scheduling, individual curricular plans, and degree requirements, academic advisors are available in the Student Administrative Services Office.

Study Strategies and Academic Success Resources

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

MAIN CAMPUS

Megan Parketon, Academic Coach/PASS Program Coordinator
Student Academic Support Centers
1000 Brady Street, Davenport IA 52803
(563) 884-5408

PALMER FLORIDA

Victor Hidalgo, M.S., Academic Counselor
Office of Student Administrative Services
4777 City Center Parkway, Port Orange, FL 32129
(386) 763-2780
victor.hidalgo@palmer.edu

Access Services for Students with Disabilities

Student Disability Support Center

Palmer College of Chiropractic values the diverse talents and abilities students bring to chiropractic education. The College promotes diversity by striving to provide equal access to qualified applicants and students with disabilities. It is the College's experience that qualified individuals with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, as Amended) may be successful in the field of chiropractic with appropriate and reasonable accommodations to provide equal access to their education.

The College is committed to providing equal educational opportunities for qualified applicants and students with disabilities and grants reasonable academic adjustments or accommodations (hereafter, referred to collectively as "accommodations") for qualified applicants and students with disabilities on an individual basis.

Qualified applicants and students are invited and encouraged to voluntarily self-identify any disability which represents a functional limitation or boundary to the College's Technical, Academic and Professional Standards for Admission to Continuation in and Graduation from the Palmer College Doctor of Chiropractic Program as well as the academic requirement for each individual course and other published College policies.

A "qualified person with a disability" is an individual with a disability who in addition to academic admission requirements, meets the technical, academic and professional standards required for admission to, continuation in or graduation from the College's educational programs as well as meets the academic requirement for each individual course and other published College policies with or without approved, reasonable accommodations.

All individuals considering, applying or enrolling in the Doctor of Chiropractic Degree Program must carefully review the technical, academic and professional standards to better understand what is expected at Palmer College of Chiropractic and ensure they are otherwise qualified to engage as a Palmer College student.

The College's Technical, Academic, and Professional Standards may be accessed online at: [ip-technical-standards-1.pdf \(palmer.edu\)](#).

Reasonable accommodations are a means of providing an equal opportunity to meet these essential standards, not to circumvent them, and to ensure equal opportunity as much as reasonably possible. While the College strives to accommodate qualified applicants and students as fully as possible, reasonable accommodations do not include: 1) measures that pose a direct threat to the health or safety of self and/or others, 2) measures which lower or fundamentally alter the College's academic, technical or professional standards, academic requirements for each individual course or other published College policies or 3) measures that pose an undue administrative or financial burden. Except in limited circumstances, the use of a third party (an intermediary) to perform required standards on behalf of another student would constitute a fundamental alteration. In the event a student is unable to fulfill these required standards at any time after admission, with or without reasonable accommodation, the student will not be allowed to continue in the program.

Individuals are provided reasonable accommodations based upon specific information and assessment data documented by a qualified, licensed professional with the requisite skills and credentials to assess, diagnose and make a determination regarding the nature of the disability, its severity, the duration, the activities limited by the disability and the extent to which the disability limits the student's ability to perform the essential requirements for the DC program.

The College treats its students as responsible adults with the independent right to make life decisions. Accordingly, applicants and students themselves must identify the need for accommodations and give adequate notice of the need. Applicants and students seeking reasonable accommodations must comply with the process outlined in the Handbook for Students and Applicants with Disabilities for requesting and receiving reasonable accommodations which may be accessed on the College website at:

<https://www.palmer.edu/wp-content/uploads/2022/03/handbook-for-students-and-applicants-with-disabilities.pdf>.

Any qualified applicant or student with a disability who seeks a reasonable accommodation to meet the College's Academic, Technical or Professional Standards for Admission to or Continuation in the College's educational program and activities, the academic requirements for each individual course or other published College policies must contact any of the following individuals:

MAIN CAMPUS

Holly Fischer, B.A.

Director of Academic Support

Student Academic Support Services

Also serving as Disability Services Coordinator

1000 Brady Street

Davenport, Iowa, 52803

563-884-5257

holly.fischer@palmer.edu

PALMER FLORIDA

Victor Hidalgo, M.S. Academic Counselor

Also serving as Disability Services Coordinator Office
of Student Administrative Services

4777 City Center Parkway

Port Orange, FL 32129

386-763-2780

victor.hidalgo@palmer.edu

Services for International Students

Palmer College of Chiropractic is authorized by the Student and Exchange Visitor Program (SEVP) to grant F-1 status to international students admitted to the College. F-2 status is authorized for dependents of students on F-1 status students. Dependents on F-2 status cannot accept employment.

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

- Register for and maintain full-time academic status each term (at least 12 credit hours for undergraduate students and at least 9 credit hours for D.C. students).
- Obtain written permission from the International Student Advisor before dropping to less than full-time academic status.
- Contact the International Student Advisor before leaving school on a temporary or permanent basis (not including regular academic breaks).
- Obtain proper authorization before working on or off campus.
- Contact the International Student Advisor before transferring to another U.S. educational institution.

- Report all address and name changes to the International Student Advisor immediately after they occur.
- Always maintain current student status documents, including the I-20 form, I-94 Arrival/Departure Record, passport, visa stamp and financial support forms.
- Carry the above documents at all times when traveling.

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

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

- Departure and re-entry to the United States
- Transfer of schools within the United States
- Assist with part-time, off-campus work permits related to economic hardship during student status
- Certifying international financial assistance documents
- Arranging Optional Practical Training after completion of the program
- Pursuing other benefits granted by USCIS

Prior to any departure from the United States, international students should contact the International Student Advisor or another designated school official to review the signature date of the travel endorsement section on their I-20 form (F-1).

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.

For more information contact:

MAIN CAMPUS

Meghan Fromi-Campos, Associate Registrar
Office of the Registrar
1000 Brady Street, Davenport, IA 52803
(563) 884-5860
meghan.fromicampos@palmer.edu

PALMER FLORIDA

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

ACTIVITIES AND EVENTS

Homecoming

The College hosts thousands of alumni from all over the world at its annual Homecoming events. Homecoming offers professional presentations by world-renowned speakers; contemporary license renewal and continuing education programming; vendors with the latest products and services; alumni reunions; great social events to promote alumni, staff and student networking. Special discounted rates are available to students.

Complete event information can be found at www.palmer.edu/homecoming or by calling (800) 452-5032.

Student Activities

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

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

Recreational Facilities

Main Campus and Florida Campus students and their immediate family members may use the campus recreational facilities and most of their services free of charge. Palmer Florida maintains information regarding other local fitness centers that offer discounts to its students.

For more information, contact Student Services or visit:

www.palmer.edu/student-life/campus-recreation/

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.

Our campus communities in the Davenport, Iowa and Port Orange, Florida can be affected by natural disasters such as floods, hurricanes, tornadoes, fires or earthquakes. Precautionary and clean-up efforts 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.

Students requesting leave from classes and clinical responsibilities to participate in community crisis situations must have preapproval from their instructors.

STUDENT CLUBS AND ORGANIZATIONS

Purpose

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

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

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

Policies, Rules and Guidelines for Student Clubs and Organizations

Students clubs shall abide by applicable law, institutional policies and all College regulations contained in the Catalog, Student Handbook, Student Code of Ethics, Student Clubs and Activities Handbook, Annual Security and Fire Safety Report and Drug and Alcohol Abuse

Awareness, and other publications and notices placed on official College bulletin boards including its website.

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

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

MAIN CAMPUS

Josie VenHorst, Student Activities Coordinator
Student Services
1000 Brady Street, Davenport, IA 52803
(563) 884-5838
josette.venhorst@palmer.edu

PALMER FLORIDA

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

Promotion of Non-College Business Interests

As provided by the Student Code of Ethics 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

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

Community Involvement

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

Student Club and Organization Classifications

There is a diverse classification of registered student clubs and organizations 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 adviser. Designated Student Services representatives work with each club and/or club advisor to manage the budget, provide guidance for programming and compliance with policies and procedures.

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

Academic

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

Informational/Special Interests Clubs

This classification includes all student clubs with the primary purpose of providing information to members and other interested parties regarding particular states and countries and other special interests.

Professional Clubs

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

Service Clubs

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

Social Clubs

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

Sports/Recreational Clubs

This classification includes all intramural and extramural clubs with the primary purpose of encouraging participation in sports as a recreational activity. Intramural clubs compete within the College. Extramural clubs compete with teams outside the College at a similar level. They compete against extramural clubs from other colleges or in adult recreational leagues within the local city area. They may compete for league titles but have no affiliation with any state or national organization.

Student Council/Associated Student Government

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

ACADEMIC PROGRAMS

CLINIC CAPSTONE PROGRAMS

Intern Preceptorship Program

The Preceptor Program is a clinical educational experience in an approved field doctor's chiropractic practice during the student's last term. During this program, the student is supervised and practices under the guidance and license of a chiropractic field doctor contracted with the College as extension or adjunct faculty. The student is required to communicate progress to the College.

The Post-Graduate Preceptorship Program: The participant is supervised and practices under the guidance of the chiropractic field doctor during the period after graduation while working toward state licensure.

Palmer DoD/VA Student Rotation Program

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

Residency Programs (Main Campus only)

The College offers two post-graduate residency programs.

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

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

ACADEMIC POLICIES

CLINIC PROCEDURES

Clinic-curriculum student interns who provide chiropractic health care to patients must do so under the mentorship and direct supervision of a licensed faculty doctor. The clinical conduct of student interns is governed by Clinic policies, which are subject to change periodically to conform to state laws governing the operation of Palmer Chiropractic Clinics and the chiropractic profession. It is the responsibility of each student to keep fully informed of Clinic policies and abide by those policies at all times. Students are required to maintain the highest degree of professional integrity and ethical conduct in their relationships with patients, colleagues, faculty clinicians, and Clinic personnel. Refer to the Clinic Operations Procedures Manual and the Student Code of Ethics for additional information.

CLINICAL COMPETENCY ASSESSMENTS

The Palmer Clinical Assessment Plan is designed to provide a comprehensive evaluation of the development of clinical skills. Formative and summative methods are used to assess various clinical competencies integral to the successful practice of chiropractic. Clinical assessments determine overall clinical competence and include quantitative and qualitative performance measures. Various of methods, including written and stationed examinations, simulated patient encounters, critical thinking worksheets, direct observation, global assessments, patient file reviews, and clinician feedback are used throughout the student's clinical training to guide and assess the development of clinical competency. Students must demonstrate satisfactory performance on simulated patient exams and evaluations of their performance in the care and management of patients in the College's clinics to satisfy clinical competency requirements for preceptorship and graduation.

FINANCIAL AID

The fundamental purpose of the financial aid programs at the College is to assist students in financing their chiropractic education. Students who believe their resources are inadequate to meet educational expenses should request financial aid consideration and seek the advice of the Financial Aid Office counseling staff.

FINANCIAL AID/SCHOLARSHIP INFORMATION

The following information is available to students on www.palmer.edu, the Palmer Portal and in the Financial Aid Office:

- Financial assistance programs
- Deadlines for submitting applications
- The cost of attending Palmer College
- The College's refund policy
- The procedure for determining acceptable academic progress
- Consumer information

To be considered for U.S. federal financial assistance, it is necessary to complete a Free Application for Federal Student Aid (FAFSA) for each award year

In order to be eligible for federal and institutional aid, students must maintain Satisfactory Academic Progress (SAP). Please refer to page 62 for the SAP Policy for Recipients of Financial Aid. Students must be enrolled at least half-time (i.e. enrolled in six (6) credit hours) to receive federal financial aid. Total financial aid cannot exceed the cost of attendance during each award period.

Campus-based aid (i.e. Federal Work Study and Federal Supplementary Education Opportunity Grant) is awarded to students who demonstrate significant financial need, based on information provided on the FAFSA.

SCHOLARSHIPS/GRANTS

Palmer College of Chiropractic scholarships and grants recognize students with outstanding academic performance, exceptional financial need, extracurricular contributions to the College, and chiropractic community and other criteria.

Scholarships are made available to students annually through donations or internally generated funds, and are administered by the Office of Financial Aid. Descriptions, applications and deadlines for available scholarships are advertised each term by the Financial Aid Office. Palmer College students are encouraged to apply. All scholarships and grants are considered to be part of a student's financial aid award package.

TUITION AND FEES

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

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

The College reserves the right to modify or change requirements, rules, tuition, and fees. Historically, the College has found it necessary to increase tuition annually to meet the rising cost of higher education. Students will be given notice of such modifications or changes prior to the changes taking effect. Annual changes to tuition and fees will be posted at www.palmer.edu.

For additional details regarding tuition and fees, please reference the college catalog at the following link: <https://www.palmer.edu/wp-content/uploads/2021/12/palmer-catalog.pdf>

CHECKS

The College does not provide check-cashing services. However, checks may be written for charges incurred on school accounts for tuition, fees and Campus Store purchases. Checks written to Palmer and returned by the bank will incur a charge of \$25. A student who has more than one non-sufficient funds check returned must make future payments with currency or certified funds.

FINES AND CHARGES

Fines and charges 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 through the student portal.

CAMPUS SAFETY and SECURITY

COMMITMENT

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

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

AVAILABLE INFORMATION

The Annual Security and Fire Safety Report and associated crime reports may be accessed online at: www.palmer.edu/security.

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

CRIME REPORTING

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

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

CAMPUS SAFETY SECURITY

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

- Locking, securing and patrolling campus buildings
- Patrolling campus parking lots
- Removing unauthorized persons from campus premises/buildings
- Enforcing campus parking policies
- Providing escorts to individuals while on College premises, when requested; and
- Contacting the local police or fire departments, as needed

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

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

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

MAIN CAMPUS SAFETY SECURITY: (563) 884-5555

Security is provided by Per Mar Security Services and is supervised by:

Brian Sharkey, Senior Director for Safety and Security

(563) 884-5147

brian.sharkey@palmer.edu

First Aid Stations

Located in West Hall (rooms W12, W104), the Bechtel Center and the Davenport Outpatient Clinic.

PALMER FLORIDA CAMPUS SAFETY SECURITY: (386) 763-2777

Security is provided by Allied Universal Security and is supervised by:

Don Taylor, Manager of Safety and Security

(386) 763-2608

don.taylor@palmer.edu

After Hours Emergencies (386) 566-4578

First Aid Stations

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

MAIN CAMPUS

Office of Compliance: (563) 884-5246

Student Academic Support: (563) 884-5655

Human Resources: (563) 884-5276

Student Services: (563) 884-5643

PALMER FLORIDA

Human Resources: (386) 763-2665

Student Services: (386) 763-2783

PALMER ALERT

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

The Palmer Alert system issues messages using landline phones, cell phones, voicemail, email and text.

REPORTING A MISSING STUDENT

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

SEXUAL MISCONDUCT PREVENTION AND REPORTING RESOURCES

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

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

MAIN CAMPUS

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

Also serving as Title IX Coordinator

Office of Compliance

1000 Brady Street, Davenport, IA 52803

(563) 884-5476

earlye.julien@palmer.edu

Lori Larsen, B.A., Compliance Specialist

Also serving as Deputy Title IX Coordinator Office of Compliance

1000 Brady Street, Davenport, IA 52803

(563) 884-5246

lori.larsen@palmer.edu

PALMER FLORIDA

Angela Carter, Human Resources Manager

Also serving as Deputy Title IX Coordinator

4777 City Center Parkway, Port Orange, FL 32129

(386) 763-2665

angela.carter@palmer.edu

Additionally, confidential off-campus contacts and resources are available to you. For more information on off-campus contacts, go to <http://www.palmer.edu/about-us/office-of-compliance/sexual-misconduct-prevention-and-response/>.

You will also find more College resources and information regarding prevention, protection and reporting sexual misconduct there.

Campus Safety and Security may be contacted at any time to seek security assistance on campus or to provide law enforcement information.

After providing security assistance or law enforcement information, Safety and Security will promptly report any sexual misconduct allegations to the Title IX coordinator and/or deputy for further processing according to the policies outlined in the Policy & Procedure Handbook for Resolution of Sexual Misconduct Complaints.

EMERGENCY INFORMATION

EMERGENCY NUMBERS

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

MAIN CAMPUS

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

PALMER FLORIDA

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

EMERGENCY RESPONSE PROCEDURES

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

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

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

The College's Emergency Action Plan is updated annually.

The plan can be found online at: www.palmer.edu/security

For a hard copy of the emergency response procedures, contact:

Brian Sharkey, Senior Director of Safety and Security

1000 Brady Street, Davenport, IA 52803

(563) 884-5147

brian.sharkey@palmer.edu

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

MAIN CAMPUS EVACUATION SAFE AREAS

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

All people on the east side of Brady Street gather in the visitor parking lot (LOT A).

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

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

All people at the Advancement/Alumni Building gather at Parking Lot Q.

FLORIDA CAMPUS EVACUATION SAFE AREAS

Building One:

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

All people who leave the building through the southwest exit doors gather in the south parking lot.

Building Two:

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

All people who leave the building through the south exit doors gather in the south parking lot.

Building Three:

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

Building Four:

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

Palmer Chiropractic Clinic:

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

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

SEVERE WEATHER

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

MAIN CAMPUS:

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

723 Brady Street	Interior hallways
Administration Building	Lower level or first floor
Advancement (708 Brady Street)	Interior hallways
Campus Center	Lower level, away from windows
D.D. Palmer Memorial Building	Lower level
David D. Palmer Learning Commons	Lower level
William J. & Mary A. Kiernan Hall	East stairwell or first floor classrooms
Harold & Marie Bechtel Center	Lower level, away from windows
Mabel H. Palmer Hall	First floor hallway
North Hall	First floor office area
R. Richard Bittner Athletic & Recreation Center	First floor west interior hallway
Vickie Anne Palmer Hall	Lower level
West Hall	Lower level interior hallway

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

FLORIDA CAMPUS:

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

Building One	Student Services
Building Two	Anatomy Lab, Faculty Office Suites
Building Three	Monte's Café
Building Four	Lecture Room 4140
Main Clinic (Mod-4-Second Floor)	First Floor Large Clinical Services
Room Palmer Chiropractic Clinic	Large Clinical Services Room

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

For all other emergencies, please refer to Emergency Operations Plan.

FACILITIES

MAIN CAMPUS FACILITIES

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

Administration Building

The Administration Building houses major administrative offices, including the Chancellor and CEO's Office, the Provost's Office, Academic Affairs, , Human Resources, Business Affairs and Marketing & Communication.

The Advancement Office

Located at 708 Brady Street.

B.J. Palmer Hall

Classrooms P201, P202, P204, P205 and P206 are high-tech elevated classrooms and are located on the second floor.

Bruce & Bethel Hagen Student Union

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

Campus Center

This building houses the Palmer Cafe and Hagen Student Union on the lower levels. The Campus Store is located on the second level. The offices of Student Services, Financial Planning, Student Administrative Services, Registrar's Office, Student Affairs, Compliance, Continuing Education and Events, and Institutional Compliance Office are also located in this building.

Computer Labs

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

- The D.D. Palmer Memorial Building 202
- Campus Center

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

David D. Palmer Health Sciences Library

The David D. Palmer Health Sciences Library is the most comprehensive library of any chiropractic school, with nearly 50,000 volumes of scientific and biomedical journals and texts. It serves as an important health-science resource for the state of Iowa. The Library also houses the most extensive chiropractic archives in the world.

David D. Palmer Learning Commons

The David D. Palmer Learning Commons is a 22,000 sq. ft. student learning space that encompasses the David D. Palmer Health Sciences Library, the Evan & Cynthia Beane Learning Lab where students hone their technique, more than 75 enclosed group and individual study spaces, Dave's Coffee Corner, and a monumental staircase inspired by spinal anatomy.

D.D. Palmer Memorial Building

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

Harold & Marie Bechtel Center

The Welcome Center and the Davenport Outpatient Chiropractic Clinic are located on the first floor. The Outpatient Clinic also continues on the lower level. The lower level contains two radiology suites and the Chiropractic Rehabilitation & Sports Injury Department. The second floor houses the Trevor V. Ireland Student Clinic and radiology review room.

Mabel H. Palmer Hall

This building contains the Palmer College Archives, Radiographic Quality Lab and classrooms.

North Hall

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

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 and imaging center. Graduate Studies classes also are held here.

Palmer Outpatient Chiropractic Clinic

The Davenport Outpatient Chiropractic Clinic occupies the Bechtel Center. Palmer also has an outpatient clinic located in Moline, Ill.

Palmer Family Residence

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

R. Richard Bittner Athletic & Recreation Center

The R. Richard Bittner Athletic & Recreation Center is a state-of-the-art athletic and recreation facility. The facility includes more than 46,000 square feet of space with two basketball courts, two strength areas, thirty pieces of cardio equipment, functional training areas, an outdoor workout area, two group fitness rooms and leisure space. The facility is open to all students, employees and immediate family members over the age of 16.

Vickie Anne Palmer Hall

The Palmer Family and Chiropractic History Museum displays are located on the main levels of Vickie Anne Palmer Hall. Graduation is also held here.

West Hall

The student lounge, technique rooms, computer labs, instrumentation rooms, faculty offices and classrooms are also located in this building. This building houses the following departments: Academic Support Services, Campus Security, Center for Teaching and Learning, Facilities Department, Technique Department faculty offices, Undergraduate Studies, the Print Center and the Vets Club.

William J. & Mary A. Kiernan Hall (Anatomy & Technique Center)

The William J. & Mary A. Kiernan Hall – Anatomy & Technique Center allows students to move seamlessly between Palmer's anatomy classrooms, wet and dry labs, and technique classrooms. It features five technique labs with 20 stations for hands-on work, and two new anatomy labs.

Handicap Accessibility

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.

B.J. Palmer Hall

An elevator on the northeast side of the building allows access to all three levels. Two ramps allow access to B.J. Palmer Hall. One is by the northeast door, coming from Friendship Court. The other ramp is located right outside the north door leading to the Clinic Gardens. There are handicapped-accessible restrooms on the first and second floors.

Campus Center

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

William J. & Mary A. Kiernan Hall (Anatomy & Technique Center)

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

Harold & Marie Bechtel Center

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

North Hall

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

Palmer Center for Chiropractic Research

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

Vickie Anne Palmer Hall

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

West Hall

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

West Hall Courtyard

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

PALMER FLORIDA FACILITIES

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

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

Departments can be found in the following rooms:

Administration Building, Building One

4777 City Center Parkway

First Floor

- Exam Lab - Room 1111
- Facilities - Room 1114
- Financial Planning- Room 1103
- Mail Room - Room 1115
- Mother's Lounge – Room 1110
- Radiology – Room 1112
- Registrar and Business Office - Room 1103
- Student Administrative Services
- Student Services (Academic Counseling and Disability Services) - Room 1103
- Technique – Room 1106
- Technique Labs -1107, 1109
- Testing Center - Room 1104
- ID Badging - Room 1108

Second Floor

- Admissions - Room 1204
- Foot Levelers - Room 1203
- Lecture - Rooms 1207, 1209
- Ancillary Lab - Room 1203
- Marketing & Communication - Room 1204

Academic Building, Building Two

4777 City Center Parkway

First Floor

- Library - Room 2123
- Anatomy Lab (“Dissection”) - Room 2177
- Dry Lab - Room 2175
- Faculty Offices - Room 2170
- Lecture - Room 1271
- Multi-Purpose Classroom – Room 2125

Second Floor

- Administration - Room 2220
- Academic Affairs - Room 2220
- Human Resources - Room 2220
- Marketing & Communication - Room 2220
- Information Services - Room 2265
- Technique Lab - Room 2223
- Exam Lab - Room 2277
- Radiology - Room 2275
- Lecture - Rooms 2273, 2271, 2225
- Faculty Offices - Room 2270
- Print Center - Room 2231

Academic Building, Building Three

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

Academic Building, Building Four First Floor

- Anatomy Lab ("Dissection")
- Dry Lab - Rooms 4121, 4122
- Lecture - Rooms 4140, 4141-4140-A, 4141-A
- Lecture - Rooms 4240, 4241, 4240-A, 4241-A
- Technique - Rooms 4212, 4213, 4250, 4251
- PAC Lab - Rooms 4220, 4220-A

Palmer Chiropractic Clinics

4705 S. Clyde Morris Boulevard

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

Handicap Accessibility

The Palmer Chiropractic Clinic, Main Campus academic buildings and the Outreach Clinic are handicapped accessible.

TRIMESTER ACADEMIC CALENDAR

For Academic Programs, Registration and Related Policies, please access the **2026-2027 Academic Catalog** in Student Self Service portal or at <https://www.palmer.edu/student-life/student-administrative-services-and-registrar/>.

COLLEGE ADMINISTRATION

Dennis M. Marchiori, D.C., Ph.D.
Chancellor and CEO

Barbara Melbourne, J.D.
Vice Chancellor for Institutional
Advancement

Michael Norris, Ph.D.
Vice Chancellor of Admissions

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

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

Jennifer L. Randazzo, M.A.S., CPA
Vice Chancellor for Finance

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

Amber L. Wells, J.D.
Executive Director for Legal Affairs

PALMER FLORIDA LEADERSHIP

William Sherrier, D.C., M.A.
Campus President
Palmer Florida

COLLEGE MANAGEMENT

Earlye Adams Julien, M.S.C., M.S.Ed
Senior Director for Compliance and Chief
Compliance Officer

Beth A. Barclay, M.A.
Senior Director of Accreditation and
Licensure

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

Christine D. Deines, M.L.I.S.
Senior Director of Libraries

Nathaniel A. Finkey, D.C., DACBR
Senior Director of Clinic Analysis

Mary E. Frost, D.C., M.B.A.
Senior Director of Continuing Education

Lisa Gerhardt, B.S., SHRM-CP
Senior Director of Human Resources

Marie Kelly, B.A.
Senior Director of Advancement and
Alumni Affairs

Jillian B. McCleary, B.A.
Senior Director of Marketing &
Communication

Jacqueline McGlade, Ph.D., M.B.A., M.A.
Interim Senior Director for Registrar

Abbey L. Nagle-Kuch, M.P.A.
Dean of Student Affairs

Megan Nelson, B.S.
Senior Director of Financial Planning

Laura Reagan, M.S.
Senior Director of Financial Affairs

Tara Schulz, M.B.A.
Executive Director of Clinic Operations

Brian L. Sharkey, B.S.
Senior Director of Safety and Security

Troy Stark, D.C., M.B.A.
Senior Director of Assessment

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

MAIN CAMPUS ADMINISTRATION

Lisa M. Bauer, B.B.A.
Director of Auxiliary Services

Lance Corber, M.S., B.A.
Director of Applications

Elizabeth A. Fisher, B.A.
Director of Donor Relations

Holly C. Fischer, B.A., PHR
Director of Academic Support Services

Kristin Frymoyer, Ph.D., M.A.
Director of Continuing Education

Jody L. Graham, M.B.A.
Director for the Center for Teaching &
Learning

Ward M. Jones, Ph.D., M.S., B.S.
Associate Dean for Life Sciences

David D. Juehring, D.C., DACRB,
CCSP®
Director of Chiropractic Rehabilitation and
Sports Injury

Amy Kuboushek, M.S.W.
Director of Association and Industry
Relations

Siri Leech, D.C., DACBR
Associate Dean of Clinical Sciences

Cynthia R. Long, Ph.D.
Dean of Research

Ian D. McLean, D.C., DACBR
Director of Clinical Radiology

James M. Mountain, M.S., A.A.S.
Director of Information Security

D. Ranier Pavlicek, D.C., DACRB
Associate Dean of Clinics

Erik E. Sellas, M.B.A.
Director of Admissions

Kara N. Shannon, D.C., B.S.
Associate Dean of Clinics

Michael J. Tunning, D.S., M.S.
Dean of Programs

Robert D. Vining, D.C., D.H.S.c
Associate Dean of Clinical Research

PALMER FLORIDA ADMINISTRATION

Jessica Blumenfeld, B.S.
Campus Enrollment Director

Arianna Branch, M.A.
Director of Development

Heather Bowyer, D.C., CCSP
Dean of Clinics

Jason Brewer, M.S.
Dean of Students

Michelle Gingras, D.C.
Associate Dean of Clinics

Rocky Justice, D.C.
Associate Dean of Academic Affairs

Joy Lewis, Ed.D.
Dean of Academic Affairs

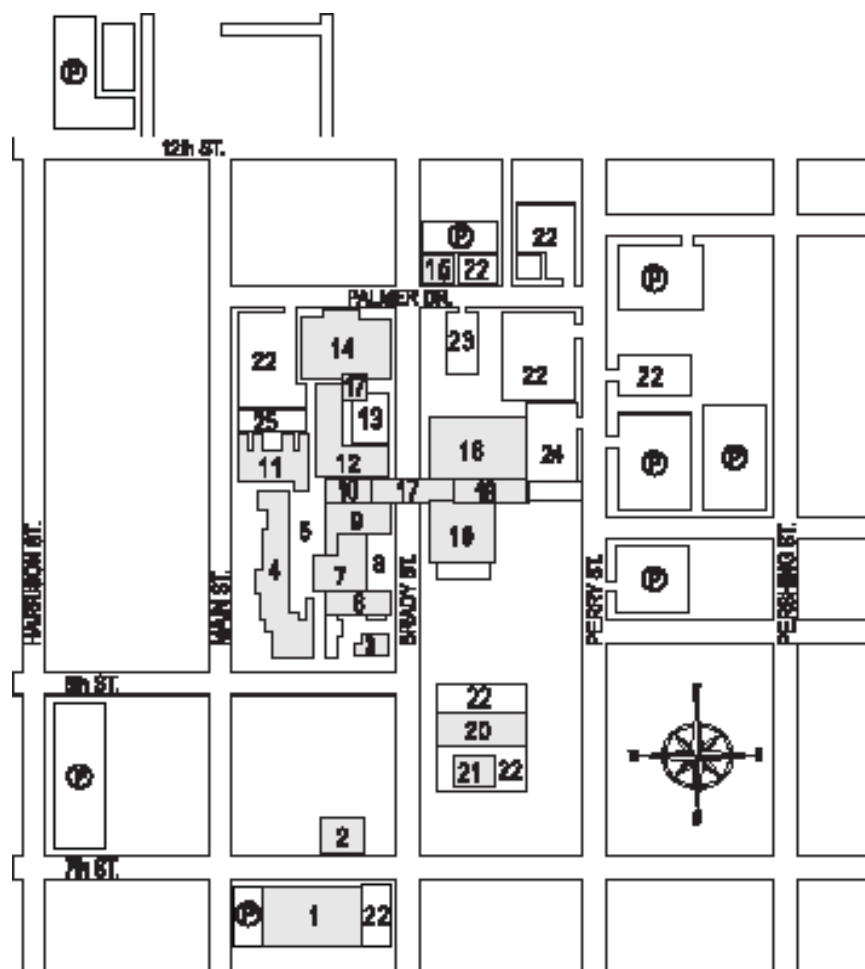
Je'Ne Jordahl, D.C.
Associate Dean of Clinics

Jason Qualls, D.C., B.S.
Associate Dean of Academic Affairs

Matthew Richardson, D.C., DACB
Director of Clinical Radiology

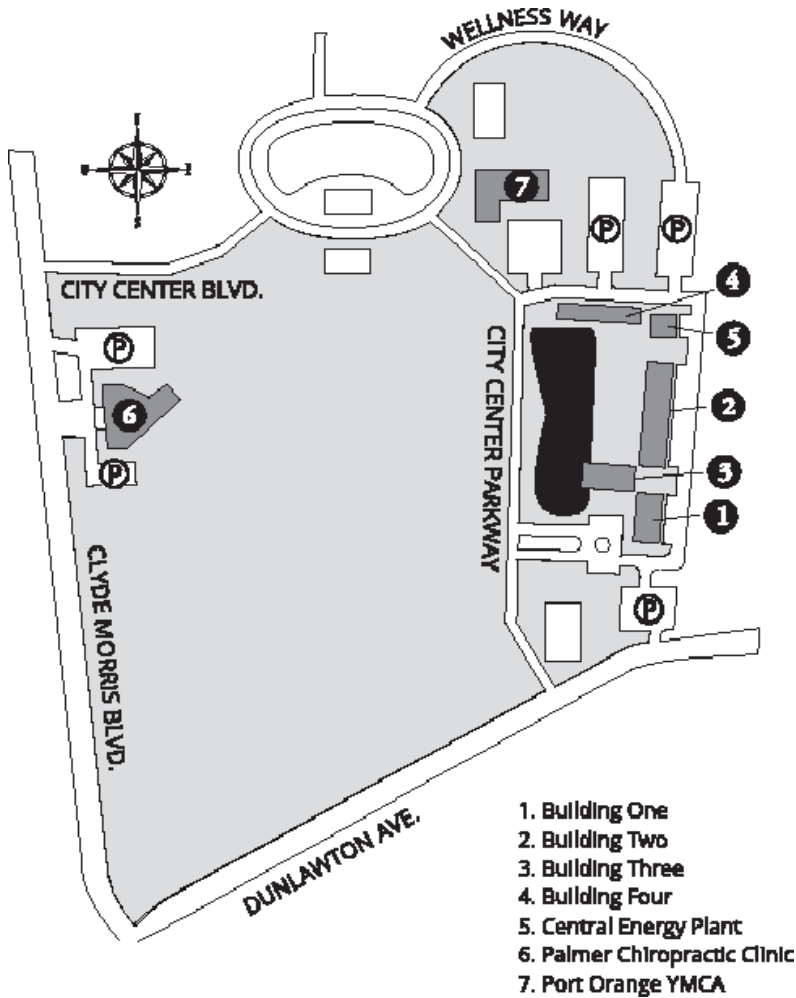
Jennifer Sherman, B.S.
Registrar

MAIN CAMPUS MAP



- | | | |
|---|--|--|
| 1. Vicke Anne Palmer Hall | 10. Friendship Court | 18. World of Chiropractic Court |
| 2. Alumni Office | 11. Experiential Learning Center | 19. Campus Center |
| 3. Palmer Family Residence | 12. B.J. Palmer Hall | 20. Palmer Center for Chiropractic Research |
| 4. West Hall | 13. Clinic Gardens | 21. 729 Brady St. |
| 5. West Hall Courtyard | 14. R. Richard Blitzer Athletic & Recreation Center | 22. Employee Parking |
| 6. D.D. Palmer Memorial Building | 15. North Hall | 23. Visitor Parking |
| 7. Mabel H. Palmer Hall | 16. Harold & Marie Bechtel Center | 24. Clinic Patient Parking |
| 8. Heritage Court | 17. Stovessak | 25. Charles & Hillegard Keller Terrace |
| 9. Administration Building | | |

PALMER FLORIDA CAMPUS MAP



MAIN CAMPUS DIRECTORY

QUESTIONS ABOUT...	GO TO...	BUILDING	(Area code 563) PHONE
Academic Advising	Registrar	Campus Center, 3rd floor	884-5860
Academic Records	Registrar	Campus Center, 3rd floor	884-5654
Activities	Student Services	Campus Center, 3rd floor	884-5838
Address change	Palmer Portal (Palmer.edu)		
Admissions	Admissions	Campus Center, 2nd floor	884-5656
Alumni information	Advancement	708 Brady Street	884-5803
Athletics/Intramurals	Student Services	Bittner Center	884-5856
ATM			Skywalk
Audio/visual service	IT	North Hall	884-5300
Bachelor of Science	Undergraduate Studies program	Campus Center, 3rd floor	884-5867
Billing/fees	Student Billing	Admin Bldg, 4 th floor	884-5654
Books	Campus Store	Campus Center, 2nd floor	884-5633
Business Development	Center for Business Development	Kiernan Hall, 3rd floor	884-5522
Campus Events	Student Services;	Campus Center, 3rd floor;	884-5838
Campus Grounds	Student Union	Campus Center, 1st floor	884-5486
Class Absences	Registrar	Campus Center, 3rd floor	884-5647
Clinic: Administration	Bechtel Center	Bechtel Center, 1st floor	884-5811
Clinic: Appointments	Bechtel Center	Bechtel Center, 1st floor	884-5801
Clubs	Student Services	Campus Center, 3rd floor	884-5838
Complaints/Grievances/ Compliance	Office of Compliance	Campus Center, 4 th floor	884-5246
Continuing Education	CE Office	Campus Center, 4th floor	884-5998

Copy Machines	Print Center	David D. Palmer Health Sciences Library; Campus Center	884-5708
Counseling/personal	Student Academic Support Center	Kiernan Hall, 3rd floor	884-5655
Counseling (Academic)	Student Academic Support Center	Kiernan Hall, 3rd floor	884-5655
Disabilities (Academic) (Students)	Student Academic Support Center	Kiernan Hall, 3rd floor	884-5408
Disabilities (Employees)	Human Resources	Administration Bldg., 4th floor	884-5258
Employment (Students)	Human Resources	Administration Bldg., 4th floor	884-5258
Emergencies	Security; Clinic	West Hall, 1st floor; Bechtel Center	884-5555 884-5801 or 884-5580
Financial aid	Financial Planning	Campus Center, 3rd floor	884-5740
Fundraising	Advancement	708 Brady St.	884-5453
Grades	Registrar	Campus Center, 3rd floor	884-5654
Graduation	Student Services	Campus Center, 3rd floor	884-5860
Harassment/ Discrimination	Compliance Office	Campus Center, 4 th floor	884-5246
Homecoming	Continuing Education	Campus Center, 4th floor	884-5715
Housing	Student Housing	1039 N. Perry St	884-5333
Identification cards	Student Services	Campus Center, 3rd floor	884-5857
Inter-library loans	Library	David D. Palmer Health Sciences Library	884-5641
International Student Information	Registrar	Campus Center, 2 nd floor	884-5656
Library services/Research	Library	David D. Palmer Health Sciences Library	884-5641
Loans	Financial Aid	Campus Center, 3rd floor	884-5740
Lockers	Student Services	Campus Center, 3rd floor	884-5857
Lost and found	Student Services	Campus Center, 3rd floor	884-5857
Marketing	Marketing & Communication	Administration Bldg., 1st floor	884-5120

National Board Exams	Registrar	Campus Center, 3rd floor	884-5685
Notary Public	Student Services	Campus Center, 3rd floor	884-5654
Orientation	Student Services	Campus Center, 3rd floor	884-5838
Palmer Portal	Information Technology	North Hall	884-5300
Parking	Student Services	Campus Center, 3rd floor	884-5857
Preceptorship Programs	Clinic Capstone Programs	Campus Health Center	884-5819
Research	Palmer Center for Chiropractic Research	William & Jo Harris Bldg.	884-5150
Safety and Security	Safety and Security Office	West Hall, 1st floor	884-5555
State Board Licensure Information	Registrar	Campus Center, 3rd floor	884-5685
Student email	Information Technology	North Hall	884-5300
Student Ethics	Office of Compliance	Campus Center, 4th floor	884-5246
Student Union	Hagen Student Union	Campus Center, 1st floor	884-5486
Substance Abuse	Student Academic Support Centers	Kiernan Hall, 3 rd floor	884-5655
Transcripts, Official	Registrar	Campus Center, 3rd floor	884-5654
Transcripts, Unofficial	Palmer Portal (palmer.edu)		
Tuition/Fees payment	Financial Affairs	Admin Bldg, 4 th floor	884-5654
Tutoring	Student Academic Support Center	Kiernan Hall, 3rd floor	884-5408
Veterans Association		West Hall, 1 st floor	884-5769
Veterans Information	Registrar	Campus Center, 3rd floor	884-5654
Work-study program	Financial Aid	Campus Center, 3rd floor	884-5740
Anything not listed	Student Services	Campus Center, 3rd floor	884-5874

PALMER FLORIDA DIRECTORY

QUESTIONS ABOUT... GO TO...		BUILDING	(Area code 386) PHONE
Academic advising	Student Administrative Services	One	763-2780
Academic records	Student Administrative Services	One	763-2785
Activities	Student Administrative Services	One	763-2724
Address change	Palmer Portal (palmer.edu)		
Admissions	Admissions	One	763-2709
Alumni information	Advancement	Main Campus	563-884-5803
Athletics/Intramurals	Student Administrative Services	One	763-2724
ATM		Three	
Audio/visual service	Instructional Technology	Two	763-2636
Billing/fees	Student Administrative Services	One	763-2785
Books	Bookstore	Three	763-2660
Business Development	Center for Business Development	Two	763-2650
Campus events	Student Services; Marketing & Communication	One; Two	763-2724 763-2630
Class Absences	Student Administrative Services	One	763-2785
Clinic: Administration	Port Orange Clinic	Clinic	763-2712
Clinic: Appointments	Port Orange Clinic	Clinic	763-2718
Clubs	Student Services	One	763-2724
Complaints/Grievances/ Compliance	Human Resources	Two	763-2665
Computer search sources	Library	Two	763-2670
Continuing Education	CE Office	Main Campus	800-452-5032
Copy Machines	Library	Two	763-2670
Counseling – Academic	Student Administrative Services	One	763-2780
Disabilities (Students)	Student Administrative Services	One	763-2724
Disabilities (Employees)	Human Resources	Two	763-2665
Employment (Students)	Financial Planning	One	763-2797
Employment	Human Resources	Two	763-2665

Emergencies	Student Administrative Services	One	763-2724
Financial Aid	Financial Planning	One	763-2797
Food Service	Monte's Cafe	Three	763-2695
Grades	Student Administrative Services	One	763-2785
Graduation	Student Administrative Services	One	763-2781
Harassment/ Discrimination	Human Resources	Two	763-2665
Health insurance	Student Administrative Services	One	763-2724
Homecoming	Continuing Education and Events	Main Campus	800-452-5032
Housing	Student Administrative Services	One	763-2724
Identification cards	Student Administrative Services	One	763-2724
Inter-library loans	Library	Two	763-2670
International Student Information	Student Administrative Services	One	763-2724
Library services	Library	Two	763-2670
Loans	Financial Planning	One	763-2797
Lockers	Student Administrative Services	One	763-2724
Lost and found	Student Administrative Services	One	763-2724
Mail – incoming/outgoing	Mailroom	One	763-2759
Marketing	Marketing & Communication	One	763-2630
National Board Exams	Student Administrative Services	One	763-2785
Notary Public	Student Administrative Services	One	763-2785
Notices/fliers (posting of)	Student Administrative Services	One	763-2724
Orientation	Student Administrative Services	One	763-2724
Palmer Portal	Information Technology	Two	763-2636
Parking	Student Administrative Services	One	763-2724
Preceptorship Programs	Clinic Administration	Clinic	763-2616
Registrar	Student Administrative Services	One	763-2785

Research	Palmer Center for Chiropractic Research	Main Campus	800-682-1625
Room scheduling	Student Administrative Services	One	763-2724
Security	Security	Two	763-2690
State Board Licensure	Student Administrative Services	One	763-2785
Student Council	Student Administrative Services	One	763-2724
Student email	Information Technology	Two	763-2636
Student Ethics	Human Resources	Two	763-2665
Student Services	Student Administrative Services	One	763-2724
Substance Abuse	Student Administrative Services	One	763-2724
Transcripts	Student Administrative Services	One	763-2785
Transcripts, official	Student Administrative Services	One	763-2785
Transcripts, unofficial	Palmer Portal (<i>palmer.edu</i>)		
Tuition/Fees payment	Student Administrative Services	One	763-2785
Tutoring	Student Administrative Services	One	763-2724
Veteran's information	Student Administrative Services	One	763-2785
Anything not listed	Student Administrative Services	One	763-2724