PALMER
College of Chiropractic

# 2026-27
## Student Code of Ethics

# 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 their 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 "advisee" refers to a Respondent or Filer who elects to receive guidance and support from an advisor during the formal hearing. The advisee is responsible for presenting their own information, responding to questions, and participating directly during the hearing.

2. 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).

3. The term "club" or "organization" refers to any number of persons who have complied with the formal requirements for College recognition.

4. The term "College" refers to the entire unit of Palmer College of Chiropractic, including operations on the Main Campus and the Florida Campus.

5. 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/**.

6. 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.

7. The term "designated College Appeal official" refers to the College official authorized to make the final appeals decision.

8. The term "College official" refers to any person employed by the College performing assigned administrative or professional responsibilities.

9. 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.

10. 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.

11. 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.

12. The term "Filer" refers to any member of the College community who submits a charge alleging ethical misconduct.

13. The term "Hearing Panel" refers to persons authorized to decide if ethical misconduct has

been established and, if appropriate, what sanctions shall be imposed.

14. The term "identification" refers to any means of proving a person's identity.
15. The term "may" is used in the permissive sense.
16. 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 their designee.
17. 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.
18. The term "misconduct" refers to ethical misconduct listed in Article VI.
19. 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.
20. 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.
21. The term "Respondent" refers to any student, College-recognized organization or club which has been charged with ethical misconduct.
22. The term "Reporter" refers to any individual who reports allegations of misconduct.
23. The term "shall" is used in the imperative sense.
24. 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.
25. 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 their 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 their 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 their 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.
4. Making or initiating a false report or claim directly, indirectly or on another's behalf to the College; assisting someone else in making or initiating a false report or claim to the College or furnishing false information or misrepresentation that causes another individual to unknowingly make or initiate a false report or claim to the

College. A **false claim** refers to a report, complaint, allegation, accusation, statement, assertion or declaration made by an individual that something has occurred which the individual knew or should have known to be false; knew or should have known did not occur; or was made with reckless disregard, or willful ignorance of available facts; or in the absence of good faith; or with the intention to deceive, mislead, harm, inflict injury, harass or deprive another individual of a right.

**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, Hearing 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 Filer 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 through the informal hearing process 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 through the informal hearing process 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 through the informal hearing process, 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 their 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 their 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 Hearing 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 their 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 Hearing Panel may assess the credibility of the parties and witnesses. The Hearing Panel may believe all, part, or none of any party's and/or witness' testimony. In deciding what testimony to believe, the Hearing 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 Hearing 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:

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