The Cleveland Chiropractic College multicampus system is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools [30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, www.higherlearningcommission.org, (312) 263-0456]. The Doctor of Chiropractic degree program of Cleveland Chiropractic College Kansas City is accredited by the Commission on Accreditation of the Council on Chiropractic Education [8049 N. 85th Way, Scottsdale, AZ 85258-4321, (480) 443-8877]. The Doctor of Chiropractic degree program of Cleveland Chiropractic College Los Angeles is accredited by the Commission on Accreditation of the Council on Chiropractic Education [8049 N. 85th Way, Scottsdale, AZ 85258-4321, (480) 443-8877].
Cleveland Chiropractic College

All statements in this Catalog are applicable September 2001 through August 2002 and are provided for the information of the public. This Catalog applies to all students. However, students who matriculated prior to September 1, 1998 (including those who transferred into the 10-trimester progression) at the Los Angeles Campus are subject to the curriculum published in the 1997-98 Los Angeles College Catalog. As these courses are phased out, an individual transition plan that satisfies state and College requirements will be created for the student.

All statements including those related to calendar, curriculum, fees, rules, and regulations are true and correct as of the date of this publication and are subject to change without prior notice. It is the responsibility of students of Cleveland Chiropractic College to be well acquainted with the rules, regulations, requirements, and responsibilities provided in this publication, as well as various updates posted throughout the year by the College.

The College Catalog contains Cleveland Chiropractic College policies and regulations that are applicable to students on both campuses. Campus-specific procedures are included in the Student Handbook of each campus.

Persons seeking admission to the College should direct inquiries to the Office of Admissions at:

**Kansas City Campus**
Cleveland Chiropractic College
6401 Rockhill Road
Kansas City, Missouri, 64131-1181
Telephone: (816) 501-0100
(800) 467-CCKC (2252)
FAX: (816) 501-0205
Website: www.cleveland.edu

**Los Angeles Campus**
Cleveland Chiropractic College
590 North Vermont Avenue
Los Angeles, California 90004-2196
Telephone: (323) 660-6166
(800) 466-CCLA (2252)
FAX: (323) 660-4195
Website: www.cleveland.edu

*All verbal communications that may have an impact on students, faculty, or staff must be verified in writing.*
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The President’s Message

Greetings and welcome to Cleveland College. The Cleveland community is eager to meet and assist you during your time as a student — a period of focus and commitment that will bring grand rewards.

Cleveland College offers the Doctor of Chiropractic and the Bachelor of Science in Human Biology degrees. With a strong curriculum that stresses the structure and function of the human body, our undergraduate degree in Human Biology serves as a portal for graduate programs in a variety of health care fields. The need for health care professionals continues to increase. As a health care provider, you will enjoy security, flexibility, and the satisfaction of knowing that you serve an integral role in the maintenance of good health.

Chiropractic has just entered its second century as a healing profession. Your journey to become a Doctor of Chiropractic begins at an ideal time. The message of chiropractic care and its natural approach for the restoration and maintenance of health is being shared throughout the world.

Education and research is creating a greater public awareness resulting in increased utilization of chiropractic services worldwide. Independent research studies demonstrate the effectiveness and patient satisfaction with chiropractic care.

Choosing chiropractic as a career offers a sense of achievement, personal freedom and, most importantly, the reward of making a difference in the quality of human life.

The College community joins me in welcoming you to Cleveland Chiropractic College. You are taking the first step toward making your dreams come true.

For a healthy world,

[Signature]

Carl S. Cleveland III, D.C.
President

Adjust Your Thinking.
Adjust Your Thinking.

With fifty-five thousand chiropractors seeing nearly 27 million patients each year, chiropractic is the most widespread of the natural approaches to health care used in the United States. Whether choosing to become a Doctor of Chiropractic, obtaining a degree in Human Biology, or completing preprofessional coursework for other health careers, Cleveland Chiropractic College will offer you a repository of knowledge, expertise, and commitment.

Cleveland Chiropractic College:

- Is a recognized, major chiropractic institution, providing nearly a century of service educating doctors in the traditions of chiropractic;
- Is committed to developing clinical competencies through early hands-on introduction to multiple spinal adjusting techniques;
- Provides a balanced approach to the science, philosophy, and art of chiropractic, reflecting the needs of today’s contemporary chiropractic practice;
- Employs highly qualified faculty with broad experience and credentials in their subject areas;
- Has a low student/faculty ratio that encourages personalized, individual attention;
- Offers students the flexibility to choose between a 9-trimester or a 12-trimester progression;
- Offers qualified graduating students nationwide preceptor and postceptor opportunities, expanding their clinical educational experience in private practice settings;
- Offers postgraduate programs that attract doctors worldwide for educational seminars;
- Is located on two campuses: Kansas City and Los Angeles; and
- Is accredited by both professional and regional agencies.

Cleveland Chiropractic College—
Adjust Your Thinking.
Adjust Your Thinking.
History

Cleveland Chiropractic College was founded in 1922 by Dr. C.S. Cleveland Sr., Dr. Ruth R. Cleveland, and Dr. Perl B. Griffin. Originally located at 436 Prospect in Kansas City, the College was in that year chartered by the State of Missouri as a nonprofit organization and since that time has been in continuous operation.

As the need grew to expand the College, a new site was established in 1929 at 37th and Troost. During the College’s 50-year tenure at that location, several nearby buildings were purchased and renovated to comprise a multibuilding campus. By the early 1970’s, the need for additional quarters was evident, and the Board of Trustees approved the purchase of property at 6401 Rockhill Road, the present location of the Kansas City Campus. Again addressing the need for additional space in the 1990’s, the College acquired a two-building medical office complex, a former office building, and a 200-car parking garage near the main campus.

Dr. C.S. Cleveland Sr., the first President of Cleveland Chiropractic College of Kansas City, was a pioneer in the field of chiropractic and chiropractic education. In the late 1940’s, he recommended to the Board of Trustees the acquisition of Ratledge Chiropractic College in Southern California. Dr. Cleveland Sr. was impressed with the climate, the beauty, and the energy of southern California and recognized the need to expand the Cleveland approach to specific technique and patient care to the Western United States.

In 1908, Ratledge Chiropractic College was established in Guthrie, Oklahoma, and relocated to Los Angeles in 1911. In 1950, the College came under Cleveland leadership. The College was rechartered as Cleveland Chiropractic College of Los Angeles in 1955 and was located at 3511 West Olympic in Los Angeles. In 1976, the Board of Trustees approved the purchase of the current site at 590 North Vermont Avenue, just a few miles from the previous campus. This campus site is conveniently situated at the intersection of the Hollywood Freeway and Vermont Avenue, in the north central part of Los Angeles. It is easily accessible to several million people in Los Angeles County.

Dr. Carl S. Cleveland Jr. served as chief executive officer of Cleveland Chiropractic College of Kansas City from 1950 through 1982 and President of Cleveland Chiropractic College of Los Angeles from 1982 until January 1992. For more than 30 years, his wife, Dr. Mildred G. Cleveland, served the College as administrator, faculty member, and director of the children’s clinic. In 1991, the two Cleveland Chiropractic Colleges joined together to form a multicampus system and Dr. Carl S. Cleveland III assumed the presidency for the system. Dr. Carl S. Cleveland Jr. served as chancellor of the multicampus system from 1991 through 1995.
Cleveland Chiropractic College is a major chiropractic institution, holding both specialized and regional accreditation. The Cleveland postgraduate programs attract doctors from around the globe for educational seminars. The College maintains a highly qualified faculty with broad experience and credentials in their subject areas. The curriculum embraces the content, methodology, and research essential to the development of proficiency and expertise in chiropractic health care.

As the chiropractic profession takes its place in the 21st century, Cleveland Chiropractic College continues to grow and develop in keeping with the vision of its founders.

Mission

Cleveland Chiropractic College is an independent, not-for-profit multicampus institution of higher education whose mission lies in the areas of education, scholarship, and service.

The Educational Mission of the institution consists of:

1. Preparing individuals to become competent, entry-level Doctors of Chiropractic who offer the focused, non-duplicated specialty in the detection of the vertebral subluxation complex and its management, primarily through the use of chiropractic spinal adjustments.

2. Preparing individuals to become, as Doctors of Chiropractic, portal of entry, primary contact health care providers within the health care delivery system, well-educated to diagnose for chiropractic care, to understand and relate fundamental scientific information, to care for the human body, and to consult with, and/or refer to, other health care providers when in the best interest of the patient.


The Scholarship Mission of the institution consists of:

1. Conducting research and scholarly activities that will further chiropractic education and health care.

2. Collaborating with other institutions of higher education or health care providers for scholarly purposes.

The Service Mission of the institution consists of:

1. Providing clinical services to the community.

2. Providing services to alumni and other professionals.

3. Involving the College in community health and professional issues.
Facilities - Kansas City Campus

The Kansas City Campus is located in the south central residential section of Kansas City, Missouri, just south of the University of Missouri - Kansas City.

The campus is comprised of five buildings that house classrooms, laboratories, clinic facilities, a library, administrative office space, and an auditorium with a seating capacity of 600 persons. The campus buildings have in excess of 150,000 square feet.

Health Centers
The Health Center, for public patient care, occupies the lower two floors of the Health Center Building with 13,000 square feet of floor space. It is readily accessible to handicapped persons. Consultation rooms, patient education rooms, examination and treatment rooms, a physiotherapy bay, clinical laboratory, X-ray rooms, radiology study rooms, a rehabilitation center, clinic and radiology faculty offices, and intern work areas are all contained within the Health Center.

The Student Health Center, for student patient care, is located on the third floor of the Health Center Building and covers 3,500 square feet. It includes a reception room, a patient waiting room, examination and treatment rooms, and an intern work area.

Library
The Ruth R. Cleveland Memorial Library, established in 1976, is located on the first floor of the Rockhill campus building. This 5,500 square foot facility serves as the primary information resource for the campus community and provides specialized information to the public.

The Library’s collection supports the Bachelor of Science in Human Biology and Doctor of Chiropractic programs, independent study, and student and faculty research. There are more than 250 journal subscriptions in the biological sciences, clinical health sciences, and chiropractic practice. Standard print journal indexing services, such as the Index to Chiropractic Literature, are available. Through DIALOG, a database vendor, the Library provides a mediated online search service. This service allows easy, no-cost access to more than 500 databases, including MEDLINE, MANTIS, SCISEARCH, EMBASE, and BIOSIS. The Library subscribes to a Windows version of the Cochrane Collection, an evidence-based resource on the effectiveness of health care. Students may access PubMed and Internet Grateful Med in the Student Computer Lab.

The Library’s interlibrary loan service provides access to print and nonprint materials from many other libraries. Items may be borrowed from the 25 member libraries in the Kansas City Library Network; health sciences libraries in the eight-state Midcontinental Regional Medical Library Group; other chiropractic college libraries; National Library of Medicine; or Library of Congress. This service is provided at no cost to Library users.

The Library maintains the collection of audiovisual materials for classroom use and independent study. The slides, videotapes, and audiotapes in this collection support coursework in the Bachelor of Science program, the basic sciences, the diagnostic sciences, the chiropractic and clinical sciences.
In addition to the Kansas City Library Network, the Library is affiliated with the Chiropractic Library Consortium, The Medical Library Association, the Missouri Library Association, the American Library Association, and the Midcontinental Regional Medical Library Group. For several years, the Library has been recognized by the National Library of Medicine as an “information provider” for unaffiliated users.

**Archive**
The Cleveland Chiropractic College Archive, established in 1996, is located on the first floor of the Rockhill campus building. The Archive records and preserves the history of the campus, the chiropractic profession, and the Cleveland family.

**Laboratories**
The campus laboratories include facilities for the teaching of anatomy (including human dissection), chemistry, microbiology, physiology, radiology, diagnosis, pathology, physical therapy and chiropractic technique. The essential equipment for laboratory studies is provided.

**Student Centers**
A Student Center is located on the lower level of the south wing of the Rockhill campus building. This Student Center is the site of various activities, including seminars and social events. The facility serves as an assembly area or recreation room, and a food service vending area.

An additional student center, consisting of two areas, is located in the lower level of the Undergraduate Studies Building. It contains one large room with tables, chairs, vending machines, a restroom and a pay phone. Across the corridor is an additional room furnished with comfortable seating designated as a quiet study area.

**Student Computer Laboratory**
Adjacent to the library is a student computer laboratory open from 8:00 a.m. to 5:00 p.m. weekdays. Computer stations with Internet access are available for student needs. Students may print from the computer using a Copicard.

**Bookstore**
The campus Bookstore is located on the first floor of the Professional Building. The hours are Monday through Friday, 9:00 a.m. to 3:00 p.m.

Textbooks and supplies may be purchased in the Bookstore. Diagnostic instruments, lab jackets, and Cleveland memorabilia are also available.
Parking
Parking is available for students in public areas adjacent to the campus and in four campus parking lots. Student parking in campus lots is available on a first-come, first-served basis. To be eligible to use the campus parking lots, a student must register his/her vehicle, at which time the student is issued a parking sticker and information on parking privileges and regulations. The sticker must be placed on the lower right rear window of the registered vehicle.

Fines are assessed for parking violations and must be paid to the Finance Office before registration for the subsequent trimester is allowed.

Facilities – Los Angeles Campus
The Los Angeles Campus, located at the intersection of the Hollywood Freeway and Vermont Avenue, consists of the block bounded on the west by Vermont Avenue, on the north by Clinton, on the east by Juanita, and on the south by the Hollywood Freeway. The total land area on which the campus resides is 3.05 acres. The main building consists of four floors and provides 90,000 square feet of floor space. Classrooms, laboratories, clinic facilities, student meeting areas, a cafeteria, and administrative offices are all conveniently located in one complex. The Library is located adjacent to the main building. The facilities are fully accessible to the handicapped.

Health Center
The Health Center is conveniently located on the first floor and easily accessible from the Vermont Avenue entrance or the parking lot. Consultation rooms, conference rooms, examination and treatment rooms, a radiological laboratory, and physiotherapy rooms are located within this facility. A convenient intern paging system is placed in the clinical areas, intern computer room, and cafeteria (fourth floor). The intern lounge, the Library, and the Media Resource Center are in close proximity to the Health Center.

Library and Media Resource Center
The campus Library is located in a self-contained 4,000 square foot brick building on campus. The specialized library maintains a collection of books, journals, monographs and CD-ROM materials numbering approximately 21,000. The Learning Resource Center offers visual and nonprint materials relevant to the curriculum. Information retrieval is available to the campus community via interlibrary loans, the Online Public Access Catalogue, and the Pacific Southwest Network, which includes having access to the health sciences libraries in Arizona, California, Hawaii, Nevada and medical libraries locally and nationally. Access to the Internet and computers is available for student use in both the Library and Media Resource Center.

Indexes and Abstracts such as the Index to Chiropractic Literature are available in the reference area, as well as self-service database searching terminals for PubMed, Index to Chiropractic, MANTIS, Cochrane Collection, and EBSCO Online.

The Media Resource Center houses the audiovisual and media materials, small group study rooms, computer lab, and a museum.
The busy center maintains a wide variety of instructional aides such as computers and computer programs, CD-ROM player and CD-ROM discs, video tapes, X-ray films, laser disc player, video/data projectors, slides, audio cassettes, assortment of bones and models, and anatomical charts. These are available for the faculty, students, and alumni. The Media Resource Center is located on the third floor of the Clinton wing of the main building in Room 319.

A full-time media coordinator and technician assist the faculty by scheduling media equipment needs, monitoring special projects assigned by the faculty, managing circulation of the nonprint materials available in the center, and helping in the preparation of the above instructional materials.

Laboratories
The campus provides facilities for laboratory instruction in anatomy, including human dissection, microbiology, chemistry, pathology, histology, diagnosis, radiology, physical therapy, chiropractic technique, and clinical laboratory analysis.

Cafeteria
The Cafeteria, located on the fourth floor, provides a selection of meal options and traditional vending services. The Cafeteria is privately operated.

Student Lounge and Recreation Room
The Student Lounge, located on the second floor of the building complex, is easily accessible from all areas of the campus. The recreation room is located on the fourth floor. Both facilities are maintained by the Student Council.

Bookstore
Textual materials plus supplemental books and supplies are available in the campus Bookstore. Diagnostic instruments, lab and clinic attire, and osteologic specimens are available. The bookstore is open Monday through Friday, and on selected evenings and weekends.

Parking
Student parking in the campus lot is by permit only. Reserved parking places are designated for clinic patients and visitors. Failure to follow published policies may result in the loss of parking privileges. Students who are not registered with Campus Safety and park in campus parking lots are subject to a fine and towing. Students may purchase parking permits at the time of registration.
Campus Safety and Security

The Campus Safety Committee assists the College in maintaining a safe environment. This group monitors appropriate safety and security policies, addresses the annual reporting requirements of the Student Right-To-Know and Campus Security Act of 1991, and identifies and promotes programs encouraging crime prevention and personal safety.

Policies and procedures regarding campus safety, the reporting of crimes and emergencies, etc., are contained in the Student Handbook. Suggestions, recommendations, or comments regarding safety or security issues may be directed to the Campus Safety Committee.

Student Right-To-Know and Campus Security Act

Since September 1991, the College has been collecting data for reports required by the Student Right-To-Know and Campus Security Act. As the reports are published, copies will be distributed annually to current students and employees and to prospective students and employees upon request.

Accreditation

The Cleveland Chiropractic College multicampus system is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, [30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, www.higherlearningcommission.org, (312) 263-0456]. The Council on Chiropractic Education Policy COA-34 requires that "multicampus units will be treated as separately accreditable units and will be listed as such...". The Doctor of Chiropractic degree program of Cleveland Chiropractic College Kansas City is accredited by the Commission on Accreditation of the Council on Chiropractic Education, [8049 N. 85th Way, Scottsdale, AZ 85258-4321, (480) 443-8877]. The Doctor of Chiropractic degree program of Cleveland Chiropractic College Los Angeles is accredited by the Commission on Accreditation of the Council on Chiropractic Education, [8049 N. 85th Way, Scottsdale, AZ 85258-4321, (480) 443-8877].

Approvals

Each Cleveland Chiropractic College campus is independently approved by the U.S. Immigration and Naturalization Service for attendance of nonimmigrant students. Both campuses are listed in the Education Directory of Colleges and Universities published by the National Center for Education Statistics.
Kansas City Campus
The Kansas City Campus is approved by the Missouri Department of Elementary and Secondary Education for veterans or eligible persons under the U.S. Code and Title 5, Code of State Regulations. The campus is approved by Kentucky, Missouri, Oklahoma, and Iowa for vocational rehabilitation benefits for eligible persons.

Los Angeles Campus
The Los Angeles Campus is approved by the California Department of Education under the U.S. Code for Veterans' education. The campus is approved by the State of California Bureau for Private Postsecondary and Vocational Education and the California Board of Chiropractic Examiners.

Professional Memberships
Cleveland Chiropractic College and its employees hold membership in the following:

North Central Association of Colleges and Schools (NCA), Council on Chiropractic Education (CCE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), American Association of Higher Education (AAHE), American Association of University Professors (AAUP), American College Personnel Association (ACPA), American College of Sports Medicine (ACSM), American Public Health Association (APHA), Association for Supervision & Curriculum Development, Association for the History of Chiropractic (AHC), Association of Chiropractic Colleges (ACC), Association of Governing Boards of Universities and Colleges (AGB), Association of College and Research Libraries (ACRL), Association on Higher Education and Disability (AHEAD), American Pain Society (APS), Better Business Bureau (BBB), Chiropractic Library Consortium (CLIBCON), Council for Advancement and Support of Education (CASE), College and University Personnel Association (CUPA), Foundation for Chiropractic Education and Research (FCER), Hollywood Chamber of Commerce, National Association of College and University Business Officers (NACUBO), National Association of College Admissions Counselors (NACAC), National Association of Independent Colleges and Universities (NAICU), National Association of Student Financial Aid Administrators (NASFAA), National Association of Veterans Program Administrators (NAVPA), National Association for Student Personnel Administrators (NASPA), National Association for Advisors for Health Professions (NAAHP), Medical Library Association (MLA), Midwest Bioethics Center, Missouri Library Association (MLA), Midwest Association of Student Financial Aid Administrators (MAS-FAA), Missouri Academy of Science (MAS), Missouri Anatomical Board (MAB), Missouri Association of Collegiate Registrars and Admissions Officers (MACRAO), Missouri Association of Student Financial Aid Personnel (MASFAP), Society of Neuroscience (SON), and Wilshire Boulevard Chamber of Commerce.

The College is also recognized by the National Board of Chiropractic Examiners (NBCE) and the Federation of Chiropractic Licensing Boards (FCLB).
Professional Listings


Development

The Cleveland College Foundation Fund, Inc. is the philanthropic branch of the Cleveland Chiropractic College organization. The Foundation office acts as the College’s liaison with community outreach programs to alumni, friends, corporations, and foundations.

Charitable support is essential to the growth and advancement of the College. The Foundation welcomes and encourages financial support in the areas of endowed scholarships, professorships, memorials, special projects, in-kind donations, and inclusion in estate plans. Throughout the year, activities and campaigns are conducted to solicit support in these areas.

The College is proud of its investors and on an annual basis supporters are recognized through an elite donor club called the Ambassadors Society. The College honors donors who have served the College over the years by recognizing cumulative donations through The Cleveland Society. The various club levels are also recognized annually.

Graduate Services

The Office of Graduate Services is the liaison between the College and its graduates. The multifaceted office assists graduates in making the successful transition from student to field practitioner, meeting requirements for license renewal, staying in touch with classmates and the College, and involving the graduates in College activities.

The office is also the College’s liaison with the Alumni Association. The specific areas of service include:
Alumni Services
To build and maintain strong relationships between the College and its graduates, Alumni Services provides:

- Doctor referral information to both patients and fellow doctors.
- Assistance in locating classmates.
- Assistance with class reunion activities.
- Recognition for 10th, 20th, 30th, 40th, and 50th graduation anniversaries.
- News about alumni and the College via the alumni magazine, Cleveland.
- Sponsorship of regional alumni activities.
- Exhibitions and activities at conventions of national organizations, state associations, and special events.
- Co-sponsorship with the Alumni Association of the annual homecoming event.
- Coordination of mentoring activities between alumni and students.

Professional Career Resources
To assist graduates in making successful transitions from student to field practitioner, Professional Career Resources provides:

- One-on-one career counseling.
- Demographic, marketing, and practice management resources.
- Small business training.
- New doctor seminars.
- Information exchange with recent graduates.
- Information regarding practices for sale, associates wanted, space for rent, equipment for sale, etc.
- Networking opportunities with alumni and other field practitioners.
- Information about state licensure.

Postgraduate and Related Education
Continuing education is essential to the Doctor of Chiropractic who makes a commitment to lifelong learning. Learning begins in the classroom and continues in the office setting. The postgraduate department provides practitioners with current and relevant information that will enhance and promote their position as a health care provider.
The postgraduate department sponsors continuing education seminars throughout the United States. In addition to providing doctors with applicable and pertinent information, these seminars assist practitioners in the fulfillment of annual state relicensure requirements. Seminars are presented on both the Kansas City and Los Angeles campuses, as well as various locations across the country to be convenient and accessible for doctors.

Students are given the opportunity to expand their classroom experience and to enhance their education by attending postgraduate seminars. Students who meet the prerequisites are welcome to attend selected seminars at significantly discounted registration fees.

**Alumni Association**

The Alumni Association of Cleveland Chiropractic College is the liaison between alumni and the College; the Association is the voice of the alumni body. The Association provides the opportunity for alumni to continue their involvement with the College and to support the College as a group, in ways that individuals alone cannot do. A growing and vibrant group, the Alumni Association is headed by a board of officers who are elected by their peers.

The Alumni Association Board participates in College activities such as student luncheons and dinners, commencement, and other special programs. The Association at each campus sponsors events such as homecoming, golf tournaments, and various social activities. Homecoming, a highlight of the College year, is a weekend of reminiscing and relicensure; speakers are featured to provide alumni and friends of the College excitement and inspiration.

At present, several Alumni Association scholarships are awarded to eligible students at each campus.
Admissions
Admissions Counseling

Admissions advisors are available to discuss requirements for admission to Cleveland Chiropractic College. The advisors also assist with information on prerequisite course planning, the admissions process, financial aid, suggestions for housing, the preceptorship programs, and services available in the local area.

Interested individuals are encouraged to contact the Office of Admissions at either 1-800-466-CCLA or 1-800-467-CCKC. Visit our web site at www.cleveland.edu.

Visitors and Tours

The Office of Admissions provides individual and group tours of campus facilities on a drop-in or an appointment basis. Prearrangements for tours and other types of related services are encouraged and may be scheduled through the Office of Admissions.

Admission Process

Cleveland Chiropractic College admits students into the Doctor of Chiropractic and Bachelor of Science in Human Biology programs three times per year: September, January, and May. Completed applications for either the Doctor of Chiropractic degree program or the Bachelor of Science degree program are forwarded to the Admissions Committee for acceptance consideration. Applicants may be required to participate in an interview, which will consider the applicant’s professional attitude, motivation, and ability to communicate. Enrollment for lower division science and general education courses occurs six times per academic year. Contact the Office of Undergraduate Studies or the Office of Admissions for additional information.

Statement of Nondiscrimination

Cleveland Chiropractic College believes in the principle and practice of equal employment opportunity and equal educational opportunity. The College does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment, and evaluation of students or in its hiring, supervision, evaluation, placement, training, or promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline, and termination are also administered in a non-discriminatory manner.

The College ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference,
gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Preventing discrimination is the responsibility of every employee and student.

Certain physical qualifications are required in the chiropractic profession and in the classroom, laboratory, and clinic activities. These qualifications include:

(1) The coordination and ability to use both upper extremities in the performance of common chiropractic procedures and techniques.

(2) The manual dexterity to perform in all laboratory and clinical settings without posing a threat to the safety and well-being of one's self, fellow students, or patients.

(3) The necessary tactile sense as it relates to the diagnosis and treatment of patients.

(4) Visual and hearing senses, appropriately assisted if necessary, of sufficient acuity to identify the histology, cytology, microbiology, and pathology of structures through a microscope; to record patient histories; to provide routine patient services safely; to perform stethoscopic and other auscultatory examinations; and to read all forms of diagnostic imaging.

These physical requirements do not apply to students pursuing only undergraduate coursework at Cleveland Chiropractic College.

The College provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for admission to the College; (2) participate or benefit from the services of the College; and (3) enjoy the other terms, conditions, and privileges of attending the College.

With regard to employees and individuals applying for employment with the College, the College provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for employment; (2) perform the essential functions of their jobs; and (3) enjoy the other terms, conditions, and privileges of employment with the College.

**Nondiscrimination / Anti-Harassment Policy**

I. Policy of Nondiscrimination

It is the policy of the College not to discriminate against any student, employee or third party on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status protected by the law.
II. Definition of Unwelcome Harassment

As part of its policy of nondiscrimination, the College prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all College extracurricular activities, and all College-sponsored events, including events held off campus. “Unwelcome harassment” is verbal or physical conduct by any individual (including employees, students, or third parties) that denigrates or shows hostility or aversion toward a person because of that person’s race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, and that:

(A) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;

(B) with regard to students, has the purpose or effect of unreasonably interfering with an individual’s ability to participate in or benefit from an educational program or activity; or

(C) with regard to employees, has the purpose or effect of unreasonably interfering with an individual’s work;

(D) otherwise adversely affects an individual’s work or learning opportunities.

This includes acts that are intended to be “jokes” or “pranks” but that are hostile or demeaning with regard to race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

III. Policy Prohibiting Sexual Harassment

As part of the above-stated nondiscrimination/anti-harassment policy, no student, employee, or any other individual may sexually harass any other individual on College property, or in connection with any activity associated with or sponsored by the College. Students and employees of the College have the responsibility of ensuring that no student, employee, or third party is subjected to harassment or discrimination by students, employees, or third parties. When harassment occurs and is reported, the College will initiate appropriate corrective action up to and including removal of the offending party from the College.

Sexual harassment includes unwelcome sexual advances, sexual jokes or comments, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. This policy is violated when:

With Regard to Students.

(1) submission to such conduct is made either explicitly or implicitly a condition of obtaining an education, a grade, or completion of an academic or clinical requirement;

(2) submission to or rejection of such conduct is used as a basis for academic-related decisions such as grading and other performance evaluation, discipline, assignments, or any other condition of studies or academic or career development; or
(3) such conduct otherwise unreasonably interferes with student performance or creates an intimidating, abusive, and offensive environment, even if it leads to no adverse consequences.

With Regard to Employees,

(1) submission to such conduct is made either explicitly or implicitly a condition of employment;

(2) submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development; or

(3) such conduct otherwise unreasonably interferes with work performance or creates an intimidating, abusive, and offensive working environment, even if it leads to no adverse job consequences.

IV. Reporting Discrimination and Harassment and Prohibition Against Retaliation

Student Reports

Any student who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or Director of the degree program at the respective campus, or his/her designee.

Kansas City Campus
Dean or Director of degree program
Cleveland Chiropractic College
6401 Rockhill Road
Kansas City, Missouri 64131-1181
(816) 501-0100

Los Angeles Campus
Dean or Director of degree program
Cleveland Chiropractic College
590 North Vermont Avenue
Los Angeles, California 90004-2196
(323) 660-6166

Employee Reports

Any employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Director of Human Resources/Controller, or his/her designee, at the respective campus:
Any student or employee of Cleveland Chiropractic College who witnesses or receives a report of prohibited discrimination/harassment from another student, employee, or third party is encouraged to report the matter to the Dean or Director of the degree program (if the alleged incident involves a student), who may be contacted at the address/phone number indicated above, and/or the Director of Human Resources/Controller, or his/her designee (if the alleged incident involves an employee or third party), who may be contacted at the address/phone number indicated above.

**Policy Prohibiting Retaliation**

The College prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other students, employees, or members of the College that result from the individual’s making a discrimination/harassment complaint or cooperating in an investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the Dean or Director of the degree program, or his/her designee, at the address/phone number indicated above, or the Director of Human Resources/Controller, or his/her designee, at the address/phone number indicated above.

**Investigation of All Reports of Discrimination/Harassment and Potential Consequences**

All reports of discrimination, harassment, or inappropriate conduct will be promptly and thoroughly investigated. The College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action up to and including suspension/dismissal or termination of employment. The College will inform the complaining student or employee of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including suspension/dismissal or termination of employment from the College.
Grievance Procedures for Allegations of Discrimination and Harassment

Reports of Alleged Discrimination

All students and employees are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Students and employees may make a report of alleged discrimination or harassment to the following:

Student Reports: The Dean or Director of the degree program, or his/her designee, at the address indicated above.

Employee Reports: The Director of Human Resources/Controller, or his/her designee, at the address indicated above.

Students and employees may submit reports of harassment or discrimination verbally or in writing. In order to initiate a formal grievance procedure, however, a student or employee must provide or complete a written report. Discrimination/Harassment Report Forms may be found in the Office of the Dean or Director of the degree program, the Office of Academic Services, the Clinic, the Office of Student Services, the Office of Human Resources and the Controller’s Office.

Informal Resolution

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or Director of the degree program, or his/her designee (in complaints by students), at the address/phone number indicated above, and the Director of Human Resources/Controller, or his/her designee (for complaints by employees), at the address/phone number indicated above.

It may be possible to resolve a complaint against a student through a voluntary conversation between the complaining student or employee and the alleged harasser that is facilitated by one of the designated harassment complaint officials indicated above. However, any complaint against a College employee will be handled through the formal procedure.

In order to initiate an informal resolution, the complaining party must notify the appropriate College employee and submit a report of the incident either orally or by filling out a Discrimination/Harassment Report Form, available at the Office of Student Services, the Office of the Dean or Director of the degree program, the Office of Academic Affairs, the Clinic, the Office of Human Resources and the Controller’s Office.

If the complaining party and the alleged harasser feel that a resolution has been achieved through the informal process, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Executive Vice President and the Director of Human Resources.
If the complaining party, the alleged harasser, or the College employee/harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, he/she may proceed to the formal procedure.

**Formal Resolution**

I. **Inquiries, Concerns, and Reports of Discrimination and Harassment**

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or Director of the degree program, or his/her designee (for complaints by students), at the address/phone number previously indicated, and the Director of Human Resources/Controller, or his/her designee (for complaints by employees), at the address/phone number previously indicated.

II. **Initiating the Formal Grievance Procedure**

Although the College investigates all reports of discrimination, harassment, and inappropriate conduct, in order to initiate a formal grievance procedure, the complaining employee or student must submit a detailed, written account of the incident. The complaining party may fill out a Discrimination/Harassment Report Form or other similar report. Discrimination/Harassment Report Forms are available at the Office of the Dean or Director of the degree program, the Office of Academic Affairs, the Clinic, the Office of Human Resources, the Controller’s Office and the Office of Student Services. Complaints by students should be submitted to the Dean or Director of the degree program, or his/her designee, at the address/phone number previously indicated. Complaints by employees should be submitted to the Director of Human Resources/Controller, or his/her designee, who may be contacted at the address/phone number previously indicated.

III. **Confidentiality and Non-Retaliation Policies**

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination or dismissal/suspension from the College.

The College prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of the College that result from the individual’s making a harassment complaint or cooperating in a harassment investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the Dean or Director of the degree program, or his/her designee, at the address/phone number previously indicated, or the Director of Human Resources/Controller, or his/her designee, at the address/phone number previously indicated.
IV. Investigations of Alleged Discrimination/Harassment and Procedures

All reports of discrimination, harassment, and inappropriate conduct will be promptly and thoroughly investigated. The Dean or Director of the degree program, or his/her designee, shall be responsible for initiating investigations of student complaints. The Director of Human Resources/Controller, or his/her designee, shall be responsible for initiating investigations of employee and any third-party complaints. If an incident involves allegations about two or more persons, the College has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party shall have the right to be personally interviewed by the investigator and to refer the investigator to witnesses and evidence.

Following the investigation, a report regarding the alleged discrimination/harassment will be submitted to the Executive Vice President, or his/her designee, who will make a decision regarding the disposition of the matter.

The complaining party and the alleged party will be notified in writing regarding the outcome of the investigation and the decision of the Executive Vice President.

V. Consequences for Violation of Nondiscrimination/Harassment Policies

The College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or dismissal/suspension from the College.

VI. Right to Appeal

If the investigation determines that no discrimination or harassment occurred, the complaining party has a right to appeal. If the decision of the Executive Vice President includes disciplinary action against the accused party, that person has a right to appeal. The appealing party has five working days from the time that he/she receives notice of the decision to lodge an appeal with the Executive Vice President, or his/her designee. If an appeal involves allegations against two or more persons, the College has the discretion to hear the appeal regarding the accused parties separately or jointly.

The Executive Vice President has the discretion to stay any disciplinary action pending appeal.

An Appeal Committee shall hear appeals regarding alleged incidents of discrimination/harassment. Membership of the committee shall be at the discretion of the Executive Vice President.
APPEAL PROCESS:

1. The party initiating the appeal has five working days from the time that he/she receives notice of the decision in which to lodge an appeal of the decision, in writing, with the Executive Vice President, or his/her designee. No appeals are considered after the deadline has passed.

2. If an appeal is made, the Appeal Committee shall be assigned to hear the appeal. This Committee shall be comprised of faculty members/employees and students, who shall be neutral parties not involved in the alleged incident.

3. This Committee shall first meet without the party initiating the appeal present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten working days from the date that the appeal was submitted. The party shall be notified by the Committee, in writing, of the date and time of the hearing no later than three working days prior to its occurrence. The party shall also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.

4. Pending the hearing, the party initiating the appeal may remain enrolled/employed at the discretion of the Executive Vice President.

5. Hearing proceedings shall be closed to the College community.

6. In cases where more than one party is involved, the appeals shall be heard separately by the Committee, whose findings for each appeal shall be independent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each person involved.

7. Hearing proceedings shall not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson shall determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson’s ruling shall be final and all participants shall abide by his/her decision in these situations.

8. The College retains the discretion to shorten or lengthen all time frames relating to this hearing process.

9. In situations where the party initiating the appeal fails to appear for the hearing, the Committee shall meet and determine the matter in his/her absence.

10. At the hearing, the party is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against him/her (unless a witness has been promised anonymity, in which case the Committee shall provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.
11. At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused person, who is obstructing the proceedings.

12. Subsequent to the hearing, the Committee shall make its decision in closed session with Committee members only. In all cases, the decision of the Committee shall be final and binding.

13. The Committee is charged with the responsibility of rendering two decisions:

A. Whether the alleged offense did occur, and if so, whether it violated College policies, rules, or regulations as stated in official publications (i.e. Catalog, Faculty Handbook, Administrative and Staff Handbook, Student Handbook, Clinic Manual, Library Manual); and,

B. Appropriate actions that shall be taken.

14. The Committee’s decision shall be communicated in writing to the party initiating the appeal as soon as practical, normally within five working days of completion of the hearing.

15. Records of the hearing shall be kept in the office of the Executive Vice President, or his/her designee, for a period of five years from the date of the hearing, and copies will be available to the party initiating the appeal at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records.

**External Grievance Procedure**

Persons may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, in Washington D.C. This policy applies in all matters, including admission and education of students, availability of student loans, grants, scholarships, and job opportunities, employment and promotion of teaching and non-teaching personnel, and students and faculty housing situated on premises that is owned or occupied by the College.
Admission Requirements for the Bachelor of Science in Human Biology Degree Program

The admission requirements include an official high school or GED transcript, and a high school GPA of at least 2.00 on a 4.00 scale. The high school GPA requirement is waived if the applicant has at least 24 post-secondary credit hours. Students who have not had the high school sequence of sciences and/or do not successfully pass the college level placement tests offered by Cleveland Chiropractic College for lower division science courses will be required to take the introductory courses.

International students must submit proof of proficiency in English by completing the Test of English as a Foreign Language (TOEFL) with a passing score of 500 or better (paper-based) or 173 or better (computer-based).

All prospective students are encouraged to speak with an admissions advisor for course planning, as well as to be informed on any changes in the requirements.

Credit by Examination

Students may establish a total of 35 semester units of credit toward their bachelor's degree by examination.

College Level Examination Program (CLEP):

CLEP tests are acceptable for the subjects and amount of the credit indicated below. Each campus shall determine an acceptable CLEP score based on standards of its state university system by the appropriate department. CLEP credit cannot be granted for any area in which the student has equivalent course credit.
<table>
<thead>
<tr>
<th>Examination</th>
<th>Credit Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Composition &amp; Literature</strong></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>6 hours</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>6 hours</td>
</tr>
<tr>
<td>English Composition (with Essay)</td>
<td>6 hours</td>
</tr>
<tr>
<td>English Literature</td>
<td>6 hours</td>
</tr>
<tr>
<td>Humanities (electives)</td>
<td>6 hours</td>
</tr>
<tr>
<td><strong>Science &amp; Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra</td>
<td>3 hours</td>
</tr>
<tr>
<td>Algebra-Trigonometry</td>
<td>3 hours</td>
</tr>
<tr>
<td>Biology</td>
<td>6 hours</td>
</tr>
<tr>
<td>Chemistry</td>
<td>6 hours</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>3 hours</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>6 hours</td>
</tr>
<tr>
<td>Natural Sciences (Nonlab. Science electives)</td>
<td>6 hours</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>History &amp; Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>3 hours</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>History of the United States I</td>
<td>3 hours</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>3 hours</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3 hours</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3 hours</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3 hours</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>6 hours</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>3 hours</td>
</tr>
</tbody>
</table>
Admission Requirements for the Doctor of Chiropractic Degree Program

It is the policy of Cleveland Chiropractic College to select the most promising candidates for admission. It is preferred that candidates complete a bachelor's degree prior to entering the Doctor of Chiropractic program. A student not holding a Bachelor of Science degree, may pursue a Bachelor of Science in Human Biology degree at Cleveland Chiropractic College while concurrently completing the Doctor of Chiropractic program.

The prerequisites for consideration for admission to the Doctor of Chiropractic program are in compliance with the standards, policies, and guidelines of the Council on Chiropractic Education. An applicant must have completed at least ninety (90) or more semester credit units, or the equivalent number of credits in quarter hours, applicable to a bachelor's degree, and a cumulative grade point average for all CCE-required courses of at least 2.50 on a scale of 4.00.

Biological/Physical Science Courses
A minimum of two (2) courses with lectures and related labs in each of the following areas is required. Courses should be appropriate for science majors.

A grade of “C” (2.00 on a 4.00 scale) or better must be received in all science courses.

- Biological Sciences ........................................ 6 semester hours or 9 quarter hours
- General or Inorganic Chemistry .......................... 6 semester hours or 9 quarter hours
- Organic Chemistry ........................................... 6 semester hours or 9 quarter hours
- Physics .......................................................... 6 semester hours or 9 quarter hours

General Education Courses

- English/Language Skills .................................... 6 semester hours or 9 quarter hours
- Psychology .................................................... 3 semester hours or 4.5 quarter hours
- Social Sciences or Humanities ............................ 15 semester hours or 22.5 quarter hours

Courses That Meet Admission Requirements

- Biological/Physical Sciences: Animal/vertebrate/general biology, zoology, anatomy, physiology, cell biology, microbiology.
- General or Inorganic Chemistry: General or inorganic chemistry with labs in a sequence leading up to organic chemistry.
- Physics: These courses can be an algebra/trigonometry-based sequence and need not be calculus-based. Can be titled General or Principles of Physics I and II (III).
- Psychology: Usually titled General or Introductory Psychology.
- **English/Language Skills:** Composition and speech courses (e.g., English 101, English 102, Speech 101, etc.).

- **Humanities:** Art/art history, cinema/film, classics, drama, fine arts, foreign language, journalism (intro only), linguistics, literature, logic, music, philosophy, radio & television, religious studies, theatre.

- **Social Sciences:** Anthropology (not physical), child development, economics, education (history of education), geography (not physical), government, history, minority studies, political science, psychology, sociology.

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**Non-degree-seeking Students**

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Non-degree-seeking students may enroll in coursework offered by the College. Final approval of a student's eligibility as a non-degree-seeking student rests with the Executive Vice President.

Non-degree-seeking students are not required to submit a complete admissions portfolio, but must complete an application for admission and provide documentation that the appropriate prerequisite coursework has been completed. A total of no more than 12 credit hours may be taken under this classification. This limitation does not apply to courses in the Undergraduate Program. Exemptions to this credit hour maximum may be granted to Doctors of Chiropractic for relicensure purposes. Non-degree-seeking students must pay the standard tuition charges, but are not required to pay the student activity fee. They must follow the same registration procedures as degree-seeking students and comply with all relevant academic policies.

Non-degree-seeking students are not eligible to apply for or to receive financial aid.

A degree-seeking student suspended or dismissed from the College program cannot subsequently enroll as a non-degree-seeking student.

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**Concurrent Enrollment Program for High School Students**

Cleveland Chiropractic College welcomes high school students to enroll in the undergraduate freshman year college courses upon completion of their junior year in high school. The student must file an application form and pay the applicable fees. Applicants must have a minimum GPA of 3.0 and at least 2 advanced placement science courses with a minimum grade of B noted on an official transcript. Such students must submit a letter of recommendation from the high school principal as well as the appropriate
high school department chair. If the student is under 18, parental approval is required. Enrollment is limited to a maximum of 4 semester units per module. Course prerequisites apply.

### G.P.A. Distribution

For the 2001 spring and summer trimesters, the following is the distribution of GPA's for students entering the DC degree program on each campus.

<table>
<thead>
<tr>
<th>Kansas City Campus</th>
<th>Los Angeles Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering Grade Point Average</td>
<td>Number of Students</td>
</tr>
<tr>
<td>Less than 2.25</td>
<td>0</td>
</tr>
<tr>
<td>2.25 - 2.49</td>
<td>0</td>
</tr>
<tr>
<td>2.50 - 2.99</td>
<td>40</td>
</tr>
<tr>
<td>3.00 - 3.49</td>
<td>28</td>
</tr>
<tr>
<td>3.50 or greater</td>
<td>12</td>
</tr>
</tbody>
</table>
Application Procedures
Application Procedures

All students are encouraged to initiate their application process one year prior to the trimester that they plan to begin their academic program.

A complete admissions file for the Bachelor of Science degree includes the following:

1. Official transcripts from all colleges and universities attended. Transcripts must be issued directly to the Office of Admissions.
2. An official high school or GED transcript.
3. A completed application form and nonrefundable application fee to the address listed above.

Kansas City Campus
Cleveland Chiropractic College
6401 Rockhill Road
Kansas City, Missouri, 64131-1181
Telephone: (816) 501-0100
(800) 467-CCKC (2252)
FAX: (816) 501-0205
Website: www.cleveland.edu

Los Angeles Campus
Cleveland Chiropractic College
590 North Vermont Avenue
Los Angeles, California 90004-2196
Telephone: (323) 906-2031
(800) 466-CCLA (2252)
FAX: (323) 906-2094
Website: www.cleveland.edu

A complete admissions file for the Doctor of Chiropractic degree includes the following:

1. A typed statement that expresses the applicant's motivation for choosing the chiropractic profession.
2. Two letters of recommendation sent directly to the Office of Admissions. One should be from a chiropractor or other health care professional, and the other may be from a college instructor. A relative or coworker may not be used as a reference.
3. Official transcripts from all colleges and universities attended. Transcripts must be issued directly to the Office of Admissions.
4. An official high school or GED transcript.
5. A completed application form and nonrefundable application fee to the address listed above.
Transfer Student Procedures

A complete admissions file for a Doctor of Chiropractic Transfer Student includes the following:

1. A typed statement that expresses the applicant’s motivation for choosing the chiropractic profession.
2. Two letters of recommendation sent directly to the Office of Admissions. One should be from a chiropractor or other health care professional, and the other may be from a college instructor. A relative or coworker may not be used as a reference.
3. Official transcripts from all colleges and universities attended. Transcripts must be issued directly to the Office of Admissions.
4. An official high school or GED transcript.
5. An official transcript from the Registrar’s Office at the transferring institution.
6. An official letter of good standing from the Registrar’s Office at the transferring institution.
7. A completed application form and nonrefundable application fee to the campus of intended enrollment. See previous page for contact information.

Cleveland Chiropractic College will accept credits from institutions accredited by the Commission on Accreditation of the Council on Chiropractic Education or credits from an accredited professional college in instances where quality, content, and credit units are equivalent to those of Cleveland’s standards. Credits used to satisfy the minimum prerequisites for admission may not be used for transfer credit. To be eligible for transfer credit consideration, post-secondary coursework must:

1. Meet the current prerequisites in force at Cleveland Chiropractic College.
2. Have a grade of “C” (2.00 on a 4.00 scale) or better as recorded on an official transcript for consideration of transfer.
3. Be earned within five years of the date of admission to Cleveland Chiropractic College. The College may waive this requirement for persons holding a first professional degree in the health care sciences (e.g., M.D., D.O., D.D.S., D.P.M.) or an academic degree (M.A., M.S., Ph.D.) in a related discipline from a regionally accredited institution.
4. Transfer credit may be awarded for non-clinically-related academic courses if they were taken at the master’s degree level or higher.

Upon completion of the above, consideration for acceptance will be given by the Admission Committee. Applicants may be requested to participate in an interview to assess the applicant’s professional attitude, motivation, and ability to communicate.

A student transferring from another chiropractic college must be in good standing at that institution. A student admitted into the Doctor of Chiropractic degree program as a trimester one student is not eligible to apply for transfer credit for coursework taken at a chiropractic college.

A student may be required to demonstrate proficiency via written and/or practical examination in any or all coursework for which transfer credit is sought. The examination must be completed prior to the trimester in which the course would normally be taken. A student may be required to audit any course for which transfer credit is awarded.
The Scholastic Regulations Committee reviews all transfer credits and requests on a case-by-case basis, and its decisions are final. Any applicant found to have illegally altered a document or to have misrepresented information as a part of their application shall be permanently disqualified from admission to Cleveland Chiropractic College.

**Notification of Acceptance**

Consideration for acceptance is based upon the completed application and all other required materials. The applicant is notified of the decision in writing.

Accepted applicants must pay a nonrefundable reservation deposit within 15 days of the date of the acceptance letter. This fee secures the applicant’s space and is applied to first trimester’s tuition.

**International Students**

Cleveland Chiropractic College is authorized under federal law to enroll nonimmigrant alien students. Students from outside the United States may be admitted after completion of all admission procedures.

In addition, international students must fulfill the following conditions:

1. Submit proof of proficiency in English, as required by the United States Immigration and Naturalization Service, by completing the *Test of English as a Foreign Language* (TOEFL) with a passing score of 500 or better (paper-based test) or 173 or better (computer-based test). Testing information may be obtained by writing to TOEFL, Box 899, Princeton, NJ 08504.
2. Submit evidence of having the financial resources, or funding commitment, as required by the United States Immigration and Naturalization Service, to complete a minimum of one calendar year of education (three trimesters).
3. Comply with the laws, rules, and regulations of the United States Immigration and Naturalization Service.
4. Have their academic documents evaluated by World Education Services or a service approved by the Director of Admissions. Contact the Office of Admissions regarding evaluation service forms and procedures.
5. Meet the same educational requirements (or international equivalency) as United States citizens.
6. Submit proof of health insurance coverage.

Contact the Director of Admissions for more specific information relating to international students’ admissions procedures.

The Registrar is the College representative approved by the U.S. Immigration and Naturalization Service to accept and process all paperwork relating to nonimmigrant students.
Transfer of Credit from International Health Profession Institutions

To be eligible for transfer of credits, applicants from foreign chiropractic, medical, osteopathic, or dental institutions located in countries that do not have an accreditation system equivalent to that of the United States must submit evidence of proficiency in all work submitted for transfer credit.

Chiropractic Degree Program Physical Requirements

Certain physical qualifications have traditionally been used in the chiropractic profession and in classroom, laboratory, and clinic activities. Those qualifications include:

1. The coordination and ability to use both upper extremities in the performance of common chiropractic procedures and techniques.
2. The manual dexterity to perform in all laboratory and clinical settings without posing a threat to the safety and well-being of one's self, fellow students, or patients.
3. The necessary tactile sense as it relates to the diagnosis and treatment of patients.
4. Visual and hearing senses, appropriately assisted if necessary, of sufficient acuity to identify the histology, cytology, microbiology, and pathology of structures through a microscope; to record patient histories; to provide routine patient services safely; to perform stethoscopic and other auscultatory examinations; and to read all forms of diagnostic imaging.

The applicant should consider whether he or she has the physical ability to perform these tasks. If not, the College strongly recommends a discussion prior to enrollment as to whether and how the lack of such abilities could be reasonably accommodated. (See "Alternative Laboratory Experience Protocols,” Academic Policies section, and "Policies/Services Provided for Disabled Students,” Student Life section.)

Disabled students are required to complete the same scholastic requirements as all other students.

The final determination of whether or not an individual meets these physical qualifications will be made by the College.

Applicant Responsibilities

Regardless of any communication from the College or its representatives, it shall be the applicant’s responsibility to be familiar with the College’s Catalog and to know the requirements for admission and to bear the responsibility for meeting these requirements.
If at any time it is discovered that a student failed to meet entrance requirements at the time of his/her matriculation, the student will be notified to either remedy the discrepancy in accordance with a timetable determined by the College or will be withdrawn from the College. Tuition refunds will be made according to College policy in effect at the time the student is dropped from the College rolls.

The applicant is advised that some states require a baccalaureate degree in addition to a Doctor of Chiropractic degree to apply for licensure. In some cases, the baccalaureate degree must be earned prior to entering chiropractic college. In other cases, the baccalaureate degree may be earned concurrently with or after the completion of the Doctor of Chiropractic degree.

It is the student's responsibility to check with the state licensure board for the appropriate baccalaureate degree requirements.

The Bachelor of Science in Human Biology is approved by the States of Missouri and California. Transferability and the application of the earned units and/or degree toward other and/or advanced degrees is the prerogative of the receiving institution. Students planning on transferring or applying the earned credits or the degree toward advanced graduate degrees are responsible to check with the receiving institution.
Financial Information
Tuition, Fees, and Expenses

In addition to maintaining an appropriate academic record, each student is expected to be financially responsible to the College in order to remain in good standing.

Tuition must be paid before a student is classified as officially registered. Tuition is due and payable from the opening of registration to the tuition due date (3:00 p.m. on the last working day prior to the first day of the trimester). After the third day of class a penalty will be assessed for all late payments of tuition and fees, unless an authorized deferment has been issued by the Finance Office.

Hours and Credits
A clock hour is defined as 50 minutes of attendance in a course. A clock hour is equivalent to a contact hour. Clock hours are monitored because many states specify clock or contact hours, rather than credit units, as a licensure requirement.

Fifteen classroom clock hours per trimester, or 30 laboratory clock hours per trimester, are defined as one hour of credit unit. The credit unit is monitored because it is the standard unit of measurement for educational experience within the educational community.

Listed on the following page are tuition and fees effective the date of this publication. The College reserves the right to alter tuition or fees and the regulations governing them as deemed necessary and without notice.
<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>D.C. Degree</td>
<td>$50.00</td>
</tr>
<tr>
<td>B.S. Degree</td>
<td>$35.00</td>
</tr>
<tr>
<td>B.S./D.C. Concurrent Degree</td>
<td>$50.00</td>
</tr>
<tr>
<td>Reservation Deposit</td>
<td>$200.00</td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Lower Division B.S. Degree (per credit unit)</td>
<td>$145.75</td>
</tr>
<tr>
<td>Lab Material Fee (per science lab)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Upper Division B.S. Degree and D.C. Degree (per contact hour)</td>
<td></td>
</tr>
<tr>
<td><strong>Kansas City Campus</strong></td>
<td>$181.75</td>
</tr>
<tr>
<td><strong>Los Angeles Campus</strong></td>
<td>$195.50</td>
</tr>
<tr>
<td>Audit (per course)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Program Administration Fee (for the B.S. degree) (KC Campus)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Program Administration Fee (for the B.S. degree) (LA Campus)</td>
<td>$950.00</td>
</tr>
<tr>
<td>Student Council Dues (per trimester)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Recreation Center (KC Campus; per trimester)</td>
<td>$67.00</td>
</tr>
<tr>
<td>Books and Supplies (average per trimester)</td>
<td>$400.00</td>
</tr>
<tr>
<td>Malpractice Insurance (per trimester)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Parking Permits (LA Campus; per trimester)</td>
<td>$160.00</td>
</tr>
<tr>
<td>Parking Fines (See Parking Regulations for policy and fees)</td>
<td></td>
</tr>
<tr>
<td>Tuition Payment Plan (fee + 1.5% per month from date tuition is due)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Special Exams</td>
<td></td>
</tr>
<tr>
<td>Make-up Test</td>
<td>$20.00</td>
</tr>
<tr>
<td>Make-up Midterm</td>
<td>$50.00</td>
</tr>
<tr>
<td>Make-up Final</td>
<td>$100.00</td>
</tr>
<tr>
<td>Retake Final</td>
<td>$150.00</td>
</tr>
<tr>
<td>Transcripts</td>
<td></td>
</tr>
<tr>
<td>Before Graduation</td>
<td>$5.00</td>
</tr>
<tr>
<td>First Official (after graduation)</td>
<td>No Charge</td>
</tr>
<tr>
<td>Subsequent Transcripts (normal processing)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Notary Public/Notary Services (official College documents)</td>
<td>No Charge</td>
</tr>
<tr>
<td>Returned Check</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$100.00</td>
</tr>
<tr>
<td>Late Tuition Payment</td>
<td></td>
</tr>
<tr>
<td>End of 1st week of trimester (2nd week)</td>
<td>$50.00</td>
</tr>
<tr>
<td>End of 2nd week of trimester (3rd week)</td>
<td>$100.00</td>
</tr>
<tr>
<td>End of 3rd week of trimester (4th week)</td>
<td>$150.00</td>
</tr>
<tr>
<td>End of 4th week of trimester (5th week or later)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Refund Policy

Students must notify the Office of the Registrar if they intend to withdraw from selected courses or from the College.

If at the time of withdrawal the student’s payments for the trimester exceed the amount of liability, the funds will be returned to the source according to regulations. If the student’s payments are less than the liability, the balance will be due and payable as of that date.

Return of Title IV Student Aid
The Return of Funds Policy applies to all students who have or could have been disbursed federal funds. This policy conforms to the Higher Education Amendments of 1998 and become effective for enrollment periods beginning after August 1, 2000. Title IV programs affected by this provision are Federal Subsidized and Unsubsidized Stafford Loans, Federal Perkins Loans, Federal PLUS, Federal Pell Grants, and Federal SEO Grants.

Federal aid is earned by the percentage of the payment period the student completes. If the student completes more than 60% of the trimester, 100% of the aid is earned for the trimester and an immediate repayment obligation is not incurred. If the student completes 60% or less of the trimester, the portion of Federal aid determined to be unearned must be repaid to the Federal aid programs.

The percentage of time completed is determined by dividing the number of days prior to complete withdrawal by the total days of the trimester. The earned percentage (rounded down) is then subtracted from 100%, which then gives the unearned percentage. The unearned percentage is then multiplied times the total disbursal of federal assistance, which calculates the total funds that need to be returned to the federal government.

If an overpayment is calculated, the College will notify the student to return the Title IV aid within 45 days. If the 45-day requirement is not met, the U.S. Department of Education will be notified to begin collection. The student will be ineligible for further Title IV assistance until the overpayment is paid in full or satisfactory repayment arrangements have been made with the DOE.

Federal Student Aid Programs will be returned in the following regulated order:

1) Unsubsidized Federal Stafford Loan  5) Federal Pell Grant
2) Subsidized Federal Stafford Loan    6) Federal SEO Grant
3) Federal Perkins                   7) Other Title IV Aid Programs
4) Federal PLUS

Examples of the Federal formula are available through the Office of Financial Aid.
Return of Non-Federal Aid
If the student received Federal aid, the return of Federal funds is the first priority. If the student received state or institutional aid, or made personal payments, the state and institutional aid are repaid proportionally according to the source of the payment.

Financial Aid

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Cleveland Chiropractic College is committed to the concept that all individuals should have the opportunity to pursue a college education regardless of economic background. Therefore, financial aid programs are designed to assist students who need financial support in pursuit of the chiropractic or undergraduate degree.

Financial aid is financial assistance to pay the difference between the cost of your education and the amount you and/or your family are expected to contribute toward your education. Financial aid is available in the form of scholarships, grants, employment, and loans for the Doctor of Chiropractic and Bachelor of Science degree programs. The United States Department of Education has approved Cleveland Chiropractic College for participation in the following Federal Student Financial Aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Perkins Loan
- Federal Family Educational Loan Program
- Federal Parent Loan for Undergraduate Students
- Federal College Work Study

Some college and private scholarships are available to students based on need while some are based on academic excellence or other qualifications. State grants/loans and alternative credit based loans are also available. Contact the Office of Financial Aid for more information.

To apply for financial assistance and to obtain specific financial aid policies and procedures, please contact the Office of Financial Aid in Kansas City or Los Angeles.
Kansas City Campus
The State of Missouri Department of Education has approved Cleveland Chiropractic College, Kansas City campus for participation in the Charles Gallagher Student Financial Assistance Program from the State of Missouri for undergraduate students.

Los Angeles Campus
The State of California Department of Education has approved Cleveland Chiropractic College, Los Angeles campus for participation in the Cal Grant Program for undergraduate students.

Eligibility Criteria for Financial Aid
Specific eligibility criteria requirements are discussed in detail in the Financial Aid and/or Student Handbook. Additional criteria may be required for specific programs. In general, to be eligible for most of the aid programs, you must:

1. Demonstrate financial need.
2. Be a U.S. citizen or eligible non-citizen resident.
3. Have a record of satisfactory academic progress.

Satisfactory Academic Progress (SAP)
This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

All requirements for graduation from the doctor of chiropractic degree must be completed within six calendar years (18 trimesters). All requirements for graduation for the BS in human biology degree must be completed within three calendar years (9 trimesters). If the BS degree program for the student includes humanities and social sciences, the maximum time allowed for completion is extended to four years (12 trimesters) in proportion to the additional number of trimesters involved.

In order for a student to receive full Federal financial aid, they must be enrolled as full-time students, which is at least 12 credit units per trimester. A student who is enrolled less than full-time may be eligible for Federal financial aid if they meet all of the following criteria:

1. Maintain a term and cumulative GPA of 2.00.
2. Satisfactorily complete a minimum of 28 credit units for the DC program and 24 credit units for the BS program per academic year (two trimesters).
To remain eligible for Federal financial aid, the minimum number of credit units to complete the degree within established time limits is as follows:

<table>
<thead>
<tr>
<th>At the end of</th>
<th>DC degree</th>
<th>BS degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 trimesters</td>
<td>28 credit units</td>
<td>24 credit units</td>
</tr>
<tr>
<td>4 trimesters</td>
<td>56 credit units</td>
<td>48 credit units</td>
</tr>
<tr>
<td>6 trimesters</td>
<td>84 credit units</td>
<td>60 credit units</td>
</tr>
<tr>
<td>8 trimesters</td>
<td>112 credit units</td>
<td>72 credit units</td>
</tr>
<tr>
<td>10 trimesters</td>
<td>140 credit units</td>
<td>96 credit units</td>
</tr>
<tr>
<td>12 trimesters</td>
<td>168 credit units</td>
<td>120 credit units</td>
</tr>
<tr>
<td>14 trimesters</td>
<td>196 credit units</td>
<td>124 credit units</td>
</tr>
<tr>
<td>16 trimesters</td>
<td>224 credit units</td>
<td></td>
</tr>
<tr>
<td>18 trimesters</td>
<td>241 credit units</td>
<td></td>
</tr>
</tbody>
</table>

**Application Process**

Students may anticipate four to six weeks for completion of the financial aid process. The initial step is to complete the Free Application for Federal Student Aid (FAFSA). This document is used to evaluate the family’s expected contribution toward the student’s education. The federal processor calculates the family contribution from the data that is submitted in the FAFSA using federal methodology. This calculation determines the student’s federal financial aid eligibility. Students are encouraged to submit the free application via the web at www.fafsa.ed.gov.

**Scholarships**

Scholarships are available to qualified, new Doctor of Chiropractic degree and Bachelor of Science degree students as follows:

- Academic Scholarships
- Family Scholarship
- Minority Scholarship
- International Scholarship
- Canadian Scholarship Award Program

All scholarships are available to first-time students in September, January, and May, based on stated qualifications. Scholarship information is available in the Offices of Financial Aid and Admissions.
Veteran Benefits

Veterans who plan to finance their chiropractic education with federal funds must present properly certified authorizations from the Veterans Administration. Such applicants must complete all admissions procedures including the payment of nonrefundable application and reservation fees. Program forms are filed with the Veterans Administration only after the applicant has officially enrolled. Therefore, a delay of at least two months before funds are received should be anticipated.

As a veteran, any questions relating to your enrollment at the College are referred to the Office of Financial Aid. The toll-free number of the National Veterans Administration Office is (888) 442-4551.

Vocational Rehabilitation

Students attending the College under a state or national program of rehabilitation are referred to the Office of Financial Aid.

Tuition Payment Plans / Financing Options Available

This policy applies to students enrolled in:

- the D.C. degree program
- the upper division of the B.S. degree program

A student may make payment arrangements with the Finance Office.

Tuition may be paid in installments. All fees must be paid at the time of the first tuition installment. A processing fee will be charged. Installment payments must be made according to the following schedule:

<table>
<thead>
<tr>
<th>Trimester</th>
<th>1st Payment (1/2 tuition and all fees)</th>
<th>2nd Payment (1/4 tuition and interest)</th>
<th>3rd Payment (1/4 tuition and interest)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Tuition Due Date</td>
<td>October 10</td>
<td>November 10</td>
</tr>
<tr>
<td>Spring</td>
<td>Tuition Due Date</td>
<td>February 10</td>
<td>March 10</td>
</tr>
<tr>
<td>Summer</td>
<td>Tuition Due Date</td>
<td>June 10</td>
<td>July 10</td>
</tr>
</tbody>
</table>

In addition to the above, an interest charge of 1.5% per month on unpaid balance will be added to the student account.
Deferral Procedures

Forms to request deferred payment of tuition are available in the Office of Finance. If a deferral is requested due to late paperwork, the College will make an individual determination based upon the specific situation.

A student may have only one deferment during a trimester, and deferments will only be granted every other trimester based on the date the first deferment is granted.

All other deferral requests will be handled on an individual basis and granted only upon approval of application based upon letter of financial intent and letter of academic reference.

Deferrals are not available to students taking preprofessional courses, to new students in the Bachelor of Science program or new students in the Doctor of Chiropractic program.

Emergency Loans

All Emergency Loans to students by the College will be due and payable to the College before the beginning of the trimester after which the loan is issued. No Emergency Loans will be available to students with an outstanding Emergency Loan on their account. The Office of Financial Aid can provide information on eligibility requirements for obtaining a $200 Emergency Loan.
Orientation

Orientation of new students is conducted during the first week of the trimester. Orientation provides an introduction to chiropractic, the objectives of the institution, the scholastic regulations, rules of conduct, and academic requirements. Information is also given regarding financial aid, parking, scheduling, and other routine procedures.

*Student Handbooks* are provided to entering students. During orientation, presentations are given by the Student Council, student chapters of the Missouri and California chiropractic associations, the Student Chapters of the International Chiropractors Association and the American Chiropractic Association, and representatives of other campus organizations to better acquaint the students with campus activities.

A vital part of the orientation for students who are entering the chiropractic degree program is the Student Mentor Program coordinated by the Offices of Student Services and Admissions. Every effort is made to assign each student a “mentor” who will assist them in becoming acquainted with the campus and the community.

**Kansas City Campus**

During new student orientation at the Kansas City Campus, students take a self-scored ACT study skills assessment. Scores are interpreted by the Office of Student Services for the students as well as being maintained for the purpose of tracking success as students progress through the educational program. In addition, the tutorial program is described and a tour of the Learning Center is given, which includes a demonstration of the computer-aided instructional programs available.

**Los Angeles Campus**

At the Los Angeles Campus, a required, four-hour “Becoming a Master Student” workshop is taught within the first two weeks of classes. Students acquire skills in note taking, memory acquisition, study skills, and test taking. They also receive individual results of the Learning and Study Strategies Inventory (LASSI) which provide individual insights into their own learning styles.

**Counseling**

The counseling network of Cleveland Chiropractic College functions in cooperation with the Office of Student Services. The purpose of the program is to help provide for the needs of students in personal, academic, and professional areas.

**Kansas City Campus**

The campus maintains a cooperative relationship with the University of Missouri-Kansas City’s Community Counseling Services. All Cleveland students, faculty, staff, and their immediate families may utilize this center at no charge.

This center is open Monday through Thursday from 1:00 p.m. to 9:00 p.m., and Friday from 8:00 a.m. to 4:00 p.m. Any student
who seeks counseling is encouraged to consider this resource. Specific concerns/issues with which the UMKC Community Counseling Service will provide assistance include:

- Personal or family problems.
- Concerns about career or future vocation.
- Questions about what resources are available.

The UMKC Community Counseling Service is unable to provide weekend or emergency assistance for high-risk cases, i.e., serious substance abuse, psychotic episodes or behavior, or extreme suicidal tendencies.

The UMKC Community Counseling Service will provide to the Office of Student Services, on a quarterly basis, information regarding the number of students who have utilized the center as well as the type of problems presented. This data is merely statistical, and no other information is released (visits are strictly confidential and patients are identified by case numbers only).

The UMKC Community Counseling Service is located in the Education Building at 52nd and Holmes, Suite 212. The phone number is (816) 235-2725.

**Los Angeles Campus**

Students seeking counseling may take advantage of the counseling service for advisement and guidance at no charge. The campus provides limited professional counseling, and, in addition, the faculty and administrators devote considerable time to student counseling.

The Office of Student Services serves as the point of entry and screening for personal counseling. Students requiring family, marriage, and/or child counseling are referred to a licensed Marriage and Family Child Counselor (MFCC) on campus with expertise in this field. Other cases such as abuse, sexual dysfunction and clinical stress reduction are referred to a licensed clinical psychologist on campus. Both of these services are provided as intake counseling and referrals are made to outside professionals at the student’s expense.

Students should schedule an appointment with a counselor by contacting the faculty secretary located in the Faculty Offices. The director of Student Services maintains a resource directory of low fee counseling and support services available to students in the Los Angeles metropolitan area.
**Educational Assistance**

Providing special educational assistance to individuals or groups of students outside of formal classroom instruction is an integral part of instructional responsibilities at Cleveland Chiropractic College. Teaching assistants or qualified students may participate in providing such educational assistance under direction of the course instructor.

Students in need of such assistance should contact the appropriate faculty member(s), and faculty should also initiate discussion with students experiencing difficulty in their courses.

**Kansas City Campus**

The Kansas City campus offers an academic support program that is both proactive and comprehensive. To enhance the academic success of entering students at the campus, a standardized test of study habits and learning styles is administered. Staff members review each test to identify those students who may need additional resources to ensure a successful college experience. Those students are then referred to both on-campus and off-campus resources as needed.

In addition, faculty members provide an early warning system by identifying students having difficulty and referring them for additional support, which includes such methods as computer-assisted instruction. A tutorial program exists for those students experiencing difficulty in courses that are historically “high risk”.

An ongoing series of lunch-time, “brown bag” seminars is conducted on a variety of focused topics by professionals both on- and off-campus. All students are encouraged to attend, but especially those who are participating in the weekly tutorial sessions, or those students who have been recommended by the faculty for academic support services.

**Los Angeles Campus**

Tutorial study is an adjunct to the regularly scheduled lectures and is specifically designed for students who want to improve their grades or who want additional assistance. Tutoring may be on a one-to-one basis or scheduled so that the tutor meets with a small group of students. Tutors have completed a required “tutor training” program.

- **Workshops** - Additional workshops are offered each trimester on time management, test anxiety, and test taking tips.
- **Academic Success Groups** - Learning and study skills are offered on both an individual and group basis for all students. In some cases, probation students may be assigned to these sessions.
- **Media Resource Center** - A multitude of academic support materials are available in the MRC (located in the Main Building). Examples include A.D.A.M.; CD-ROM discs in the basic science areas including Anatomy, Histology, Microbiology, Pathology, and Physiology; medical terminology; audiotapes on improving your language skills; and videotapes on diagnostic skills.
- **Radiological case studies and random questions for the National Board Parts I, II, and III.**

Additional tutoring opportunities are available such as assistance with radiology courses through supplemental instruction and related areas. Contact the Office of Academic Affairs for additional information.
Health Services

Each student may obtain a complete chiropractic examination and regular health care, including physical examinations, spinal adjustments, and adjunctive procedures if determined necessary, at no charge in the campus clinics. Similar services for members of the immediate family of a student are available at a reduced rate. These services are provided under the supervision of licensed clinicians.

Each student must have a physical examination during Trimester I and may obtain chiropractic treatment free of charge in the Student Health Center. This includes initial radiology diagnostic studies as a means of screening for congenital or other abnormalities that could be contraindications for certain procedures to be learned in technique or other classes. Students will be charged a nominal fee for X-rays, laboratory tests, and orthotics.

These services are provided under the supervision of licensed clinicians. If you or any member of your immediate family have unusual health care needs due to a previous accident or other health problem, please inform the Clinic Director.

Emergency Health Care Services

If you are in need of emergency services, contact the Clinic Director immediately. During Clinic hours the staff at the clinic reception desk will assist you in reaching the Director. Before clinic hours, request assistance from the College receptionist or Office of the Dean of Instruction.

Health Insurance

Health and other types of insurance are available through student membership in several professional organizations. Information on other student health care coverage programs is available in the Office of Student Services.

Housing Accommodations

Kansas City Campus

Convenient housing in metropolitan Kansas City and nearby suburban communities is readily available to the student. Both single and married students will find suitable rental property at moderate rates. The availability of public and private schools, day nurseries, playgrounds, recreation centers, and public parks is notable throughout the area.
Dormitory rooms are available to single students on a space-available basis at the University of Missouri - Kansas City. Additional information on rooms is available through the Cleveland Chiropractic College Office of Admissions or the University of Missouri - Kansas City Residence Hall Office at (816) 235-2801.

**Los Angeles Campus**
A variety of comfortable housing opportunities are available in Los Angeles. Many apartments are located in the immediate neighborhood of the campus. Students often share living quarters and thereby reduce rental cost. Assisting the new students with housing needs is a function of the Office of Student Services.

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**Employment**

**Kansas City Campus**
With a population of over 3.5 million, Greater Kansas City provides a wide opportunity for employment. With 45,000 businesses employing 790,000 people, students who wish to earn a portion of their income while they learn have a good opportunity to obtain satisfactory placement. Students can periodically review the bulletin board in the Student Center for job listings which are communicated to the Office of Student Services. In addition, the Federal Work-Study Program is available through the Office of Financial Aid to match qualified students with on-campus employment opportunities.

**Los Angeles Campus**
Los Angeles County provides a wide variety of opportunities for employment. The campus has a Federal Work-Study Program in which students may participate. This program provides students at the campus with part-time employment, both on and off campus, and opportunities to contribute to the College and community. Off campus job opportunities are available through the Community Service Program (located in the Office of Student Services) and Graduate Services.

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**Religious Life**

The College encourages students to maintain their religious affiliations while attending college. Numerous churches and synagogues lie within a short distance of the college campuses and many denominations are represented in the area. At the Los Angeles Campus, a College Chaplain is available for counseling and consultation.

**Religious Holidays**
When a student elects to be absent to observe a major religious holiday other than those also observed as national holidays in the United States, he/she should notify the Dean or Director of the degree program at least three weeks in advance. Instructors will be
notified and requested to allow the student to make other arrangements for missed educational information and examinations scheduled on the holiday or the day immediately following the holiday. Such arrangements must be made in advance and may include either anticipating or making up the examination. Instructors may respond by changing a scheduled date for an examination. Such absences count as part of the ten percent permitted to meet other obligations.

**Parking**

The College does not assume care, custody, or control of vehicles or their contents and is not responsible for fire, theft, damage or loss.

**Kansas City Campus**

All students and employees must register their vehicle with the receptionist and obtain a valid parking sticker (students must update vehicle information during the normal registration process held at the beginning of each trimester). A sticker is issued for each vehicle you register. The sticker must be placed on the lower right rear window of the vehicle.

On-campus parking in designated areas is free to all students and employees as space is available. Parking is restricted to passenger vehicles only; school buses or large trucks are not permitted on campus. Students parking on campus are restricted to parking spaces which are specifically designated for “Students.” Employees of the College are allowed to park in spaces designated for “Staff” or, if those spaces are full, “Students.” Parking in the “Patient” parking areas, in the fire lanes, or in designated handicapped spaces is always prohibited.

Tickets will be issued to anyone who does not abide by the policies stated herein. Payment should be made at the Cashier’s Office. Any patient or visitor to the campus who receives a parking ticket may go to the Health Center desk or to the administrative reception desk to have the ticket voided. Students who exhibit a pattern of repeated parking violations in one trimester may be subject to disciplinary action.

Requests to appeal parking violations may be made, in writing, at the Cashier’s Office, and will then be routed to the Campus Safety Committee. The Committee meets at the end of each term to review appeals; decisions are final. Students who fail to pay parking fines will not be allowed to complete registration for the following trimester.

**Los Angeles Campus**

Parking in the campus lot is by permit only. Students apply for and purchase permits during preregistration for the following term.

Specific parking space is reserved for Health Center patients and guests only. Failure to follow policies published in the Parking Regulations may result in loss of the parking permit, fine, and/or towing. A copy of the complete parking regulations may be
obtained from the Office of Campus Safety. Appeals to parking fines may be made by filing a special form located in the Media Resource Center.

Environment – Kansas City

In Kansas City you will find just the right amount of urban sophistication, mellowed by Midwestern warmth. The metropolitan area of over 3.5 million people is a composite of fine residential neighborhoods and exciting possibilities for singles and family fun. Restaurants, movies, nightclubs and comedy spots, theaters, concerts, museums, sports arenas, parks, and shopping – they are all in Kansas City, convenient to the College and to you.

Downtown Kansas City is a combination of old and new. The skyline offers a striking blend of Art Deco buildings and modern skyscrapers. Atop the Bartle Hall Convention Center, the sculptures, “Sky Stations/Pylon Caps,” are lighted at night and can be seen for several miles.

To the west of Downtown, the famed 18th and Vine area features the Kansas City Jazz Museum and the Negro Leagues Baseball Museum.

The City Market, north of Downtown, is people-packed on Saturday morning. In continuous operation since 1857, the City Market is the place to look for healthy fresh fruits and vegetables. The area also includes specialty shops, restaurants, clubs, and the Arabia Steamboat Museum.

Just south of Downtown, Crown Center, owned by Hallmark Cards, features a central square – the scene of concerts in summer and ice skating in winter. Unusual shops, theaters, and restaurants fill the glass-walled shopping area.

Across from Crown Center is located the renovated Union Station and Science City, including “Yesterday’s Kansas City” with restored trains and recreation of city streetscapes from the late 1800’s to the 1950’s A large format motion picture theater, a planetarium, and over 70 hands-on environments are included.

Further south of Downtown, the Westport area features unique shops, art galleries, restaurants, and nightclubs.

Just minutes from the College is the Country Club Plaza. A shopping village within a city, the Plaza is nationally famous for its upscale fashion salons, intimate boutiques, and fine restaurants. Spanish-style architecture, imported statuary, and fountains make strolling through the Plaza a memorable experience. Horse-drawn carriages and sidewalk cafes lend a European flavor. At Christmas, each building is outlined with strings of colored lights to create a dazzling display. On the south side of the Plaza, visitors can stroll along or cruise the Plaza River Walk.

Wherever you want to go, you will find that getting there is simple. Curving through the city is a network of beautiful, broad
boulevards, bordered by trees and fountains. Kansas City has a “user-friendly” street system with numbered roadways running east and west. Strategically placed freeways ease cross-town and bypass travel. Parking is plentiful and often free. A metropolitan bus service offers public transportation.

Places to Go
The Nelson-Atkins Museum of Fine Art displays an outstanding collection of Asian art, European art, and 20th century sculpture. On the grounds of the museum is the Kansas City Sculpture Park. The Kemper Museum of Art is known for its collection of international contemporary artists. Both museums are a 10-minute drive from Cleveland Chiropractic College. Northeast of Downtown, on the bluffs overlooking the Missouri River, is the Kansas City Museum of Natural History and Science. Further east, in Independence, Missouri, are Harry S Truman historical sites: his former home, the courthouse office where he was a judge, and the Truman Library.

Swope Park is home to The Kansas City Zoo, featuring a 95-acre naturalistic African exhibit and a 2-acre education building. The education building is the home of the Sprint IMAX Theater, which features a 6 1/2 story screen and 12,000 watts of digital sound. Swope Park also offers golf, hiking, and performances at the outdoor Starlight Theatre.

Sports
From football to golf to tennis, Kansas City abounds in active and spectator sports. The Harry S Truman Sports Complex has side-by-side stadiums for football and baseball. Arrowhead Stadium, home of the Kansas City Chiefs and Kansas City Wizards, seats 78,000; Kauffman Stadium, home of the 1985 World Series Champion, Kansas City Royals, seats 45,000. Kemper Arena, west of Downtown, is the site for the annual American Royal Livestock and Horse Show and the home to the Kansas City Blades hockey team. In 2001, the city was introduced to NASCAR racing at the Kansas International Speedway.

Only a few miles away are parks where you can fish, boat, and water-ski or enjoy a family picnic. Missouri is ranked 5th in the nation for number of fishing and hunting licenses sold.

Restaurants
Though famous for steaks and barbecue, the city offers a variety of cuisine. Restaurants, cafes, and delicatessens are everywhere in Kansas City; they offer a variety of national, ethnic, and regional foods.

Environment — Los Angeles

Southern California has become a large urban area, arising out of a rich agrarian tradition. Los Angeles was founded November 19, 1791, on now famous Olvera Street, and named “El Pueblo de Nuestra Señora La Reina de Los Angeles de Porciuncula,” translated as “Village of our Lady the Queen of the Angels of Porciuncula.” With a climate conducive to the good life, Los Angeles developed from a small village with great herds of cattle roaming the range land, along with the colorful rodeos of the Spanish land barons,
into the largest city in California, both in population and territory. Los Angeles at present ranks second in population nationally and second in metropolitan area population in the United States. Such growth and advancement was the result of vast opportunity in a dynamic cultural setting.

Cultural Opportunities
Los Angeles is diverse in many ways. Its 464 square miles range from sea level to 5,081 feet. The blending of ethnic and social cultures is prevalent throughout the city. In the suburban setting, many landmarks border on international fame, including the Los Angeles County Museum of Art, Museum of Contemporary Art (MOCA), Huntington Library, J. Paul Getty Museum, Norton Simon Museum, Pacific Asian Museum, Pasadena Historical Society and Museum, University of California - Los Angeles, University of Southern California, Wells Fargo History Museum, and nearby Gene Autry Museum of Western Art. Such attractions make Los Angeles a popular place to visit and to live.

Entertainment
Los Angeles is a city offering a variety of entertainment. The Los Angeles Music Center (Dorothy Chandler Pavilion, Ahmanson Theater, Mark Taper Forum) presents theatre, ballet, opera, symphony concerts, musicals, plays and celebrity series. The Greek Theatre and Universal Amphitheater present concerts ranging from jazz to pop to country western. Other entertainment centers include the Schubert Theatre, Hollywood Bowl, Pasadena Civic Auditorium, Ambassador Auditorium, Pantages Theater, Shrine Auditorium, Wiltern Theater, and the Santa Monica Civic Auditorium. Los Angeles is also the home of the Los Angeles Philharmonic, Los Angeles Master Chorale, and the Los Angeles Neophonic Orchestra.

Sports
From skiing in the San Gabriel Mountains to surfing in the Pacific Ocean, Los Angeles has a climate that allows outdoor activities year-round. There are professional teams for baseball, basketball, hockey, and soccer. Los Angeles is the home of the Dodgers, Angels, Lakers, Clippers, Sparks, Avengers, Kings, Mighty Ducks, and Galaxy. Sporting events are held at the Staples Center, Great Western Forum, Dodger Stadium, Edison Field, Los Angeles Sports Arena, Los Angeles Coliseum, Anaheim Pond, UCLA’s Pauley Pavilion, and the Rose Bowl.

Golf, swimming, horseback riding, martial arts, aerobics, ballet, dance, gymnastics, volleyball, and tennis are popular participant sports. Additional recreational opportunities are found at Griffith Park, Exposition Park, El Pueblo de Los Angeles Historic Park, Big Bear Lake, Lake Arrowhead, Angeles National Forest, and nearby Catalina Island.

Places to Go
In the surrounding areas, there are many places to go. Some of the popular attractions are the California State Museum of Science and Industry, Disneyland, Knott’s Berry Farm/Soak City USA, Farmers Market, Pasadena Flea Market, Griffith Observatory, variety and game shows, Hollywood Wax Museum, Los Angeles Zoo, Six Flags Magic Mountain/Hurricane Harbor, Universal City
Walk, and Universal Studios among others. The Office of Student Services frequently has discount coupons available for area attractions.

**Restaurants**
Dining establishments represent the cosmopolitan and international flavor of the city. Mexican restaurants are found along Olvera Street and throughout the city. Farmers Market presents international cuisine, while nearby Fairfax Avenue is best known for its kosher-style delicatessens. Chinatown, Korea Town, and Little Tokyo present a variety of Asian foods. Ports O'Call offers Polynesian and New England-type restaurants. Dining is considered an event in restaurants along La Cienega Boulevard in West Los Angeles, fashionable Melrose Avenue, Beverly Hills, Sunset Strip, and Ventura Boulevard in the San Fernando Valley.

**Campus Media / Publications**
The Cleveland Chiropractic College communication network includes campus and alumni newsletters. *In touch* is a campus newsletter circulated three times each trimester that highlights special events and programs of interest to current and prospective students. The *Clevelander* is an alumni publication printed once each trimester and circulated to all Cleveland Chiropractic College alumni and current students. The *Library News* is a monthly publication distributed on campus for the purpose of notifying the College community about updates and changes in library services, staffing, policies, and special events.

Students are encouraged to submit items for *In touch* to the Office of Communications. Information and ideas for the *Clevelander* should be submitted to the Office of Graduate Services.

Student publications may be generated by approved student organizations, then reviewed and edited by the College prior to release. Assistance may be provided through the Office of Student Services.

Emergency information and special announcements are posted in notice holders on classroom doors and hallways as needed. Cleveland Chiropractic College also maintains a website at www.cleveland.edu.
Programs and Special Events

Organizations present both educational and recreational programs and activities as opportunities and needs arise. Advisement on speakers in various subject areas is available from College faculty and the administration. Such speakers or programs must be approved by the Office of Student Services prior to announcement of an event. Recreational activities such as parties, dances, and picnics should also be cleared with the Office of Student Services for the purpose of centralized scheduling coordination. The Office of Student Services can provide programming and publicity resources to student groups who may desire such assistance.

In the event that current student organizations cannot or do not provide social or educational programming when a specific need is assessed, the Office of Student Services will provide such programming as needed. Assessment of need will be the joint responsibility of the Office of Student Services and Student Council. This may result in a formal written student interest survey or may be an informal survey of Student Council representatives. The Office of Student Services can provide information on resources in the community and on campus, as well as financial assistance.

Student Organizations and Activities

Cleveland Chiropractic College encourages its students to organize and participate in group activities intended to broaden their scope of general learning and extend their knowledge of specialized areas. Such programs must function within the framework of the mission of the College and be consistent with the policies as stated in the Student Handbook and Catalog, as well as civil statutes. Students should remember that, as citizens of the community, their actions are under constant scrutiny by the public and must meet professional standards. Student organization meetings and activities provide extracurricular opportunities for social growth and interaction, preparation for leadership in professional or civic groups, and the pursuit of various causes within or related to the institution and community at large. Because student organizations exist within the total Cleveland Chiropractic College community, they should also contribute to its growth and continuity by fostering within the group a support for the College mission and requiring that members adhere to their primary commitments of education. The following guidelines regulate actions of student groups at Cleveland Chiropractic College.

1. OFFICIAL APPROVAL: The administration of the College requires each student organization to maintain a current constitution and bylaws on file in the Office of Student Services. Official approval (recognition) is granted by the Office of Student Services based on the constitution and membership documents, and how well the group follows by the student organization guidelines listed here. Whenever an approved organization amends its constitution or bylaws, a copy of the amended document must also be filed with the Office of Student Services.

2. OFFICER/MEMBER LIST: All approved student groups must maintain a list of current officers and members on file in the Office of Student Services. Provisions for regularly scheduled elections for organizations as stated in their constitu-
tions and bylaws are to be followed. To be eligible to hold an office or maintain membership in an approved student organization, a student must be free of indebtedness to the College, in good academic standing, and currently enrolled. Student organizations may make further stipulations for membership within the minimum standards of the College. Election procedures are determined by the student group. Initiation procedures for new members are also determined by the group, but no form of hazing will be tolerated by the College. (Hazing is defined as any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.)

3. **FACULTY ADVISOR:** Each organization on campus must have a faculty advisor who serves in an advisory capacity to the members of the organization and participates in its functions. The advisor's name must be registered on file in the Office of Student Services.

4. **USE OF COLLEGE FACILITIES:** Approval for use of College facilities and equipment for meetings, speakers, or social functions is obtained through the Director of Student Services in coordination with the Department of Buildings and Grounds. Only authorized groups may use College facilities without paying a rental fee. Use of audiovisual equipment is coordinated through the Office of Student Services, the Library, or the Department of Buildings and Grounds. Notices posted on College bulletin boards must be approved through the Office of Student Services prior to posting.

5. **FUNDING OF STUDENT ACTIVITIES:** Money from the Student Activity Fee is disbursed through the Student Council. Fees are collected by the Finance Office during registration to be placed in the student activities account. Approved organizations may request such funds in writing from the Student Council according to its established procedures. Student organizations also may maintain a treasury and are responsible for assessment and collection of dues and fees; groups are responsible for their own financial commitments and contacts. All fund-raising activities, on or off College property, must meet the approval of the Office of Student Services.
6. EXTRA-INSTITUTIONAL ORGANIZATIONS: Membership and activity information about groups not approved or sponsored by the College will be posted only on bulletin boards in the student lounges.

There is a variety of special interest and adjunctive technique clubs on campus. The main goal of the technique clubs is the furtherance of the understanding of the science, philosophy, and art of chiropractic. Special interest clubs provide multicultural activities and support diversity through planned programs, guest speakers, and events with their corresponding local and national professional organizations.

Current student organizations on one or both campuses include but are not limited to:

- Activator Methods Club
- Acupuncture Club
- Applied Kinesiology (AK)
- Asian American Student Association (AASA)
- Atlas Orthogonal Club
- Beta Chi Rho Fraternity
- Blair Upper Cervical Club
- California Chiropractic Association (Student Chapter)
- Chess Club
- Chinese Club
- Chiropractically Speaking
- Club Chiropractic
- Cox Flexion-Distraction Club
- Diversified Club
- Extremity Adjusting Club
- Filipino American Chiropractic Student's Association (FACSA)
- Fitness Club
- Gonstead Club
- Hockey Club
- International Chiropractic Club
- Iranian Chiropractic Student Association
- Korean American Student Chiropractic Association (KASCA)
- Latin American Student Chiropractic Association (LASCA)
- Latter Day Saints Students Association
- Minority Student Alliance
- Missouri State Chiropractic Association (Student Chapter)
- Motion Palpation Club
- Neurology Club
- On Purpose Club
- Pediatrics Club
- Practice Development Club
- Public Relations Organization
- Sacral-Occipital Technique Club (SOT)
- Society for Neuroscience Club
- Sports Chiropractic Club
- Student American Black Chiropractic Association (SABCA)
- Student American Chiropractic Association (SACA)
- Student Council
- Student Canadian Chiropractic Association
- Student Christian Chiropractic Club (SCCC)
- Student International Chiropractors Association (SICA)
- Student Mentors Association
- Tae Kwon Do Club
- Thompson/Full Spine Club
- Vietnamese American Student Chiropractic Association (VASCA)
- World Congress of Women Chiropractors (WCWC)

In addition to these organizations, the students engage in various group activities that enjoy College support. Softball and basketball are favorite intramural sports, and in recent years teams sponsored by the College have played in leagues. Both campuses maintain an organized sports program staffed by a Student Activities and Relations Coordinator. Both campuses are participants in the annual Chiropractic Athletic Games. All students are invited to attend educational programs of the Cleveland Chiropractic
College Alumni Association for which they are eligible, as well as annual Homecoming seminars held each year. The Alumni Association also co-sponsors a number of events with the Student Council and other student organizations.

Student Council

Kansas City Campus
The Student Council form of student government was instituted at Cleveland Chiropractic College in 1977. The Student Council is composed of five officers who are elected annually, with representatives chosen from every entering class and from each officially recognized campus organization.

The Council meets on a regular basis to conduct business and to plan activities. Representatives are expected to report the action of the Council to the students they represent. Announcements of scheduled meetings and records of meetings are filed at the Office of Student Services and posted on bulletin boards.

The Council's constitution is available for reference through the Student Council Secretary or the Office of Student Services.

The advisor to this organization is the Director of Student Services. All guidelines and regulations pertaining to general student organizations also apply to the Cleveland College Student Council.

Los Angeles Campus
The Student Council serves as the liaison between the student body and the administration. Student Council membership is composed of representation from each trimester class and club presidents or directors. The Student Council President is a member of the Institutional Planning and Review Committee (IPRC) and recommends student members to campus committees.

Off-campus Community Interactions
When an individual or student group wishes to represent the College at any event requiring interaction with persons not normally associated with the College, especially in a forum related to health care activities (i.e., health fairs, athletic events, corporate presentations about chiropractic), the following guidelines must be followed:

1. The individual (or in the case of a student organization, the club president) who is making the request must submit a memo one week prior to the event describing the event, potential participants, the date/time/location, and any College resources requested, to the Director of Student Services.

2. If the request is made by a student organization, and the event is approved and endorsed by the College, the faculty advisor of the listed organization must be in attendance throughout the event.
3. Any interaction involving patient education about the field of chiropractic must be approved by the Clinic Director. Any student (either acting as individuals or as representatives of a student organization) participating in this type of activity must first engage in some brief “training” as established by the Clinic Director. (The College reserves the right to withhold approval to students who have not yet reached a level in the curriculum to allow them to perform certain specific health care assessments.)

4. Failure to abide by these guidelines in the scheduling of events may result in censure and/or withdrawal of official College recognition for the student group, and/or disciplinary sanctions against all individuals (students and faculty members) involved.

Solicitation Policy

All solicitation activities carried out on College property must be approved by the College. Such activities include, but are not limited to:

- Student organization fund-raising activities (i.e., raffles, T-shirt sales, donation drives).
- Company representatives/distributors or individuals requesting to provide presentations or display products or literature.
- Any individual wanting to sell merchandise, take orders, advertise personal services, solicit political/legislative action, etc.

Any person or group requesting permission to engage in such activity must complete and submit an official Campus Activity Request form prior to the activity occurring. This form must be submitted to the Director of Student Services, who will route the request for approvals. Once a decision has been reached, it will be communicated by the Director of Student Services to the requesting party.

General guidelines related to such activities are as follows:

1. Under no circumstances is any individual (staff, faculty, student, or visitor) allowed class time for the purpose of advertising, promoting, or selling any product or service.
2. In most cases, individuals seeking personal gain from selling a product or service will not be allowed to engage in such activities on campus property. A possible justifiable exception to this guideline would be a request to provide a particular service which, in the opinion of the College, would be of benefit to the student body or the campus community as a whole and not currently offered by the College.
3. The products of faculty work utilized in the educational process are intended for student’s individual academic use and may not be reproduced by students or other parties for any purposes without express written permission from the faculty member.
4. Officially recognized student organizations may be allowed to engage in fund-raising activities, as long as they conduct themselves within the guidelines of this policy.
5. No requests will be approved during major College events, such as Homecoming, registration, orientation, and postgrad-
graduate seminars. Requests will also be denied if they conflict or interfere with ongoing daily activities of the College (i.e., textbook sales which compete with College Bookstore sales).

6. No requests which conflict with or compromise the College mission statement will be approved.

7. Approval of requests that specify a location, time, and day/date must be followed, or the activity will be terminated.

Student organizations violating this policy may be subject to disciplinary action and/or removal of official College recognition status. An individual staff, faculty member, or student who violates this policy is also subject to disciplinary action.

Recreational Facilities

Kansas City Campus

In 1989, the Kansas City campus established an affiliation with the nearby University of Missouri - Kansas City (UMKC) that allows Cleveland students to utilize all facilities of UMKC’s Swinney Recreation Center as part of their regular student activity fees.

Located less than a mile from the Cleveland campus, this recreation center offers the following: an Olympic sized, six-lane heated pool with a retractable roof for indoor and outdoor use; Kansas City’s longest indoor, banked running track (1/8 mile); four handball/racquetball courts; one squash court; sauna and steam rooms; fully equipped weight/fitness room; golf net for indoor practice; five gymnasiums; and locker rooms, showers, and laundry services.

Special recreational and athletic programs include aerobics, martial arts, wellness evaluations, and various intramural team sports and individual competitions. Lectures and educational programs are offered on a periodic basis on topics such as weight control, eating disorders, nutrition, controlling cholesterol, stress management, controlling blood pressure, arthritis and exercise, and exercise for diabetics.

In addition to the recreational facilities and programs available through the UMKC Swinney Recreation Center, students have the opportunity to participate in regular intramural sports events coordinated by the Student Sports Coordinator.

Los Angeles Campus

The sports program at the Los Angeles campus is praised by students as a very positive way to implement the chiropractic focus on health and fitness as well as to develop school spirit, meet other students, and maintain a sense of balance in life. Each trimester teams from each class vie for first place in intramural sports such as basketball or volleyball or form a team to participate in city leagues. Games are held at area recreation centers, churches, or school facilities. A minimal registration fee may be assessed.
Each fall, chiropractic colleges join together for the annual Chiropractic Athletic Games. Los Angeles campus student athletes compete in basketball, volleyball, soccer, flag football, mountain biking, golf, tennis, softball, and track events.

The Student Sports and Activities Coordinator, in the Office of Student Services, plans and promotes all events with assistance from student leaders. In addition to competitive sports, student organizations frequently sponsor Ping-Pong, foosball, chess, or backgammon tournaments. Other popular events where students can share special skills include karaoke contests, sports contests at fund-raisers, or traditional tugs of war at the annual picnic. For spectators, group discounts are available to a variety of Los Angeles area sporting events.

Family Educational Rights and Privacy Act Disclosure Statement

The Family Educational Rights and Privacy Act of 1974, as amended (the “Act”), is a federal law requiring that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available via annual notice in the Catalog to currently enrolled students. Cleveland Chiropractic College shall maintain the confidentiality of educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are or have been in attendance at the College.

Rights of Inspection
The Act affords students certain rights with respect to their educational records, including:

1. The right to inspect and review their records.
2. The right to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the Act.
5. The right to obtain a copy of the College’s educational records policy (from the Office of the Registrar).

Directory Information
At its discretion, Cleveland Chiropractic College may disclose, publish, or provide directory information concerning a student without consent or a record of disclosure. Directory information may include a student’s name, address, telephone number, e-mail address, date and place of birth, dates of attendance, class schedule, degrees and awards received, previous institutions attended by the student, and participation in officially recognized activities. Students may withhold directory information by notifying the Office of the Registrar in writing during the normal registration period of each trimester. All written requests for nondisclosure
will be honored by the College for only one (1) trimester; therefore, authorization to withhold directory information must be filed during each trimester of attendance. (Alumni may request nondisclosure of directory information concerning them at any time through the Office of Graduate Services. Such requests will be honored.)

Disabled Student Policies / Services

Cleveland Chiropractic College prides itself in the nurturing and support of each individual student throughout his/her educational experience. Accommodations for disabled students are met while insuring program requirements.

The College has adopted the following definition in determining whether a particular student does, in fact, have a disability that may need accommodation. A disability is “a physical or mental impairment that substantially limits one or more of the major life activities of an individual, such as caring for one’s self, learning, working, performing manual tasks, walking, seeing, hearing, speaking, and breathing.” Impairment may be “any physiological disorder or condition, cosmetic disfigurement, anatomical loss, or psychological disorder such as retardation, organic brain syndromes, emotional or mental illness, and specific learning disabilities.” (Section 504 of the 1973 Rehabilitation Act.)

Inquiries concerning federal guidelines about who is covered and who is not covered under Section 504 of the 1973 Rehabilitation Act can be made to the Dean or Director of the degree program, or his/her designee.

Disability Documentation

In order for the College to offer and implement appropriate accommodations for students with a condition classified as a disability, official documentation must be submitted to the Dean or Director of the degree program, or his/her designee, for review (in conjunction with the completion of the form “Disability Accommodation Request Form”). This documentation should be submitted as early as possible.

This documentation should consist of a comprehensive and detailed written individualized assessment submitted on official letterhead from a licensed or certified professional that explains in detail the following:

- Evidence of a recent assessment (no more than three years old) documenting the nature of the disability (i.e., specific diagnosis);
- Recommendation for a range of specific accommodations, with detailed explanation of why these are needed and how they will enable the student to perform at satisfactory academic levels;
- If the nature of the disability is psychological or emotional, proof of evaluation from a psychiatrist or licensed psychologist who gives an appropriate classification from the standard Diagnostic and Statistical Manual of Mental Disorders; and/or,
- Documentation, if available, of similar accommodations that may have been made for the student in the past in other
educational or testing settings, or on the job; if no accommodations have been made in the past, there must be an explanation of why none was given in the past and why accommodations are needed now.

The College retains the right to request further verification of the professional’s credentials and expertise in relation to the recommendation, and also retains the right to have an outside consultant (independent expert) evaluate the student’s documentation of disability, as well as the request and explanation for the accommodation(s).

It is the student’s responsibility to provide required documentation. Accommodations will not be provided until documentation has been received. Accommodations will begin on the date documentation is discussed with the student. It is imperative that the student initiate a request in a timely manner. Students interested in receiving a comprehensive assessment should seek a credentialed testing center for learning disability assessment. Each campus will devise and implement its procedures for documentation of disability.

Students may expect a response to their request within ten (10) working days of submission of all documentation indicated above.

Accommodations
After documentation has been completed, it is the student’s responsibility to meet with the Dean of Instruction, or his/her designee, to discuss appropriate accommodations. Possible accommodations are as follows:

- Changes/accommodations necessary to allow for physical facility access to programs and services of the College;
- Alterations in academic policies or procedures (i.e., course scheduling);
- Extended time for testing in courses (i.e., 15 minutes beyond the usual testing time);
- Special testing locations and proctors;
- Special testing arrangements (i.e., double or triple spacing on exams, excused from having to fill in scantron forms);
- Tape-recorded lectures, taped textbooks;
- Auxiliary aids (i.e., availability and access to Braille readers or audiotape playback machines);
- Tutoring and supplemental instruction services;
- Note-taking services or scribes;
- Extended time to complete program or decelerated course load;
- Readers, interpreters;
- Lab and library aids, access to computers;
- Study skills instruction, workshops, courses, small group study sessions; and/or
- Other suggestions from the students.

Drug and Alcohol Abuse Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Cleveland Chiropractic College established a drug and alcohol abuse prevention program for its students and employees. The program is described below. In compliance with
the Act Amendments, the College must distribute written copies of this policy to all students and employees annually. The College must also conduct a biennial review of its program to determine its effectiveness, to implement program changes if they are needed, and to ensure that the disciplinary sanctions described below are consistently enforced. Compliance with the Act Amendments is necessary to ensure the health and well-being of the College community and the continuance of campus-based funding of student financial aid programs.

Illegal Activities
Cleveland Chiropractic College prohibits the unlawful manufacture, distribution, dispensing, sale, possession, and use of alcohol and illicit drugs by College students and employees on College-owned or -controlled property and at College-sponsored or -supervised activities.

As a condition of enrollment and employment, students and employees shall notify the College of any criminal drug statute conviction for a violation no later than five days after such conviction. Failure to do so will subject the student or employee to disciplinary review.

Legal Sanctions
Local, state, and federal laws also prohibit the unlawful manufacture, distribution, dispensing, sale, possession, and use of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to $20,000 and/or imprisonment for terms up to and including life.

Institutional Sanctions
Commission of any of the offenses listed under this policy may result in imposition of one of the following actions:

Actions taken with students may include:
1. Mandatory formal or informal counseling,
2. Oral or written reprimand,
3. Disciplinary probation, or
4. Suspension or dismissal from the College.

Actions taken with employees may include:
1. Mandatory formal or informal counseling,
2. Oral or written reprimand,
3. Imposition of probationary employment, or
4. Temporary suspension or permanent termination of employment.

Health Risks
Beyond legal sanctions that may be imposed for the use and abuse of controlled substances, the College has a concern for the well-being of the individual. Therefore, the College has a commitment to ensure that everyone is aware of the potential health risks associated with drug use, which may have a wide range of effects, up to, and including, death. As health care professionals, students should take special care in informing themselves of these risks, both for themselves and for their future patients. Some of the major risks include:
Alcohol and other depressants: (barbiturates, sedatives, and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.

Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Hallucinogens: (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.

Narcotics: (heroin, Demerol, morphine, codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

Inhalants: (gas, aerosols, glue, nitrates, etc.): Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Counseling and Treatment – Kansas City Campus
Cleveland Chiropractic College students and employees have the opportunity of utilizing counseling services through the affiliation agreement established with the University of Missouri - Kansas City (UMKC) Community Counseling Service. This service is provided free of charge to students, staff members and their immediate families. When referrals for more intensive treatment are warranted, the UMKC Community Counseling Service can provide information regarding appropriate agencies. Referrals will respect individual confidentiality. All information regarding these services is available in the Office of Student Services.

Counseling and Treatment – Los Angeles Campus
Referrals are made through the two licensed professional Marriage, Family and Child Counselor (MFCC) and clinical psychologists on staff.

Crime / Emergency Reporting Procedures
All faculty, staff, administrators, and students on campus must familiarize themselves with the following procedures, through such avenues as the Faculty Handbook, Administrative and Staff Handbook, Student Handbook, bulletin board notices, and other effective methods.

All of the following incidents occurring on campus, or under the jurisdiction of the College, must be reported according to the
procedures listed below: violence against persons (murder, assault, rape); theft (robbery, burglary, vehicular); and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the main reception desk, which will function as the primary referral source for all types of incidents. Incident Report Forms will be distributed, as needed, from the Office of Student Services and, upon completion, will be returned to the appropriate administrator for action.

2. Emergency situations that require immediate action will be referred to the Executive Vice President, or his/her designee, for a response. This person will make a determination whether off-campus assistance will be necessary, i.e., local law enforcement, fire department, or ambulance. Incidents first requiring outside agency responses must also be reported through the campus report procedure outlined here by completing an Incident Report Form. Emergencies of a health-threatening nature should immediately be referred to the Health Center.

3. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Director of Student Services (KC campus)/Campus Safety Department (LA campus), who will do the following two things: 1) determine what, if any, further action is warranted, and 2) record the incident as part of the required annual data collection procedure. Action taken on such incidents will include: 1) investigation of incident, 2) report of findings of that investigation, which is filed with the Executive Vice President, and 3) internal disciplinary action taken and/or referral made to an outside agency for action.

**Personal Property**

Cleveland Chiropractic College is not responsible for any personal property that is brought by students to College facilities. Students are not authorized to bring personal furniture of any kind to the College facilities at any time. Violation of these rules will be treated as a violation of fire/earthquake standards and safety of others.

**Standards of Student Conduct and Discipline**

All enrolled students of Cleveland Chiropractic College are expected to possess maturity, intelligence, and concern for the rights of others, and to adhere to the highest professional, ethical, and personal standards of conduct.

The College has the right and responsibility to determine the appropriateness of student behavior. Students are expected to abide by the following Standards of Student Conduct. Departure from the College’s prescribed Standards of Student Conduct will form the basis of disciplinary action. The College reserves the right to interpret that which is in violation of these Standards.

Students are also expected to abide by all federal, state, and local laws and regulations. Suspected violations of those laws will be referred to appropriate outside agencies for disposition.
Glossary

1. The term College means Cleveland Chiropractic College.

2. The term student includes all persons enrolled in instructional programs offered at Cleveland Chiropractic College. Persons who are not officially enrolled for a particular term (trimester or module) but maintain continuing relationships with Cleveland Chiropractic College are considered students.

3. The term faculty member means any person hired by Cleveland Chiropractic College to conduct classroom activities.

4. The term College employee refers to any person employed by Cleveland Chiropractic College.

5. The term member of the College community includes any student, staff, or faculty member, College official, or any other person employed by Cleveland Chiropractic College.

6. The term College premises includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by, Cleveland Chiropractic College.

7. The term student clubs and organizations means any number of students who have complied with the formal requirements for Cleveland Chiropractic College to recognize them as such.

8. The term investigator means any person authorized by the Executive Vice President, or his/her designee, to determine whether a student has violated the Standards of Student Conduct and to recommend the imposition of sanctions.

9. The term appeal committee means the group of persons who considers an appeal of the sanctions imposed by the Executive Vice President, or his/her designee, based upon the recommendations of the investigator.

10. Shall is used in the imperative sense.

11. May is used in the permissive sense.

12. The Executive Vice President is that person designated by the President of Cleveland Chiropractic College to administer the Standards of Student Conduct.

13. The term policy is defined as the written regulations of Cleveland Chiropractic College as found in, but not limited to, the Standards of Student Conduct, the Catalog, Student Handbook, and Clinic Manual.

14. The term cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Cleveland Chiropractic College community.
15. The term plagiarism is defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” (Black’s Law Dictionary, 7th ed. St. Paul: West Publishing, 1999) Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The products of faculty work utilized in the educational process are intended for students’ individual academic use and may not be reproduced by students or other parties for any purposes without express written permission from the faculty member.

16. The term probation means the student may continue enrollment under specific conditions.

17. The term suspension means involuntary separation from the College or a specific course for a specified period of time with eligibility for future readmission/re-enrollment under specified conditions as determined by the College.

18. The term dismissal means permanent involuntary separation from the College.

19. The term alternative sanctions means other sanctions that may be imposed including, but not limited to, financial restitution, payment of a fine, performance of a service project, mandatory counseling, and/or restriction of specific privileges.

20. The term bulletin boards means the cases or frames located throughout the campus for information and communication purposes.

I. General Standards of Student Conduct

A. General Conduct

All students are expected to conduct themselves in a professional manner on all occasions, displaying respect and consideration for fellow students, faculty members, staff and administrators, patients, and the public.

B. Dress Code

Clothing appropriate to a professional college is required. Neatness and cleanliness of person and apparel are expected. The Health Center has an established policy outlined in the Clinic Manual. All students who are in the Health Center as interns or observing, or working rotation, must follow the Health Center dress code. Freshly laundered white jackets are required in the clinical areas at all times.

C. Clinical Supervision Compliance
No adjusting is allowed except within the Student and Outpatient Health Centers, in technique classes, and in approved off-site preceptorships, when the student is under the direct supervision of authorized licensed chiropractic faculty.

D. College Name

The name of the College or the College logo may not be used in any connection by any individual student, class, or group of students purporting to represent the College without the expressed written permission of the Director of Student Services.

E. Smoking

No smoking is permitted on the College premises unless authorized in designated areas. Each campus shall designate and post its smoking areas.

F. Food and Beverage

Students are not to eat or drink in the patient care areas of the Health Center, laboratory and technique classrooms, or the Library.

G. Presence of Children on Campus

Children and anyone other than registered students are not permitted in classrooms. The College does not provide day care facilities, therefore, students should plan ahead for off-campus care for their children.

H. Personal Property

All students are expected to abide by the guidelines established on page 75.

I. Audio and Videotaping

Students shall consult the course syllabus for instructions regarding audio taping in classes. In cases where the syllabus does not contain a statement, students shall consult the instructor for permission prior to taping any classroom activities. In all cases where audio taping is permitted in the classroom, it is intended only for the individual student’s academic use. The products of faculty work, including their lectures, may not be reproduced or transmitted in any form without the express permission of the faculty member.

No student will be allowed to videotape any class, laboratory, or other official College activity on or off campus without specific written permission from the Executive Vice President. If permission is granted, only approved personnel, as determined by the Executive Vice President, will be allowed to conduct the videotaping process.

J. Announcement Notification

Announcements may be given at assemblies by administrators, faculty, and student representatives. However, the bulletin boards
are also an important source of campus information and should be consulted daily. Students will be held responsible for receipt of important information (i.e. policy changes and paperwork deadlines) that is released/distributed to the campus in this manner.

K. Student Clubs and Organizations

All students are expected to abide by the guidelines established on pages 64 through 69, which include policies relating to the following activities: “Programs and Special Events,” “Bulletin Board Posting,” “Student Organizations and Activities,” “Student Council,” “Off-Campus Community Interaction,” and “Solicitation Policy.”

L. Student Computer Laboratory

All students are expected to abide by the policies and procedures for use of the computer laboratory which are described in the Student Handbook.

M. Discrimination and Harassment

All students are required to abide by the College’s Nondiscrimination/Anti-Harassment Policy, which is printed on pages 22-31.

N. Parking

All students are expected to abide by the parking policies and procedures described on pages 59-60.

O. Drug and Alcohol Abuse Policy

All students are expected to abide by the guidelines related to the drug-free environment as described on pages 72-74.

II. Student Misconduct

All members of the College community have an obligation and responsibility to report any violation of these Standards of Student Conduct. The following student actions will not be tolerated by the College and may result in disciplinary action. In addition to penalties imposed by the College, violations of the law may result in penalties imposed by governmental authorities. College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of these standards, for example, if both violations result from the same factual situation, without regard to the pendency of civil or criminal proceedings. Proceedings under these Standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Resolution of complaints of all of the following types of misconduct shall follow the procedures set forth in the succeeding sections.

A. General Misconduct
1. Disruption of the educational process, which occurs in/during classes, labs, library activities, assemblies, seminars/workshops, registration, and the College Health Centers, and other activities, programs, and events conducted on the College premises or under the supervision of college employees.

2. Unauthorized or other improper use of College facilities or equipment which includes, but is not limited to:
   a. Violation of federal and state laws regulating duplication of copyrighted materials,
   b. Unauthorized access to any College facilities and/or equipment,
   c. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises,
   d. Theft or other abuse of computer time, including but not limited to:
      i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose,
      ii. Unauthorized transfer of a file,
      iii. Unauthorized use of another individual’s identification and password,
      iv. Use of computing facilities to interfere with the work of another student, faculty member, or College employee,
      v. Use of computing facilities to send obscene or abusive messages,
      vi. Use of computing facilities to interfere with normal operation of the College computing system,
      vii. Use of computing facilities for any purpose which violates any other Standards of Student Conduct.

3. Damage or vandalism to, or destruction of, College or personal property.

4. Theft or unauthorized removal of any College or personal property.

5. Adjustment or other treatment of students or non-students in an unauthorized setting, that is, other than under the direct supervision of licensed clinical staff in the Student or Outpatient Health Center, in a technique class, or in an approved off-site preceptorship.
6. Mental, psychological, racial, sexual, or other harassment of any person, including hazing, personal threats, coercion, intimidation, obscene verbal abuse, written threats, gestures, or other forms of harassment.

7. Physical or sexual assault or abuse of any person, or conduct that threatens or endangers the health or safety of any person, including, but not limited to, sexual misconduct with a patient, student, staff or faculty member.

8. The use, possession, or sale of drugs or intoxicating liquor on College premises.

9. Verbal or written threat of physical harm.


11. Willful violation of, or repeated failure to comply with, any College requests, policies, rules, standards, or procedures that govern students as published in the Catalog, Student Handbook, Library Manual, Clinic Manual, or any other College documents that govern student behavior; or, federal, state, or local laws or statutes. This includes, but is not limited to, violations of any of the activities and standards listed in the preceding section on “General Standards of Conduct” and the failure to identify oneself to a College employee in the performance of their duties.

B. Academic Misconduct

The academic integrity of the College is a joint responsibility of students and faculty. The freedom to teach and learn is a result of the collective conduct of the members of the College community. The learning environment should be one of trust, respect, fairness, and honesty. Therefore, in most cases, incidents involving academic misconduct will result in suspension or dismissal from the College.

Following are some actions that constitute academic misconduct for which students will be disciplined and/or dismissed. This list is not exhaustive. The College reserves the right to discipline conduct that is inconsistent with the mission of the College. The College reserves the right to interpret that which is in violation of these regulations.

1. Cheating.

2. Plagiarism.

3. Dishonesty in any form, including lying, furnishing false information, forgery, alteration, falsification or any other unauthorized use of College documents, academic or other official records, identification or property, which includes, but is not limited to papers, examinations, registration or financial aid materials, application forms, reports, forms, checks, or clinic records.
4. Buying or selling any copy of any material intended to be used as an instrument of academic evaluation without authorization.

5. Acting as a substitute for another person or using another person as a substitute in any academic evaluation process.

6. Knowingly permitting one's work to be submitted or reproduced by another person without the instructor's permission.

7. Attempting to influence or change one's academic evaluation or record for reasons other than achievement or merit.

C. Inappropriate Test-Taking Behaviors

Certain behaviors are considered inappropriate during the administration of an instrument meant to evaluate student progress (examination, test, quiz, practical, etc.) If a proctor feels there is a problem, it should be brought to the attention of the faculty member who is the lead instructor. Faculty who are satisfied that such misconduct has occurred may terminate the test for the individual(s) involved, record a test grade of zero, and/or file an Incident Report that includes the name(s) of the individual(s) involved along with a description of the behavior to the Executive Vice President or his/her designee.

The reporting faculty member should append a copy of the test to the Incident Report. If the faculty member feels that termination of the test for the individual(s) involved will be disruptive to the class, he/she may wait and ask the individual(s) involved to see him/her after the test.

The following behaviors are specifically prohibited during the examination process:

1. Having personal belongings other than writing implements in the vicinity of the test. Examples of personal belongings include: briefcases, backpacks, purses, notebooks, textbooks, unauthorized calculators, Supertechs, cellular phones and beepers. These materials may be left at the front or back of the room. Prior to examinations, students are responsible for turning off and removing beepers and cellular phones from their own person and placing them either in purses and/or briefcases or at the front or back of the room.

2. Eyes wandering toward anyone else's test.

3. Copying from another student's examination.

4. Placing one's test booklet and/or answer key so that another student may see it.

5. Study notes or materials that refer or relate in any manner to the test or quiz. Possession of "crib" notes of any kind. The College subscribes to the broadest definition of "crib" notes by Webster's Encyclopedic Unabridged
Dictionary of the English Language, to wit, “a translation, list of correct answers or other illicit aid used by the students while reciting, taking exams, or the like.”

6. Wearing a hat.

7. Unauthorized use of headphones.

8. Unauthorized exit from the room; anyone who leaves the room may not return.

9. Eating or drinking.

10. Talking, tapping fingers, tapping feet, or making other distracting noises or gestures that may be interpreted as signaling.

11. Distracting others when entering or leaving the test area.

12. Speaking to another student while the exam is in progress.

III. Student Misconduct Reporting Procedure

All members of the College community who may have knowledge of the facts of any perceived violation of the Standards of Student Conduct have an obligation and responsibility to report it. The following complaint procedure is provided for the welfare and protection of the students as well as the institution.

Cleveland Chiropractic College will endeavor to protect the privacy of all persons involved in a report of student misconduct. The College prohibits retaliation for bringing forth a grievance or complaint and will make efforts to correct its adverse effects on all parties involved, if appropriate.

Time frames listed in succeeding paragraphs may be lengthened or shortened as needed, according to the judgment of the Executive Vice President. Records of all grievances and complaints that are filed will be kept in the office of the Executive Vice President.

A. Report of student misconduct:

1. A complaint alleging student misconduct may be filed by a student or College employee via a detailed written Incident Report in the Office of Student Services. Incident Reports will not be reviewed unless they are in writing and signed by the person filing the complaint. All written complaints will be forwarded to the Executive Vice President, or his/her designee, for resolution.

2. The Executive Vice President or his/her designee shall appoint an investigator who shall investigate the allegations in the Incident Report within an appropriate time frame. The investigation report will be returned to the Executive Vice President, or his/her designee, who will make a decision regarding the disposition of the matter.
3. Disciplinary sanctions that may be taken include, but are not limited to: formal or informal counseling, issuance of a failing grade for an individual examination or as a final course grade, informal oral reprimand, written reprimand of record, probation, suspension, dismissal, or other alternative sanctions.

4. Once the Executive Vice President, or his/her designee, has made a decision regarding disciplinary sanctions, the student involved shall be notified in writing.

B. **APPEAL PROCESS**: The only sanctions subject to appeal are suspension and dismissal.

1. The student has five working days from the time that he/she receives notice of the sanctions in which to file an appeal of the decision, in writing, with the Executive Vice President, or his/her designee. No appeals are considered after the deadline has passed.

2. If an appeal is made, the Professional Conduct Review Committee shall be assigned to hear the appeal. This Committee shall be comprised of faculty members and students, who shall be neutral parties not involved in the alleged incident.

3. This Committee shall first meet without the student present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten working days from the date that the student submitted his/her written appeal. The student shall be notified by the Committee, in writing, of the date and time of the hearing no later than three working days prior to its occurrence. The student shall also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.

4. Pending the hearing, the student may remain enrolled at the discretion of the Executive Vice President.

5. Hearing proceedings shall be closed to the College community.

6. In cases where more than one student is involved, the appeals shall be heard separately by the Committee, whose findings for each appeal shall be independent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each student involved.

7. Hearing proceedings shall not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson shall determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson's ruling shall be final and all participants shall abide by his/her decision in these situations.

8. The College retains the discretion to shorten or lengthen all time frames relating to this hearing process.
9. In situations where the student fails to appear for the hearing, the Committee shall meet and determine the matter in his/her absence.

10. At the hearing, the student is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against him/her (unless a witness has been promised anonymity, in which case the Committee shall provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.

11. At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused student who is obstructing the proceedings.

12. Subsequent to the hearing, the Committee shall make its decision in closed session with Committee members only. In all cases, the decision of the Committee shall be final and binding.

13. The Committee is charged with the responsibility of rendering two decisions:

a. Whether the alleged offense did occur, and if so, whether it violated College policies, rules, or regulations as stated in official publications (i.e. Catalog, Student Handbook, Clinic Manual, Library Manual); and,

b. Appropriate disciplinary sanctions that shall be imposed.

14. The Committee’s decision shall be communicated in writing to the student as soon as practical, normally within five working days of the completion of hearing.

15. Records of the hearing shall be kept in the office of the Executive Vice President, or his/her designee, for a period of five years from the date of the hearing, and copies will be available to the student at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records.

IV. Informal Resolution of Problems

A student may bring forward problems that he/she is experiencing at the College with other members of the College community for informal resolution. For resolution of problems associated with harassment and/or discrimination, please refer to the appropriate section of the College Catalog. Students who wish to pursue an informal approach to problem resolutions are advised to first seek an appointment with the other individual involved. A congenial resolution of the problem may thus be achieved with no further follow up required. If the problem persists, the student may seek resolution of the problem by a written request for assistance from the Office of Student Services. If the problem continues to persist, the student is advised to seek formal disposition of the problem through the procedures outlined in the Standards of Student Conduct and Discipline in the College Catalog.
Bachelor of Science in Human Biology Degree Program

Cleveland Chiropractic College offers the degree of Bachelor of Science in Human Biology. Students may pursue either the Bachelor of Science or the Doctor of Chiropractic degree independently or both degrees concurrently.

The general objective of the undergraduate program is to provide the student a strong undergraduate education that stresses the structure and function of the human body while providing for the general education requirements of the degree.

The specific objectives of the Bachelor of Science in Human Biology degree are:

1. To provide the enrolled Doctor of Chiropractic students with the opportunity to meet the eligibility requirements for chiropractic licensure in those states that require a pre-licensure, regionally accredited baccalaureate degree. Currently, several states have such a requirement in addition to the Doctor of Chiropractic degree for chiropractic licensure.
2. To provide Cleveland Chiropractic College graduates the opportunity to pursue additional graduate degree programs. A regionally accredited Bachelor of Science degree in Human Biology may enhance the graduates’ opportunities to accomplish this goal.
3. To offer prerequisite health science and general education courses for first professional health care doctoral degree programs.

Specific requirements for the Bachelor of Science in Human Biology and the concurrent degree of B.S./D.C. are indicated in the admissions policies of the College.

Courses for the Bachelor of Science in Human Biology Degree Program are offered through the following departments:

I. Department of Humanities and Social Sciences

The general objective of the Department of Humanities and Social Sciences is to give the student a broad knowledge of the social environment and cultural heritage.

The Department of Humanities and Social Sciences is committed to providing the student with the following: (1) the ability to communicate effectively in oral and written form, and (2) the understanding and development of mutual respect and awareness among diverse social, cultural, and ethnic groups.

II. Department of Physical and Life Sciences

The general objective of the Department of Physical and Life Sciences is to give the student a strong foundation in biological and physical sciences fundamental to the understanding of basic concepts of health related sciences.
The Department of Physical and Life Sciences is committed to providing the student with the following: (1) an understanding of biological, chemical, and physical sciences, (2) a basic knowledge in anatomical structure and physiological processes of human organ systems, and (3) the ability to relate the basic science knowledge to graduate studies in health related professions.

In the Department of Physical and Life Sciences, students receive preparation by which they are able to relate physics, chemistry, biology, anatomy, and physiology to health related sciences.

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**Doctor of Chiropractic Degree Program**

**Chiropractic Science Defined**
Chiropractic is the science that concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system, of the human body as that relationship may affect the restoration and preservation of health.

**Chiropractic Approach**
Chiropractic health care focuses primarily on spinal function and its relationship to the nervous system and good health. The science of chiropractic is based on the premise that good health depends, in part, on a normally functioning nervous system. Chiropractic principle emphasizes that the body is a self-regulating, self-healing organism and that body function is controlled and coordinated by the brain, spinal cord and the nerves that branch throughout the body.

The movable bones of the spine offer protection to vulnerable communication pathways of the nervous system, specifically the spinal cord and the delicate nerve roots and spinal nerves that exit between the vertebral segments of the spinal column. A loss of normal motion or position of the spinal segments can irritate or impair nerve function, resulting in malfunction of the tissues and organs throughout the body. Doctors of chiropractic refer to this altered spinal function and its potential effect on the nervous system as the Vertebral Subluxation Complex.

The chiropractic approach to better health is to locate and remove spinal dysfunction and nerve interference, returning the body to its natural state of health and wellness.

Cleveland Chiropractic College accepts the consensus definition of chiropractic established by the Association of Chiropractic Colleges (ACC). It states that “chiropractic is a health-care discipline which emphasizes the inherent recuperative powers of the body to heal itself without the use of drugs or surgery.” Further, the ACC has characterized the distinct focus of chiropractic as follows: “The practice of chiropractic focuses on the relationship between structure (primarily of the spine) and function (as coordinated by the nervous system) and how that relationship affects the preservation and restoration of health.” Subluxation is the clinical entity proposed to link improper spinal function with improper nerve function, and the ACC has described it as a “complex of functional, structural, and/or pathological articular changes that compromise neural integrity and may influence organ system function and general health.”
Doctor of Chiropractic Degree Program
Cleveland College offers students a choice between a 12-trimester or 9-trimester course of study. The standard course of study leading to the Doctor of Chiropractic degree is comprised of 12 trimesters of four months each for a total of 48 months or 4 calendar years. The accelerated course of study (the same coursework as the 12 trimester course) consists of nine trimesters of four months each for a total of 36 months or 3 calendar years, which is the minimum amount of time required to complete the degree program. The maximum time allowed for completion of the program is 18 trimesters of enrollment (nine academic years; six calendar years). A student who fails to complete all degree requirements within 72 months from the date of original matriculation forfeits all credits and must reapply for admission to the program under the standards of the College in effect at the time of reapplication. The academic terms begin in September, January, and May, and a qualified student may initiate study at the start of any one of these three terms.

The curriculum is designed to qualify graduates for state licensure examination. Certain states may require additional degrees or special courses at the preprofessional or postgraduate level to qualify the applicant for examination. It is the responsibility of the student to contact the state examining board to determine any special requirements. The Registrar at the College will assist the student with interpretation of state board regulations. A listing of states and their requirements is available in the Federation of Chiropractic Licensing Boards (FCLB) Directory in the Library.


“A doctor of chiropractic is a primary care physician and clinician whose purpose, as a practitioner of the healing arts, is to help meet the health needs of individual patients and of the public, giving particular attention to the structural and neurological aspects of the body.

“The application of science in chiropractic concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system of the human body, as that relationship may affect the restoration and preservation of health. Further, this application of science in chiropractic focuses on the inherent ability of the body to heal without the use of drugs or surgery.

“The purpose of chiropractic professional education is to provide the student with a core of knowledge in the basic and clinical sciences and related health subjects sufficient to perform the professional obligations of a doctor of chiropractic.

“As a gatekeeper for direct access to the health delivery system, the doctor of chiropractic’s responsibilities as a primary care physician include wellness promotion, health assessment, diagnosis and the chiropractic management of the patient’s health care needs. When indicated, the doctor of chiropractic consults with, co-manages, or refers to other health care providers.”

The Doctor of Chiropractic degree is a first professional degree in the healing arts based upon two years of post-secondary instruction and 9 to 12 trimesters of professional study. The curriculum requires 4,410 hours of classroom instruction and clinical experience, including the internship.
The instructional unit of the Doctor of Chiropractic degree program is comprised of four academic departments: Basic Sciences, Diagnostic Sciences, Chiropractic Sciences, and Clinical Sciences.

**Department of Basic Sciences**

The general objective of the Department of Basic Sciences is to give the student a strong foundation in the structural, functional, and environmental relationships of the human organism fundamental to the understanding of the clinical concepts of chiropractic. The student obtains the majority of the required knowledge of the basic science subjects during the first four trimesters.

The Department of Basic Sciences is committed to a curriculum that provides the student with the following: (1) an understanding of normal human body structure and function, (2) a basis of knowledge necessary for professional interaction in health sciences, (3) the ability to demonstrate the relationship between chiropractic principles and the structure and function of the human body, and (4) the ability to demonstrate the scientific principles fundamental to the health care delivery system.

In the basic sciences, the student receives preparation by which he/she is able to approach the clinical sciences and relate normal human anatomy, physiology, and chemistry to the clinical studies, where disease states and their relationships to chiropractic are studied in detail.

**Department of Diagnostic Sciences**

The general objective of the Department of Diagnostic Sciences is to introduce the student to the clinical responsibilities of a Doctor of Chiropractic as a primary contact health care provider enabling him/her to acquire the knowledge, skills, and attitudes necessary to evaluate the health status and health care needs of patients. Coursework in the diagnostic sciences begins as the student is completing the basic sciences and continues through the clinic internship.

The Department of Diagnostic Sciences is committed to providing the student with the following: (1) a firm foundation of patient assessment through history taking, physical and neuromuscular examinations, psychosocial assessment, diagnostic imaging studies, and clinical laboratory studies; (2) the ability to develop a list of differentials using clinical reasoning to arrive at a diagnostic impression; and (3) the ability to develop an appropriate chiropractic treatment and case management plan for the restoration and maintenance of health.

In the diagnostic sciences, the foundations of patient assessment and chiropractic treatment are emphasized so that the student is prepared to provide competent patient care, or when in the best interest of the patient, to co-manage or refer to other health care providers.
Department of Chiropractic Sciences

The general objective of the Department of Chiropractic Sciences is to give the student a clear understanding of the unique aspects of chiropractic as a primary contact health care profession. Coursework in the chiropractic sciences begins in the first trimester and is offered throughout the program of study.

The Department of Chiropractic Sciences is committed to providing the student with the following: (1) a firm philosophical and scientific foundation of chiropractic, focusing on the relationship of spinal function and the nervous system as related to health and wellness; (2) a knowledge and skill base to assess the spine and related structures to identify the clinical manifestations of vertebral subluxation complex and related abnormalities; (3) a knowledge and skill base in a variety of spinal and extraspinal adjutivistic techniques as well as adjunctive and rehabilitative procedures to remove subluxation in order to restore and maintain health; (4) the ability to develop an appropriate treatment and case management plan for the restoration and maintenance of health; (5) opportunities to develop effective communication skills with patients; and (6) an understanding of legal, professional, and ethical responsibilities of being a Doctor of Chiropractic.

In the Department of Chiropractic Sciences, chiropractic principles and practice are integrated with all other subjects in the curriculum so the student is prepared to provide competent patient care, or when in the best interest of the patient, to co-manage or refer to other health care providers.

Department of Clinical Sciences

The general objective of the Department of Clinical Sciences is to give the student supervised, practical experience in integrating delivery of chiropractic care to patients in the clinical settings. Coursework in the clinical sciences begins as the student is completing the basic sciences and culminates in the public clinic internship during the final trimesters of the program.

The Department of Clinical Sciences is committed to providing the following: (1) quality patient care and other services to the community; (2) the continuing development of the clinical competencies of the student in the clinical settings of the College and, for students who qualify, in the offices of preceptor doctors; and (3) the development and practice of the knowledge and skills necessary to begin chiropractic practice, including patient recruitment, office management and procedures, education of patients in healthy lifestyle decisions, and effective communication with patients and other individuals.

The Department of Clinical Sciences has as its goal the preparation of the student for life as a Doctor of Chiropractic, able to establish an ethical, successful practice and contribute to the restoration and maintenance of patient health and well-being.
**Elective Hours**

Elective courses are available in the B.S. and D.C. degree programs. The chiropractic degree program offers a number of elective hours that may be obtained in clinic, approved seminars sponsored by the Office of Postgraduate Education, directed studies, as well as in elective courses described in the *Catalog*. For more information on elective hours, contact the Dean of Instruction or the program director.

Elective courses will be offered based on faculty availability, a minimum enrollment number established by the College, and may be offered on a rotating basis.

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**Course Numbering and Classification System**

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Bachelor of Science in Human Biology Curriculum

To earn a Bachelor of Science degree, a minimum of 123 credit hours of post-secondary coursework must be completed. All candidates must complete a minimum of 90 semester units or 120 quarter units of baccalaureate-level transferable coursework taken at Cleveland Chiropractic College or regionally accredited institution as specified below under part I. Upon completion of the part I requirements, all candidates must have earned a minimum of cumulative grade point average of 2.50 on a scale of 4.00 in order to be eligible to enroll in the residency-required courses listed below in part II. The remaining 36 credit hours of specific upper division coursework are required to be completed at Cleveland Chiropractic College as indicated below under part II as Residency Requirements.

A minimum grade of "C" (2.00 on a 4.00 scale) or better must be received in all coursework to be eligible to complete the Bachelor of Science degree. Transfer coursework must have been completed within fifteen years of the date of matriculation to the College.

All prospective students are encouraged to speak with an admissions advisor to be informed on any changes in the requirements. The office of admissions reserves the right to evaluate and to determine acceptability of specific courses.

Part I

General Education courses (minimum of 38 semester hours or 57 quarter hours)

- English Language Skills 6 semester hours or 9 quarter hours
- American Culture/History 3 semester units or 4.5 quarter hours
- Psychology 3 semester units or 4.5 quarter hours
- Humanities and/or Social Sciences 15 semester units or 22.5 quarter hours

Biological/Physical Science courses (minimum of 24 semester hours or 36 quarter hours)

A minimum of two courses with lectures and related labs in each area is required. Courses should be appropriate for science majors.

- Biological Sciences 6 semester hours or 9 quarter hours
- General Chemistry or Inorganic 6 semester hours or 9 quarter hours
- Organic Chemistry 6 semester hours or 9 quarter hours
- Physics 6 semester hours or 9 quarter hours

Mathematics (minimum of 3 semester hours or 4.5 quarter hours)

- College Algebra or a higher Math course 3 semester units or 4.5 quarter hours
Additional Courses
Additional semester and/or quarter hours of transferable elective courses are required to fulfill the required minimum of 90 semester hours or 120 quarter hours to enroll in courses that are part of the residency requirements.

Part II

Residency Requirements (minimum of 36 semester hours or 54 quarter hours):

- Genetics 3 semester hours

If the Genetics class has already been taken at another institution, the student is required to take one of the following courses: Human Anatomy (5 semester hours), Human Physiology (5 semester hours), Microbiology (4 semester hours), and Comparative Anatomy (5 semester hours).

(Genetics, Human Anatomy, Human Physiology, Microbiology, Comparative Anatomy courses may also be taken to fulfill the 90 semester hours or 120 quarter hours.)

- Advanced Topics in Human Biology 4 semester hours

DC/BS-upper division courses (minimum of 29 semester hours):

- Embryology 3 semester hours
- Histology 5 semester hours
- Cell Physiology 3 semester hours
- Biochemistry I 5 semester hours
- Biochemistry II 5 semester hours
- Basic Nutrition 4 semester hours
- Immunobiology 3 semester hours
- Introduction to Research 1 semester hour
# Doctor of Chiropractic Curriculum

## Model of 9 Trimester Curricular Progression

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**Doctor of Chiropractic Curriculum**

**Model of 12 Trimester Curricular Progression**

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**Electives**

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Course Requirements and Descriptions

The curriculum outlined in the Catalog or other College documents represents the academic program as it was offered at the time the Catalog was printed. This program is subject to change. Students will be notified of changes as they are made.

Specific questions relating to the curriculum may be directed to the Dean of Instruction, department chairpersons, or the Executive Vice President. Advance appointments may be required with these individuals.

The College reserves the right to limit the offering of any course based on faculty availability and/or enrollment.

Course Description Key

(Lecture Clock Hours per week / Laboratory Clock Hours per week / Credit Units / Trimester Clock Hours)

Example: (3/0/3/45)
3 = Lecture Clock Hours per week
0 = Laboratory Clock Hours per week
3 = Credit Units
45 = Trimester Contact Hours

Laboratory Hours Equivalency: 2 laboratory hours = 1 credit/unit
Course Prerequisites: Students must successfully complete the prerequisites for a course prior to taking that course. Co-requisites are taken prior to or concurrent with the course(s) listed.

Preparatory Elective Course

Cleveland Chiropractic College recognizes that applicants may be nontraditional students. The College offers the following course to help prepare the student for the rigorous preprofessional health sciences curriculum.

MATH 091 Intermediate Algebra (6/0/3/48)
This course stresses the elementary concepts of algebra, including number systems, factoring solutions and inequalities, rational expressions, graphing, and equations with two variables. Credit will not be conferred toward the B.S. or the D.C. programs for this class.
Bachelor of Science in Human Biology – Lower Division

Department of Humanities and Social Sciences

ENGL 101 English Composition I
This is a course in expository writing that includes argument or persuasion, techniques of research, and a substantial reading component. Instruction in writing annotated papers is presented. **Prerequisite:** Reading and writing skills (ENGL 100) or placement based on the English assessment test

ENGL 102 English Composition II
This course stresses writing and critical analysis, interpretation, and evaluation of various types of argumentative and persuasive discourse. The course emphasizes critical thinking, reading and writing. This course requires a substantial persuasive research paper. **Prerequisite:** Minimum grade of C in English Composition I

ENGL 103 American Literature
This course offers a study of American writers and their relationship to major literary and intellectual movements from the civil war to the present. **Prerequisite:** Minimum grade of C in English Composition I

SPCH 101 Speech
This course offers principles and practices of public speaking, speech composition, organization, audience analysis, and listening skills. **Recommended:** Proficiency in spoken English

HIST 105 History of Biological Sciences
This course serves as an introduction to the history of biological sciences and its increasingly important place in modern societies. Topics include general account of the life sciences in the 18th century, early evolutionary views, Newtonianism, geology, enlightenment and scientism, Darwinism, Social Darwinism, and eugenics.

HIST 110 History of American Culture
An interpretation of the more meaningful and significant issues, events, and ideas which have played a major role in shaping present day America is presented in this course. Main attention is focused upon political and economic aspects with some treatment of social and cultural developments. (**This course meets the California State requirements in American History.**)

PSYC 101 General Psychology
This course presents a scientific study of human behavior through an exploration of major concepts, methods, and research findings. Topics include biological, physiological, and cognitive processes; learning and motivation; life span development; individual differences; behavioral disorders and therapies; social behavior; and applied psychology.
SOCI 101 General Sociology  
This course addresses multi- and cross-cultural relations, demography, social change and global trends, human culture, cultural growth and change, populations, social control, personality, social institutions, socialization and self.  

SOCI 105 Cultural & Ethnic Studies  
This course presents the major contributions of various ethnic groups to the cultural and historical diversity of the American experience. The course examines the conceptual and methodological frameworks for exploring issues of diversity and provides a format for the development of more informed perspectives on multiculturalism. It also considers the substantial impact that race and class have had, and continue to have, on each of us as individual participants in the American experience.  

ECON 101 General Economics  
This course offers an introduction to concepts of economic analysis; economic principles, problems and policies; economic cycles including recession, unemployment and inflation; national income accounts; business organization; monetary and fiscal policy and international trade.  

Elective Courses for the Bachelor of Science Degree in Human Biology  

GEDU 101 Introduction to Basic Science Literature  
This course offers an introduction in reading university level basic science texts and in developing strategies to frame responses employing the concepts of recall, paraphrase, comprehension, synthesis, and analysis. Emphasis is placed on development of academic vocabulary and editing for grammar and style.  

GEDU 102 Health Science Terminology  
This course presents the basic scientific terminology. Topics include Greek and Latin roots of words, prefixes and suffixes, and the dissection of words to discover their meaning.  

Department of Physical and Life Sciences  

PHYS 121 Introduction to Physics  
Applications of physics to modern life and physical laws of nature with a minimum of mathematical emphasis are offered in this course. This course is designed to introduce the student to physics.  

CHEM 141 Introduction to Chemistry  
This course is an introduction to the principles of chemistry with emphasis on quantitative methods and calculations. This course covers principles, laws, and nomenclature of both inorganic and organic chemistry.
BIOL 131 Introduction to Biology
In this course the basic concepts of biology including the cell, nutrition, a survey of physiological systems, heredity, diversity of organisms, and environmental biology are presented. Students will learn the basic concepts needed to succeed in a college level biology course.

MATH 201 College Algebra
This course explores polynomial, rational, exponential and logarithmic functions, relations and graphs, theories of equations, matrices, series, sequences, and probability. Prerequisite: Intermediate Algebra or Math Placement Test

PHYS 221 Physics I
This course is designed primarily for life science and related majors. This course examines the fundamental concepts and laws of force, energy waves, mechanics, and thermodynamics. Prerequisite: Intermediate Algebra or a minimum grade of C in a one-year high school advanced algebra course. Co-requisite: College Algebra. Recommended: High School Physics

PHYS 221L Physics I Lab
This laboratory will reflect many of the principles introduced in the Physics I lecture course. This laboratory examines the theories and laws of force and energy through experimentation. Prerequisite or Co-requisite: Physics I

PHYS 222 Physics II
This course is a continuation of Physics I and presents additional fundamental concepts and laws of the physical universe. This course emphasizes the physics of light and optics, electricity, magnetism, sound, waves, and motion. Prerequisite: Minimum grade of C in Physics I

PHYS 222L Physics II Lab
Through the use of planned experiments, the student investigates the laws of electricity, light, sound, and motion. Computer usage is encouraged to gain insight into these principles. Prerequisite or Co-requisite: Physics II

BIOL 231 Principles of Biology
The principles of prokaryotic and eukaryotic cell structure and function in both plants and animals, fundamental principles in genetics, and fundamental ecological principles and concepts that integrate cellular and organismal activities are investigated.

BIOL 231L Principles of Biology Lab
The lecture concepts presented in Principles of Biology come alive in the laboratory. The student observes the laws that govern the membrane, plant anatomy, and physiology and genetics in planned experiments. The use of the microscope is stressed. Prerequisite or Co-requisite: Principles of Biology
BIOL 232 Principles of Anatomy and Physiology  
This is an introductory course in human anatomy and physiology. This course is a study of both the gross and microscopic structure of the human body and the function, integration, and homeostasis of organ systems. It is geared to students preparing for careers in the health professions, but is also applicable to other careers for which a knowledge of human anatomy and physiology would be beneficial. **Recommended:** Principles of Biology or one college level course in Biology

BIOL 232L Principles of Anatomy and Physiology Lab  
In this laboratory, the students work with the basic concepts of anatomy and physiology. Each week a new system is presented. The use of the microscope, models, and dissections of cats or fetal pigs are used to demonstrate anatomy. Physiological experiments are used whenever possible. **Prerequisite or Co-requisite:** Principles of Anatomy and Physiology

CHEM 241 General Chemistry I  
This course introduces the student to the basic principles of modern chemistry. This course also serves as a foundation for further studies in general chemistry, organic chemistry, and biochemistry. Topics include atomic theory and structure, chemical bonding, the periodic table, gases, chemical compounds, stoichiometry, solutions, acids and bases, and chemical equilibrium. Applications to the physical and biological worlds are stressed. **Prerequisite:** Two years of high school algebra or Intermediate Algebra  
**Co-requisite:** College Algebra  
**Recommended:** High School Chemistry

CHEM 241L General Chemistry I Lab  
This General Chemistry I Laboratory introduces the student to the chemistry laboratory through a series of experiments dealing with the measurements and observations of the properties and changes of matter. Proper chemistry laboratory technique and safety are stressed. **Prerequisite or Co-requisite:** General Chemistry I

CHEM 242 General Chemistry II  
This course is a continuation of General Chemistry I. Topics include acids and bases, chemical equilibrium, inorganic complexes, alkaline and silicon elements, transition metals, and an introduction to carbon chemistry. Applications to the physical and biological worlds are stressed. **Prerequisite:** Minimum grade of C in General Chemistry I or director's permission

CHEM 242L General Chemistry II Lab  
This laboratory is a continuation of the General Chemistry I Laboratory. During this time, the student will perform experiments in chemical kinetics, chemical equilibrium, and thermodynamics. Some experiments dealing with coordination and carbon compounds will also be performed. **Prerequisite or Co-requisite:** General Chemistry II

CHEM 301 Organic Chemistry I  
This course presents the fundamental concepts, theories, and reactions of carbon-containing compounds. The course emphasizes properties, structure-reactivity relationships, and mechanisms of the major classes of carbon compounds, emphasizing those found in living systems. **Prerequisite:** Minimum grade of C in General Chemistry I or II or director's permission
CHEM 301L Organic Chemistry I Lab
This course examines the fundamental concepts of organic chemistry through experimentation. Planned experiments demonstrate the chemistry of fundamental groups of organic molecules. Proper chemistry laboratory technique and safety are stressed. Prerequisite or Co-requisite: Organic Chemistry I

CHEM 302 Organic Chemistry II
This course is a continuation of Organic Chemistry I, presenting the fundamental concepts, theories, and reactions of carbon-containing compounds. This course emphasizes properties, structure-reactivating relationships, and mechanisms of the major classes of carbon compounds. Special consideration is given to carbon compounds found in living systems. Prerequisite: Minimum grade of C in Organic Chemistry I

CHEM 302L Organic Chemistry II Lab
In this continuation of the Organic Chemistry I Laboratory, the student will perform experiments to observe the mechanisms that govern organic chemistry reactions. An introduction to biochemistry is also included during the course. Prerequisite or Co-requisite: Organic Chemistry II

BIOL 301 Microbiology
Emphasis on prokaryotes (bacteria); microbial physiology, genetics, ecology, classification, and identification; application of microbiology. (Prerequisite to most upper division microbiology courses.) Prerequisite: Organic Chemistry II

BIOL 310 Human Anatomy
This course covers the structural and functional anatomy of the human body through the examination of the systems of the body. Prerequisite: Principles of Anatomy & Physiology

BIOL 310L Human Anatomy Lab
This laboratory complements and supplements lecture topics through the use of models and anatomical specimens. Prerequisite or Co-requisite: Human Anatomy

BIOL 312 Human Physiology
Physiology of organ systems with emphasis on control and integration of system function will be examined in this course. Various organ systems will be presented. Prerequisite: Principles of Anatomy & Physiology

BIOL 315 Comparative Anatomy
Comparative study of the anatomy of representative vertebrates, with emphasis given to their evolution and adaptive aspects will be presented. This course will compare the anatomy of vertebrates to that of the human. Prerequisite: Principles of Anatomy & Physiology
BIOL 315L Comparative Anatomy Lab
The laboratory complements and supplements lecture topics through the use of dissection of various species of animal. Prerequisite or Co-requisite: Comparative Anatomy

ANA 588 Genetics
This course presents detailed genetic concepts using Mendelian, molecular, and population genetics, and includes information on various inherited human diseases. Prerequisite: None

BIO 495 Advanced Topics in Human Biology
This course is the capstone experience for the Bachelor of Science degree. Each student will prepare a written research project and orally defend that project. The subject will be chosen by the faculty each trimester. Prerequisites: All courses required for the degree or special permission by the program director.

Doctor of Chiropractic Degree and Upper Division of Bachelor of Science in Human Biology

Department of Basic Sciences

ANA 500 Embryology
This course presents an overview of the morphogenesis of the major human body systems from conception until birth. Emphasis is given to the development of the nervous and musculoskeletal systems. Prerequisite: None

ANA 502 Systemic Anatomy
This course presents an overview of the structural and functional relationships of the musculoskeletal, cardiovascular, digestive, respiratory, endocrine, urinary, reproductive, and nervous systems to prepare the student for the advanced anatomy courses. Topographical anatomy significant to the practice of chiropractic is also presented. Laboratory exercises complement and supplement lecture topics. Prerequisite: None

ANA 504 Spinal Anatomy
This course presents the macroanatomy of the human spine, focusing on the osteological, ligamentous, and muscular structures of the cervical, thoracic, lumbar, sacral, and coccygeal regions. An introduction to the structure of the spinal cord and central nervous system is also presented. Prerequisite: None

ANA 514 Histology
This course presents an overview of the cells, tissues, and organs of the human body, with emphasis given to the microanatomy of the epithelial, connective, muscular, and nervous tissues. Laboratory exercises complement and supplement lecture topics. Prerequisite: None
ANA 530 Thorax/Abdomen/Pelvis Anatomy (4/2/5/90)
This course presents the detailed gross anatomy of the human thorax, abdomen, pelvis, and perineum, with emphasis on the respiratory, digestive, cardiovascular, and genitourinary systems. Cadaver dissection laboratories complement and supplement lecture topics. Prerequisites: Systemic Anatomy, Embryology

ANA 540 Extremity/Back Anatomy (4/2/5/90)
This course presents the detailed gross anatomy of the human back and upper and lower extremities, with emphasis given to the musculature and neuroanatomy. Cadaver dissection laboratories complement and supplement lecture topics. Prerequisites: Systemic Anatomy, Embryology, Spinal Anatomy

ANA 566 Head/Neck Anatomy (4/2/5/90)
This course presents the detailed gross anatomy of the head and neck, with emphasis given to the peripheral extensions of the cranial nerves. A brief introduction to the structure of the central nervous system is included, along with highlights of the autonomic nervous system of the head and neck. Cadaver dissection laboratories complement and supplement lecture topics. Prerequisites: Systemic Anatomy, Embryology, Spinal Anatomy

ANA 600 Neuroanatomy (5/2/6/105)
This course presents the detailed structure and function of the central nervous system. Emphasis is given to neuroanatomic principles and pathways, along with functional correlations, cross-sectional neuroanatomy, and the anatomy of special senses. Laboratory exercises complement and supplement lecture topics. Prerequisite: Head/Neck Anatomy Co-requisite: Neurophysiology

PHY 506 Cell Physiology (3/0/3/45)
This course presents an intensive study of cellular organelles and their functions. Topics include the structure of biomembranes, cellular respiration, and the electrophysiology of nerve and muscle cells. Prerequisite: None Co-requisites: Biochemistry I, Biochemistry I must be taken prior to or concurrently with Cell Physiology

PHY 532 Cardiovascular/Pulmonary Physiology (4/0/4/60)
This course presents the detailed physiology of the cardiopulmonary system. Topics include the cardiac cycle, electrocardiograms, hemodynamics, neural and hormonal control of blood pressure, lymphatics, blood and hemostasis, ventilation and lung volumes, regulation of respiration, and gas diffusion and exchange. Prerequisites: Systemic Anatomy, Cell Physiology

PHY 546 Endocrine/Reproductive Physiology (3/0/3/45)
This course presents the detailed physiology of the interrelationship between the nervous and hormonal systems and their regulation of body systems and metabolism. Glandular structure and function are also presented. Prerequisite: Cell Physiology
PHY 560 Renal/Digestive Physiology  
This course presents the detailed physiology of the renal and digestive systems. Topics include nephron functions, renal acid-base balance, gastrointestinal functions, and the relationship of enzymes and hormones to gastrointestinal processes. **Prerequisites:**  
*Systemic Anatomy, Cell Physiology*

PHY 602 Neurophysiology  
This course presents the detailed physiology of the central nervous system as it receives, integrates, and responds to information from the periphery. Topics include synaptic function, circuitry, and functional aspects of the various parts of the central nervous system. **Prerequisite:**  
*Cell Physiology Co-requisite: Neuroanatomy*

PHY 630 Physiology Laboratory  
This laboratory course provides the student with the opportunity to study and apply physiological concepts presented in the previous physiology courses. **Prerequisites:**  
*Cardiovascular/Pulmonary Physiology, Endocrine/Reproductive Physiology, Renal/Digestive Physiology, Neurophysiology*

CHE 508 Biochemistry I: Structure and Function of Macromolecules  
This course presents the chemistry and function of carbohydrates, lipids, nucleic acids, and proteins. Concepts associated with bioenergetics, enzyme kinetics, catalysts, and the physiological role of acids, bases, and buffers are also presented. Application of these concepts to cells and tissues in their relationship to the whole body is made throughout the course. Laboratory exercises complement and supplement lecture topics. **Prerequisite:**  
*None*

CHE 534 Biochemistry II: Digestion/Intermediary Metabolism  
This course presents the application of the concepts learned in Biochemistry I to the integration and control of cellular metabolism, including roles of minerals and vitamins. An overview of steroid chemistry as it relates to biological functions is also presented. **Prerequisites:**  
*Cell Physiology, Biochemistry I*

CHE 568 Basic Nutrition  
This course presents the chemical composition of foods, the sources of nutrients, and their utilization within the body. Emphasis is given to the role of vitamins and minerals in maintaining or achieving nutritional health. Concepts of diet related to health and disease are stressed throughout the course. **Prerequisite:**  
*Biochemistry II*

MPH 562 Public Health I: The Health Care System  
This course presents issues associated with the health of the population. Topics include health administration, health laws and regulations, the health care delivery system, health care financing, occupational and mental health issues, and the major causes of mortality within the U.S. population. Diversity and health care issues centering around health promotion, substance abuse, provider/patient relations, and maternal areas as they relate to the chiropractic professional are also presented. **Prerequisite:**  
*None*
MPH 570 Microbiology I: Bacteriology
This course presents the taxonomy, ultrastructure, and morphology of bacteria and addresses the pathogenicity and clinically related findings associated with bacterial diseases. Laboratory exercises complement and supplement lecture topics.
Prerequisite: Immunobiology

MPH 604 Microbiology II: Virology/Parasitology/Mycology
This course presents the biology of viruses, fungi, protozoans, and metazoans as they relate to clinically important diseases.
Prerequisite: Microbiology I

MPH 616 Public Health II: Epidemiology
This course presents the basic principles of epidemiology and statistical evaluation of the impact of microbial diseases upon population health within the U.S. and the world. Emphasis is given to application of the concepts to AIDS as a public health issue. Specific control measures that are utilized to prevent the communicability of microbial pathogens, such as immunization, food storage, sewage, and water treatment, are also presented. Prerequisite: Microbiology I

PAT 548 Immunobiology
This course presents the basic concepts of the body’s immune system. Topics include resistance to infection, inflammation, immune hypersensitivity, blood groups, AIDS, histocompatibility, and self-tolerance. Current immunological concepts on cellular and humoral controls are included. Prerequisite: Cell Physiology

PAT 572 General Pathology
This course presents the pathologic changes that occur in the cells that are injured. Topics include inflammation, regeneration/repair, hemodynamic disorders, neoplasms, and disorders associated with the endocrine system, immunity, and genetically related conditions. Prerequisites: Histology, Immunobiology

PAT 606 Cardiovascular/Pulmonary/Gastrointestinal Pathology
This course presents the pathologies of the heart, blood vessels, lymphatics, lungs, liver, and gastrointestinal tract. Emphasis is given to pathogenesis and the morphologic changes that occur. Laboratory exercises complement and supplement lecture topics. Prerequisites: Cardiovascular/Pulmonary Physiology, General Pathology

PAT 632 Neuromusculoskeletal/Genitourinary Pathology
This course presents the pathologies of the musculoskeletal, nervous, and genitourinary systems. Emphasis is given to pathogenesis and the morphologic changes that occur. Prerequisites: Thorax/Abdomen/Pelvis Anatomy, Neurophysiology, Cardiovascular/Pulmonary/Gastrointestinal Pathology

PAT 634 Pathology Laboratory
This laboratory course provides the student with the opportunity to observe systemic pathologies and develop clinical diagnostic concepts. Co-requisite: Clinical Laboratory Diagnosis
ACS 668 Toxicology I
This course presents information on the effects of common types of drugs prescribed throughout the health care delivery system, with emphasis on modes of action, adverse effects, and iatrogenic manifestations. Prerequisites: Microbiology II, Physical Diagnosis

ACS 732 Toxicology II
This course presents information on drugs in general, procedures involving initial testing, and eventual licensing. Topics also include the toxic effects of therapeutic, common household, nutritional, and environmental substances as well as antidotes and prevention of poisoning. Prerequisite: Toxicology I

Department of Diagnostic Sciences

GED 636 Clinical Laboratory Diagnosis
This course presents an approach to chiropractic diagnosis using clinical laboratory procedures, the physical and chemical basis of selected tests, the interpretation of these tests, and their correlation with clinical findings. Prerequisite: Cardiovascular/Pulmonary/Gastrointestinal Pathology Co-requisite: Pathology Laboratory

GED 638 Physical Diagnosis
This course presents basic history-taking concepts and the standard physical examination. Emphasis is given to the evaluation of clinical data, the stages involved in deriving a clinical impression, and the chiropractic analysis and evaluation of the patient. Laboratory sessions provide hands-on experiences and complement and supplement lecture topics. Prerequisite: Cardiovascular/Pulmonary/Gastrointestinal Pathology

GED 640 Head/Eyes/Ears/Nose/Throat Diagnosis
This course presents the examination techniques of the head, eye, ear, nose, mouth, and throat, with emphasis on normal findings, significant disorders, and common disorders seen frequently in chiropractic practice. The use of appropriate instrumentation is also presented. The techniques of history taking are integrated throughout the course. Laboratory sessions provide hands-on experiences and complement and supplement lecture topics. Prerequisite: Neuroanatomy

GED 660 Cardiopulmonary/Endocrine Diagnosis
This course presents the common disorders of the cardiovascular, respiratory, and endocrine systems from the viewpoint of signs, symptoms, and etiology. Emphasis is given to the differential diagnosis of each topic in relation to physical diagnosis and prognosis. Emphasis is given to the differential diagnosis as it pertains to the practice of chiropractic. Prerequisite: Physical Diagnosis

GED 666 Gastrointestinal/Genitourinary Diagnosis
This course presents the common disorders of the gastrointestinal and genitourinary systems and a survey of the various procedures used to diagnose these disorders. Emphasis is given to the differential diagnosis as it pertains to the practice of chiropractic. Prerequisite: Physical Diagnosis
GED 730 Clinical Nutrition
This course applies the nutritional principles presented in Basic Nutrition to dietary analysis, design, and therapy. The roles of diet and specific nutrients in the etiology, prevention, and management of common disorders seen in chiropractic practices, as well as in athletic training, weight control, and during various phases of the life cycle are presented. Prerequisites: Basic Nutrition, Gastrointestinal/Genitourinary Diagnosis

GED 734 Differential Diagnosis
This course presents clinical syndromes commonly seen in chiropractic practice. Emphasis is given to the systematic and methodical differentiation of symptoms of diseases relative to specific organs and systems utilizing the patient's history, physical examination, and diagnostic tests to arrive at a diagnosis. Case histories of common problems with specific reference to chiropractic principles, diagnoses, and appropriate treatment plans are presented. Prerequisites: Skeletal Radiology II, Soft Tissue Radiology

NMS 644 Neuromusculoskeletal (NMS) Diagnosis I: Physical
This course presents the evaluation and diagnosis of disorders of the neuromusculoskeletal system, with emphasis on conditions commonly encountered in the practice of chiropractic. Laboratory sessions provide hands-on experiences and complement and supplement lecture topics. Prerequisite: Biomechanics II

NMS 670 Neuromusculoskeletal (NMS) Diagnosis II: Clinical
This course presents the etiology and clinical signs and symptoms of neuromusculoskeletal conditions and syndromes commonly encountered in a chiropractic practice. The process of differential diagnosis of these conditions is also presented. Prerequisites: Physical Diagnosis, NMS Diagnosis I

NMS 676 Clinical Neurology
This course presents the common manifestations of neurological diseases and their differential diagnoses. Emphasis is given to those conditions commonly encountered in the practice of chiropractic and includes disorders of the central and peripheral nervous systems, musculoskeletal disorders that affect nervous system function, and the myopathies. Prerequisites: Head/Eye/Ears/Nose/Throat Diagnosis, NMS Diagnosis I

DIM 608 Normal Radiographic Anatomy
This course presents an introduction to X-ray fundamentals, basic terminology, and technology. Topics include a detailed study of normal radiographic anatomy, normal variants, and lines of measurement of the axial and appendicular skeleton. Laboratory exercises complement and supplement lecture topics. Prerequisites: Thorax/Abdomen/Pelvis Anatomy, Extremity/Back Anatomy, Head/Neck Anatomy
DIM 642 X-ray Physics and Technology  
This course presents the physics of diagnostic X-rays, with emphasis on basic principles and technology. Topics include the use of X-ray machines, imaging systems, film processing, and control of radiographic quality. Proper patient, technologist, and general public protection against the biological effects of radiation and associated quality control requirements are presented. Laboratory exercises complement and supplement lecture topics. Prerequisite: None

DIM 678 Skeletal Radiology I  
This course presents the application of the principles of X-ray interpretation to skeletal pathology. Emphasis is given to an analytical approach to traumatic lesions of the bones and joints, metabolic diseases and related disorders, and hematological disorders and the skeletal dysplasias. Laboratory exercises complement and supplement lecture topics. Prerequisites: Clinical Lab Diagnosis, Normal Radiographic Anatomy

DIM 700 Skeletal Radiology II  
This course is a continuation of Skeletal Radiology I with emphasis on tumors of the skeletal system, bone and joint infections, and arthritides. Laboratory exercises complement and supplement lecture topics. Prerequisite: Skeletal Radiology I

DIM 702 Soft Tissue Radiology  
This course presents the application of the principles of X-ray interpretation to disease processes and anomalies affecting the soft tissues of the chest and abdomen. Laboratory exercises complement and supplement lecture topics. Prerequisites: Normal Radiographic Anatomy, Gastrointestinal/Gentiourinary Diagnosis, Cardiovascular/Endocrine Diagnosis

DIM 704 X-ray Procedures  
This laboratory course teaches proper positioning of the patient for radiographic imaging of the spine, extremities, chest, and abdomen. Doctor-patient communication and radiation protection are stressed throughout the course. Prerequisites: Normal Radiographic Anatomy, X-ray Physics and Technology

DIM 736 X-ray Case Presentation  
This course presents a clinical approach to the relevant radiographic findings of conditions and anomalies commonly seen in chiropractic practice. Emphasis is given to case management through the correlation of radiologic findings with case history, physical examination, and laboratory findings. Prerequisites: Skeletal Radiology II, Soft Tissue Radiology, X-ray Procedures

DIM 738 Special Imaging  
This course presents special imaging procedures that are available to assist in the evaluation and management of patients. Topics include the physics, technology, and interpretation of scintigraphy, magnetic resonance imaging, computed tomography, and ultrasonography. Prerequisites: Skeletal Radiology II, Soft Tissue Radiology, X-ray Procedures
ACS 694 Emergency Methods/Cardiopulmonary Resuscitation (CPR)  
(2/1/2.5/45)  
This course presents basic principles of first aid with practical demonstrations and individual participation in the immediate care and disposition of conditions or circumstances constituting an emergency. Basic and advanced life support and cardiopulmonary resuscitation are covered. Laboratory sessions provide hands-on experiences and complement and supplement lecture topics.  
Prerequisite: Physical Diagnosis

ACS 712 Obstetrics/Gynecology (OB/GYN)  
(4/1/4.5/75)  
This course presents the anatomy, etiology, symptomatology, and clinical course of various gynecological conditions in relation to the practice of chiropractic. Topics include the anatomical and physiological processes of the normal menstrual cycle, pregnancy and its possible complications, sexually transmitted diseases and AIDS, and the care and safety of the pre-partum and post-partum woman.  
Prerequisites: NMS Diagnosis II, Cardiovascular/Endocrine Diagnosis, Gastrointestinal/Genitourinary Diagnosis

ACS 716 Pediatrics  
(3/1/3.5/60)  
This course presents the growth and development of the human being from newborn through adolescence and the differential diagnosis of common and significant diseases affecting this age group. Emphasis is given to chiropractic approaches to the evaluation and care of children. Laboratory sessions complement and supplement lecture topics.  
Prerequisites: NMS Diagnosis II, Cardiovascular/Endocrine Diagnosis, Gastrointestinal/Genitourinary Diagnosis  
Co-requisite: Dermatology

ACS 718 Geriatrics  
(2/0/2/30)  
This course presents the health problems of the elderly, with emphasis on conditions commonly seen in the practice of chiropractic. Case studies involving the physiology and pathology of geriatric conditions are presented.  
Prerequisites: NMS Diagnosis II, Cardiovascular/Endocrine Diagnosis, Gastrointestinal/Genitourinary Diagnosis

ACS 720 Dermatology  
(2/0/2/30)  
This course presents the commonly encountered dermatological diseases with respect to etiology, symptomatology, and significance within the scope of chiropractic practice. Diseases with dermatological symptoms, such as AIDS, are covered.  
Prerequisite: Physical Diagnosis

ACS 748 Psychiatry  
(3/0/3/45)  
This course presents the history of psychology and the principles of various psychological theories. Emphasis is given to group discussions of the topics of doctor-patient relationship as it pertains to the practice of chiropractic, behavior problems, divorce, death, human sexuality, anxiety, depression, substance abuse, child abuse, domestic violence, and abnormal behavior. Additional concepts that address issues from a psychological framework are also presented.  
Prerequisite: Physical Diagnosis
PRI 510 The Philosophy and Science of Chiropractic I  
This course presents an introduction to the science, philosophy, and art of chiropractic. Current issues in chiropractic and the profession's position as part of today's health delivery system are presented. An introduction to the components of Vertebral Subluxation Complex is provided. The course serves as a foundation for understanding the relationship of chiropractic to the basic and clinical science courses. **Prerequisite: None**

PRI 536 The Philosophy and Science of Chiropractic II  
This course presents a continuation of the study of the science, philosophy, and art of chiropractic. Contemporary issues in chiropractic and the profession's position as part of today's health delivery system are presented. An overview of the neurobiological mechanisms associated with Vertebral Subluxation Complex is provided. The course serves to educate the student in communicating the chiropractic principles and theory to patients. **Prerequisite: The Philosophy and Science of Chiropractic I**

PRI 550 Introduction to Research  
This course presents an introduction to the professional literature and the skills necessary to use a research library. Topics include reading and critiquing professional literature and research reporting, terminology, and statistics. **Prerequisite: None**

PRI 612 The Philosophy and Science of Chiropractic III  
This course presents the history and systems of chiropractic and examines the theories and contributions of noted Doctors of Chiropractic in the evolution of the profession. **Prerequisite: The Philosophy and Science of Chiropractic II**

PRI 706 The Philosophy and Science of Chiropractic IV  
This clinically-focused course presents the characteristics and manifestations of the Vertebral Subluxation Complex, chiropractic hypotheses, including those relating to dysafferentation, fixation, nerve compression, and somatoautonomic reflexes, and the correlation of scientific literature with the principles and practice of chiropractic. **Prerequisite: Clinical Neurology**

PRI 740 Research Methods  
This course provides the student with the basic skills to prepare a research paper for publication in a professional journal. Activities include the search and review of appropriate literature and the preparation of a research paper on a subject of clinical interest, conforming to the publication format required for submission to peer reviewed chiropractic research journals. **Prerequisite: Introduction to Research**

PRA 512 Technique I: The Philosophy and Practice of Static Palpation  
This laboratory course presents an introduction to the philosophy and practice of static palpation of the vertebral column, including the location of anatomical landmarks. Emphasis is given to the theoretical and practical aspects of static palpation and the detection and evaluation of the vertebral subluxation complex. **Prerequisite: None  Co-requisites: Spinal Anatomy, Spinal Anatomy must be taken prior to or concurrently with Static Palpation**
PRA 538 Technique II: Biomechanics I
This course presents biomechanical theories and functions as they apply to the human body, with emphasis on the spine. Topics include the interplay of kinetics, body types, joints, and mechanical stress loads. Laboratory exercises complement and supplement lecture topics. Prerequisite: Static Palpation

PRA 552 Technique III: The Philosophy and Practice of Kinetic Palpation
This laboratory course presents an introduction to the philosophy and practice of palpating the vertebral column and extravertebral articulations in motion. Emphasis is given to the theoretical and practical aspects of kinetic palpation and the detection and evaluation of the vertebral subluxation complex. Prerequisites: Static Palpation, Spinal Anatomy Co-requisite: Biomechanics I, Biomechanics I must be taken prior to or concurrently with Kinetic Palpation

PRA 564 Technique IV: Biomechanics II
This course presents the biomechanical manifestations of subluxation on the spine, adjacent structures, and the body in general. Laboratory exercises complement and supplement lecture topics. Prerequisite: Biomechanics I Co-requisite: Kinetic Palpation, Kinetic Palpation must be taken prior to or concurrently with Biomechanics II

PRA 574 Technique V: The Philosophy and Practice of the Full Spine Specific Technique
This course presents the philosophy and biomechanical approach to specific segmental recoil technique as applied to the spine, as well as the sacrum, ilia, and coccyx. Integration of the Meric System of analysis is also presented. Laboratory sessions provide hands-on experiences in the application of the technique. Prerequisites: Kinetic Palpation, Biomechanics I

PRA 614 Technique VI: The Philosophy and Practice of the Gonstead Technique
This course presents the philosophy and biomechanical approach of the Gonstead System to the specific adjustment of individual vertebral segments, as well as the sacrum, ilia, coccyx, and occiput. Emphasis is given to the analysis of abnormal spinal biomechanics. Laboratory sessions provide hands-on experiences in the application of the technique. Prerequisite: Full Spine Specific Technique

PRA 646 Technique VII: The Philosophy and Practice of the Diversified Technique
This course presents the philosophy and biomechanical approach of the Diversified Technique to the specific adjustment of individual vertebral segments, as well as the sacrum, ilia, coccyx, and occiput. Laboratory sessions provide hands-on experiences in the application of the technique. Prerequisite: Gonstead Technique

PRA 680 Technique VIII: The Philosophy and Practice of Extravertebral Adjusting
This course presents the philosophy and biomechanical approach to the evaluation and adjustment of the extravertebral articulations of the body, including the upper and lower extremities. Emphasis is given to the biomechanical impact of these subluxations on the body as a whole. Laboratory sessions provide hands-on experiences in extravertebral adjusting. Prerequisite: Diversified Technique
PRA 692 Chiropractic Assessment  
(1/2/2/45)
This course presents the integration of physical assessment skills and clinical knowledge in the detection and evaluation of neuromusculoskeletal disorders. Laboratory sessions complement and supplement lecture topics and provide opportunities for the student to formulate logical thought processes. **Prerequisite: NMS Diagnosis I**

PRA 708 Technique IX: The Philosophy and Practice of Integrated Technique Procedures  
(0/2/1/30)
This course presents an overview that integrates the various core techniques and patient assessment protocols. The application of adjunctive procedures includes drop table mechanisms, pelvic blocking, and myofascial technique. **Prerequisite: Diversified Technique**

PRA 710 Chiropractic Case Management  
(4/1/4/5/75)
This course presents the clinical application of chiropractic to the management of common neuromusculoskeletal conditions presenting in the typical chiropractic practice. Laboratory sessions include comparison of adjustment techniques, physiologic therapeutic modalities, and biomechanical considerations of specific clinical cases. **Prerequisites: Skeletal Radiology I, Extravertebral Adjusting, Physiotherapy II, Chiropractic Assessment**

ACS 744 Chiropractic Practice/Business Management  
(3/0/3/45)
This course presents information on sound business practices and management. Topics include office design, demographics and location, startup, office procedures, report writing, loans, insurance forms and billing, record keeping, personnel, advertising, and the Chiropractic Act and State Health Department Radiological Health Certification rules and regulations. **Prerequisite: Within 12 months of graduation**

ACS 746 Ethics and Jurisprudence  
(2/0/2/30)
This course presents the ethical and legal aspects of chiropractic practice, professionalism, and office management. Topics include medico-legal fundamentals, including report writing, Worker's Compensation, scope of practice, business law, and interprofessional communication. **Prerequisite: Within 12 months of graduation**

PHT 648 Physiotherapy I/Rehabilitation  
(2/2/3/60)
This course presents an overview of physiologic modalities and the indications and contraindications for their usage. Applications of these modalities are presented as an adjunct to chiropractic patient management. Therapeutic modalities include superficial and deep heat therapies, cryotherapy, orthopedic supports, and in-office and in-home rehabilitative procedures and protocols. Laboratory sessions provide hands-on experiences in therapy application. **Prerequisites: Biomechanics II, Neurophysiology Co-require: NMS Diagnosis I**

PHT 688 Physiotherapy II  
(2/2/3/60)
This course presents the physiologic principles of electrical therapies, direct and alternating currents, middle frequency currents, traction and massage (soft tissue) techniques, and exercise protocols. Laboratory sessions provide hands-on experiences in therapy application. **Prerequisite: Physiotherapy I/Rehabilitation**
Department of Clinical Sciences

CLI 610 Introduction to Clinic I (0/1/.5/15)
This laboratory course presents an introduction to the clinic procedures and patient care, with emphasis on SOAP notes, record keeping, and adjusting utilizing the Full Spine Specific technique. Prerequisites: The Philosophy and Science of Chiropractic II, Full Spine Specific Technique

CLI 650 Introduction to Clinic II (0/1/.5/15)
This laboratory course presents a review of clinic procedures, with emphasis on assessment and rationale for choice of technique and treatment plan, utilizing the Full Spine Specific and Gonstead techniques. Prerequisites: Introduction to Clinic I, Gonstead Technique

CLI 696 Introduction to Clinic III (0/1/.5/15)
This laboratory course presents an in-depth study of clinic procedures and an introduction to the Clinic Manual, with emphasis on biomechanical concepts of the techniques and assessment and treatment plans utilizing the Full Spine Specific, Gonstead, and Diversified techniques. Prerequisites: Introduction to Clinic II, Diversified Technique

CLI 714 Clinic Internship I (2/2/3/60)
This course presents an integration of all clinic procedures including examination, diagnosis, treatment, and management in the care of student and student family patients, utilizing approved procedures in the Student Clinic environment under the close supervision of licensed clinicians. Prerequisites: All courses in Trimesters 1-6 of the 9-trimester progression

CLI 722 Clinic Internship IIA (0/8/4/120)
In this course the student in the 9-trimester progression begins his/her public clinic internship. The student intern examines and treats patients under the guidance and supervision of licensed chiropractors. Patient management, including referral when appropriate, and all aspects of record keeping are implemented. In addition, the student intern participates in sessions related to the chiropractic management of specific conditions and in other clinic-related activities. Prerequisites: All courses in Trimesters 1-7 of the 9-trimester progression

CLI 750 Clinic Internship IIB (0/5/2.5/75)
In this course the student in the 12-trimester progression begins his/her public clinic internship. The student intern examines and treats patients under the guidance and supervision of licensed chiropractors. Patient management, including referral when appropriate, and all aspects of record keeping are implemented. In addition, the student intern participates in sessions related to the chiropractic management of specific conditions and in other clinic-related activities. Prerequisites: All courses in Trimesters I-IX of XII
CLI 752 Clinic Internship IIIA
In this course the student in the 9-trimester progression completes his/her public clinic internship. The student intern examines and treats patients under the guidance and supervision of licensed chiropractors. Patient management, including referral when appropriate, and all aspects of record keeping are implemented. In addition, the student intern participates in sessions related to the chiropractic management of specific conditions and in other clinic related activities. Prerequisite: Clinic Internship IIA

CLI 760 Clinic Internship IIIIB
In this course the student in the 12-trimester progression continues his/her public clinic internship. The student intern examines and treats patients under the guidance and supervision of licensed chiropractors. Patient management, including referral when appropriate, and all aspects of record keeping are implemented. In addition, the student intern participates in sessions related to the chiropractic management of specific conditions and in other clinic related activities. Prerequisite: Clinic Internship IIIB/A

CLI 764 Clinic Internship IVB
In this course the student in the 12-trimester progression completes his/her public clinic internship. The student intern examines and treats patients under the guidance and supervision of licensed chiropractors. Patient management, including referral when appropriate, and all aspects of record keeping are implemented. In addition, the student intern participates in sessions related to the chiropractic management of specific conditions and in other clinic related activities. Prerequisite: Clinic Internship IIIIB

PRA 778 Visiting Lecture Series
This informative course exposes students to experts in a wide range of current topics in chiropractic, including technique, research, office procedures, philosophy, motivation, patient communication, and the positioning of chiropractic within the health care delivery system.

Electives for the Doctor of Chiropractic Degree

GED 578 Health Science Terminology
This course presents the basic rules of construction and interpretation of scientific terminology. Topics include Greek and Latin roots, prefixes and suffixes, and the dissection of words to discover their meaning. Prerequisite: None, also open to all students trimester 1 through 12. Some students, based on assessment of knowledge and/or examination, may be required to take the course.

PRA 628 The Philosophy and Practice of the Advanced Gonstead Technique
This laboratory course presents a detailed study of the Gonstead System for spinal and extraspinal corrections. Emphasis is given to broadening and improving the adjusting competencies of the student so as to improve clinical results. Prerequisite: Gonstead Technique
PRA 658 The Philosophy and Practice of the Thompson Technique  
This course presents the application of Thompson adjunctive procedures utilizing the Terminal Point Drop Table. Topics include the objective analysis of structure and the correlation of biomechanical analysis to clinical presentation. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisite:** *Diversified Technique*  

PRA 698 The Philosophy and Practice of the Gonstead System  
This laboratory course presents the detailed application of the adjusting procedures of the Gonstead System. Emphasis is given to individual case management. **Prerequisite:** *Gonstead Technique*  

PRA 728 The Philosophy and Practice of the Flexion-Distraction Technique  
This course presents the philosophy, analysis, and corrective procedures of the Flexion-Distraction Technique. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisite:** *Diversified Technique, must be in the final year of program*  

PRA 754 The Philosophy and Practice of the Sacral-Occipital Technique  
This course presents the philosophy and biomechanical approach of the Sacral Occipital Technique (SOT). Emphasis is given to analysis, evaluation, corrective procedures, and the use of specialized equipment, such as SOT blocks and boards. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisite:** *None*  
**Co-requisite:** *Clinic Internship IIA or IIB*  

PRA 758 The Philosophy and Practice of Advanced Sacral-Occipital Technique  
The course presents Chiropractic Manipulative Reflex Technique (CMRT) as it relates to Category I of the Sacral-Occipital Technique. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisites:** *Sacral-Occipital Technique; must be in final trimester of clinic*  

PRA 768 The Philosophy and Practice of the Activator Methods Technique  
This course presents the Activator Methods system of body mechanics analysis and adjusting technique. Both full spine and extremity adjusting are presented. **Prerequisite:** *Must be in final trimester of clinic*  

PRA 788 Chiropractic Biophysics (CBP)  
A full spine structural rehabilitative technique based on mechanical engineering principles. This technique utilizes mirror image adjustments, exercise and traction to affect global posture. **Co-requisite:** *Concurrent enrollment in CLI 752 or CLI 764*  

CLI 798 Extended Preceptorship  
This course provides the student with the opportunity to gain a trimester of clinical experience in a field doctor's office, working under that doctor's direct supervision. **Prerequisites:** *Completion of all graduation requirements; approval of the Preceptorship Committee*
## Prerequisites and Eligibility for Elective Courses

<table>
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<th>Course No.</th>
<th>Title</th>
<th>Prerequisite</th>
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<td>Health Science Terminology</td>
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<td>PRA 628</td>
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<td>PRA 754</td>
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## Course Applications Toward Degrees

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<tr>
<th>Course</th>
<th>Lower Division</th>
<th>DC Degree Prerequisites</th>
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<p>| First, Second and Third Professional Year   |                         | 3                    | 3                    | 3                         |
| ANA 500 Embryology                         |                         | 3.5                  | 3.5                  |                           |
| ANA 502 Systemic Anatomy                   |                         | 4                    | 4                    |                           |
| ANA 504 Spinal Anatomy                     |                         | 5                    | 5                    | 5                         |
| ANA 514 Histology                          |                         | 5                    | 5                    | 5                         |
| ANA 530 Thorax/Abdomen/Pelvis Anatomy      |                         | 5                    | 5                    | 5                         |
| ANA 540 Extremity/Back Anatomy             |                         | 5                    | 5                    | 5                         |
| ANA 566 Head/Neck Anatomy                  |                         | 5                    | 5                    | 5                         |
| ANA 600 Neuroanatomy                       |                         | 6                    | 6                    |                           |
| PHY 506 Cell Physiology                    |                         | 3                    | 3                    | 3                         |
| PHY 532 Cardiovascular/Pulmonary Physiology|                         | 4                    | 4                    |                           |
| PHY 546 Endocrine/Reproductive Physiology   |                         | 3                    | 3                    |                           |
| PHY 560 Renal/Digestive Physiology         |                         | 3                    | 3                    |                           |
| PHY 602 Neurophysiology                    |                         | 4                    | 4                    |                           |
| PHY 630 Physiology Laboratory              |                         | 1                    | 1                    |                           |
| CHE 508 Biochemistry I: Structure and Function of Macromolecules | | 5 | 5 | 5 |
| CHE 534 Biochemistry II: Digestion/Intermediary Metabolism | | 5 | 5 | 5 |
| CHE 568 Basic Nutrition                    |                         | 4                    | 4                    | 4                         |
| MPH 562 Public Health I: The Health Care System | | 3 | 3 | 3 |
| MPH 570 Microbiology I: Bacteriology       |                         | 4                    | 4                    |                           |
| MPH 604 Microbiology II: Virology/Parasitology/Mycology | | 4 | 4 | 4 |
| MPH 616 Public Health II: Epidemiology     |                         | 3                    | 3                    |                           |
| PAT 548 Immunobiology                      |                         | 3                    | 3                    | 3                         |
| PAT 572 General Pathology                  |                         | 4                    | 4                    |                           |
| PAT 6063 Cardiovascular/Pulmonary/Gastrointestinal Pathology | | 5.5 | 5.5 | 5.5 |
| PAT 632 Neuromusculoskeletal/Genitourinary Pathology | | 5 | 5 | 5 |
| PAT 634 Pathology Laboratory               |                         | 0.5                  | 0.5                  |                           |</p>
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Internship Program

Internship is the clinical experience at Cleveland Chiropractic College. All chiropractic services are provided under the supervision of licensed clinicians and are related to the clinical needs of the patient.

After completion of all trimester 1-7 courses in the 9-trimester progression or all trimester 1-9 courses in the 12-trimester progression, a student has the following options to complete the internship program:

1. Follow the regular 9-trimester clinic progression (CLI 722, CLI 752).
2. Follow the regular 12-trimester clinic progression (CLI 750, CLI 760, CLI 764).

The requirement in hours is subject to change in relation to curricular changes or rules and regulations of governing or regulatory bodies.

In general, the student intern is on duty during regular clinical hours. Any hours missed in clinical service must be rescheduled and completed as a requirement for the degree.

The intern is required to complete certain minimal requirements in the Health Center prior to graduation. The quality of work represented within these requirements must be satisfactory and is indicated by regular evaluations and competency tests.

The internship program is also one of the major vehicles through which the College serves the community. The College regularly provides free physical examinations to various organizations, including scoliosis screenings for children. The Health Center also provides affordable chiropractic care to the community.

Preceptorship and Postceptorship Programs

Preceptorship

The College’s preceptorship and postceptorship programs offer participants the opportunity to work off campus in a Doctor of Chiropractic’s private practice. Interns must complete the patient care graduation requirements specified in the Clinic Manual to qualify for the preceptorship programs.

The overall objectives of the Preceptorship Program are to:

1. Provide practical experience for the student in a field office setting.
2. Provide the student with an avenue that will facilitate the transition from the College Health Center to the field practice environment.
3. Improve the overall educational program of the College in general and the clinical experience in particular by providing additional opportunities for learning.
4. Increase contact between the College and the field practitioner for the purpose of fuller utilization of available teaching skills and field experience.
5. Provide the field practitioner with the assistance of a competent, motivated intern, allowing the field practitioner to assess potential future associates.
6. Provide the field practitioner with a form of active contribution to the College, the community, and the profession.

To qualify for participation in the Preceptorship Program, the intern shall have:

1. Completed all clinical requirements.
2. Completed all didactic coursework and be in good academic standing.
3. Received the approval of the College.

Extended Preceptorship
After the end of the final trimester and after completing all requirements for graduation, the student may be eligible to participate in the Extended Preceptorship Program. A student participating in this program continues to be an enrolled student of the College and must meet all Extended Preceptorship Program and College guidelines. The student will attend commencement exercises upon completion of the D.C. requirements, but will receive a diploma at the end of the Extended Preceptorship Program, which ends the last week of the trimester following commencement. The student may qualify for financial aid while in this program.

Postceptorship
Los Angeles Campus
The Postceptorship Program provides the opportunity for recent graduates who have received their diplomas to work in a licensed practitioner’s office until licensure is obtained. The graduate gains valuable experience under the tutelage of a doctor in private practice. The program is of benefit to the field practitioner and encourages a close relationship between the field practitioner and the College. The Postceptorship Program is offered to qualified graduates who are in the process of licensure and is for a maximum of one year. Salary and related benefits, if applicable, are negotiated between the graduate and the practitioner. Further information may be obtained from the Office of Graduate Services.

Research Program
The fundamental goals of the research department are to promote and conduct research and participate in scholarly activities that will further chiropractic education and health care. The research department collaborates with other institutions of higher education and other health care providers.
The efforts directed toward reaching these goals include work in many disciplines, including anatomy, neurology, biomechanics, neurophysiology, instrumentation, public health, geriatrics, and assessment of the clinical chiropractic treatment.

The College maintains a clinical research area for faculty and student use. Computers within the College are available for literature searches, statistical analysis, and data collection and retrieval.

The research courses foster basic research skills as well as an appreciation of the importance of research to the profession. Students are encouraged, and may be financially supported, in their pursuit of approved projects. These projects may result in institutionally financed travel and presentation of papers at professional conferences as well as acceptance of journal articles for publication. Many student publications have resulted from these research activities. Scholarships, institutional grants, and research assistant positions are also periodically available.

Chiropractic Radiology Residency Program

A residency program in Chiropractic Radiology is offered at the Kansas City Campus to qualified graduates of chiropractic colleges. The teaching staff for the program is composed of qualified, experienced faculty members. The program requires a minimum of 36 months, or three calendar years, of full-time residency.

The purpose of the Residency Program in Chiropractic Radiology is to prepare the resident graduate in the area of radiology diagnosis of musculoskeletal and soft tissue disorders. The program is designed to qualify the resident for examination by the American Chiropractic Board of Radiology. The objective of the program is to provide the professional education for a Chiropractic Radiologist who will be qualified both as a clinical specialist and as an instructor in the area.

Applicants for the Residency in Radiology must meet the following requirements:

1. A recommendation from the head of Department of Radiology at the degree-granting institution.
2. A minimum of 60 semester credit units of pre-professional education.
3. A degree from a chiropractic college that is accredited by the Council on Chiropractic Education.
4. A GPA of at least 3.00 with no grade less than a “B” in all radiology courses from the degree-granting college.
5. A valid chiropractic license, or be in the process of being licensed, in the State of Missouri.
Academic Policies and Standards

Academic policies of the College relate to numerous issues of vital importance to the students. Occasionally the stipulations given in the Catalog and in the Student Handbook require revision to satisfy the requirements of regulatory agencies, directives of the Trustees, decisions of the faculty, etc. Thus the rules, regulations, and curriculum information may change throughout the students' education. Students will be notified of such changes via written notices on bulletin boards. It is the students' responsibility to periodically check for such changes and direct any questions to the Executive Vice President, Dean of Instruction, or other persons with knowledge of these policies. Such changes will also be brought to the attention of students at each registration.

Any time a student takes a leave of absence from the College (including student withdrawal, suspension, etc.), his/her future financial aid eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

Course Additions

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Courses may be added through the end of the first full calendar week of each module of the Bachelor's degree program and the end of the second week of the Doctor of Chiropractic degree program. Thereafter, adding a course is not allowed.

Should a student request to add a course, the following steps are to be followed:

1. Obtain the appropriate form from the Registrar's Office.
2. Complete the form and obtain the necessary signatures.
3. Return the completed, signed form to the Registrar's Office.

A student adding a course is responsible for all course requirements from the beginning of the course.

When a student alters his/her schedule (i.e., adds a course), his/her future financial aid eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.
Attendance

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Successful completion of the educational programs at Cleveland Chiropractic College requires a significant commitment of time for class work and outside study each day. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instructors’ identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts, laboratory exercises, and, for the D.C. degree program, practical clinical experiences.

Each faculty member will take attendance, will establish his/her own policies and procedures dealing with tardiness and absenteeism, and will publish these policies and procedures in course syllabi.

A student enrolled in a course is responsible for all course assignments or requirements that are due or given from the beginning of the course, regardless of whether the student is present or absent from scheduled course meetings. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed.

Leave will be granted for required military duty for up to a maximum of two weeks annually and it will be considered an excused absence.

Course credit will be given only if the student is present at least 90 percent of the time and completes the course with a passing grade. Should absences exceed 10 percent of scheduled class time, the student will be dismissed from the course with a grade of “XF.” When excessive absences have occurred due to extenuating circumstances beyond the student’s control, the student may submit a written request to the Dean or Director of the degree program for reinstatement in the course. Such an appeal must include all documentation that verifies the reasons for the excessive absence. Upon review of this material, the Dean or Director of the degree program may or may not reinstate the student in that course. The decision of the Dean or Director of the degree program is final. Should the absences exceed 15 percent, there will be no reinstatement under any circumstances.
Clinic Academic Policies

This policy applies to students enrolled in:

- the D.C. degree program

In compliance with the policy on clinical supervision of adjusting and treatment, patient care, including examination or treatment, is permitted only within the clinics or technique rooms and approved preceptorship sites under the appropriate supervision of authorized, licensed clinicians assigned or employed by the College.

Clinic Examinations
At the end of the trimester prior to entering the public patient Health Center, a student must take and pass the clinic entrance examination. Progression throughout the clinic experience is monitored by a clinical competency examination.

A student must prove competency at all clinic levels before progressing to the next level and must pass the clinical competency examination in order to complete all clinic requirements. (See Clinic Manual for grading scale and remediation of failure of the clinical competency examination.)

Clinic Continuity
A student who is enrolled in Clinic Internship courses may not withdraw from the College without the approval of the Clinic Director. If approval is granted, the Clinic Director will also determine the conditions of re-admission to the program.

When a student withdraws from the College, his/her future financial aid eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

Patient Recruitment

This policy applies to students enrolled in:

- the D.C. degree program

Education in the clinical theater has, in common with education in other areas of the chiropractic curriculum, a teaching component and a learning component. The teaching component is primarily the responsibility of the institution, and the learning component is primarily the responsibility of the student. Patient recruitment is a shared responsibility between the College and the student. Instruction in effective patient recruitment through sponsored activities is the responsibility of the College; implementation of this knowledge through participation in sponsored activities, individual contacts, and recruitment of Health Center patients is the responsibility of the intern, with the guidance and assistance of the supervising clinicians.
Course Audit

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

1. Only currently enrolled students are eligible to audit courses. A student wishing to audit a course must obtain the approval of the appropriate department chairperson, or the Dean or Director of the degree program, and then register in the same manner as for credit courses. Auditing is a privilege and is only allowed on a space available basis.

2. A student may only audit courses that have been previously passed satisfactorily. Previously earned credits and grades will remain in force.

3. The audit is documented on the student’s transcript with the designation “AU.”

4. A student auditing a course may be required, at the instructor’s discretion, to attend and participate in class, complete assignments, and/or take examinations.

5. A student who is required by the College to audit a course must completely satisfy all course requirements as determined by the course instructor. Failure to do so may result in having to repeat the audit in the next trimester of enrollment, which may compromise anticipated graduation date, financial aid eligibility, and ability to complete the degree program on time.

Repeating a Passed Course

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

A student requesting to re-enroll in a successfully passed course must petition to the Registrar. The petition must be approved by the respective program director, i.e., D.C. degree program, B.S. degree program. The student must pay the applicable tuition above and beyond the trimester tuition. The grade earned for the repeated course will be recorded accordingly in the trimester that the course is repeated and the transcript will reflect that this is a repeated course. The original grade for the course and the grade for the repeated course shall both appear on the transcript. The cumulative grade point average will be calculated as in any other case.
Unsatisfactory Academic Performance

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

All required coursework must be completed with a grade of “C” or better. A student who fails to meet this grade requirement must repeat the failed course during the next trimester of enrollment. A student who fails a course is not allowed to enroll in any courses for which the failed course is a prerequisite without a successful appeal to the Scholastic Regulations Committee.

A student who fails to pass a repeated course may re-enroll in the College, but will only be allowed to enroll in the twice-failed course; no new hours will be allowed. Depending upon the individual circumstances, the Scholastic Regulations Committee may also allow the student to audit a course/courses or retake other failed courses. A student who fails a course for the third time will be dismissed from the College.

When a student fails a course his/her future financial aid eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

A course failure may be appealed if the student believes the grade was awarded in an erroneous, arbitrary, capricious, or discriminatory manner (see policy on Grade Appeals).

Dismissal may be appealed to the Scholastic Regulations Committee if the student believes there were exceptional circumstances (not related to academic ability). The appeal must be submitted, in writing, with appropriate documentation, by the deadline defined in the Academic Calendar, which is within the first five (5) business days of the trimester in which the status is imposed. The appeal will be heard once, and the decision of the Committee is final.

The Scholastic Regulations Committee reserves the right to establish the specific schedule of any student enrolled in the College.

Incomplete Coursework

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

An instructor may issue an “I” (incomplete) to a student at the end of a term if that student was performing at an acceptable level in the course, but due to extenuating circumstances, was unable to complete all course requirements.
"Performing at an acceptable level" means performance at a passing level ("C" or better). Without a history of acceptable performance in a course, a student is not eligible to receive an "I".

"Extenuating circumstances" means exceptional situations that normally fall into medical, family, or emergency/accident categories. Prior communication (except in emergency situations) and appropriate documentation must be provided by the student to the course instructor in a timely manner before consideration is given as to whether or not a circumstance is extenuating. In the absence of extenuating circumstances, a student is not eligible to receive an "I". Poor academic performance is not considered an extenuating circumstance.

A student receiving an "I" for a course must complete all course requirements by the deadline indicated in the Academic Calendar of the next term of enrollment, or the "I" will be changed automatically to a grade of "F" and the entire course must be repeated, either that term or the next time the course is offered. Should this happen, and should the now failed course be a prerequisite to a course or courses in which the student is currently enrolled, the student will be dropped from that/those course(s).

A course instructor must submit a grade change form to the Office of the Registrar within 24 hours of the time a student completes all course requirements to resolve an "I."

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**Academic Warning and Academic Probation**

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

A continuing student is placed on Academic Warning whenever his/her cumulative or trimester grade point average falls below 2.00. To remove Academic Warning status, a student must raise both his/her cumulative and trimester grade point averages to 2.00 or higher.

A student on Academic Warning who fails to raise both his/her cumulative and trimester grade point averages to 2.00 or higher at the end of the trimester on Academic Warning is placed on Academic Probation.

A student on Academic Probation who raises both his/her cumulative and trimester grade point averages to 2.00 or higher at the end of the trimester on Academic Probation is placed on Academic Warning for the next trimester of enrollment. A student on Academic Probation who fails to raise both his/her cumulative and trimester grade point averages to 2.00 or higher is suspended from the institution for one trimester.

A student suspended from the institution for academic reasons and subsequently re-admitted will enter on Academic Probation.
If a student believes there were extenuating circumstances that led to Academic Warning, Academic Probation, suspension, or dismissal, the student may appeal his/her status to the Scholastic Regulations Committee. The appeal must be submitted, in writing, with appropriate documentation, no later than the end of the first week of the trimester for which the status is imposed. The appeal will be heard once, and the decision of the Committee is final.

If an appeal from suspension is granted, the student may re-enroll for one trimester under Academic Probation. If the student's trimester grade point average again falls below 2.00, he/she will be permanently dismissed.

The College reserves the right to establish the specific schedule of any student enrolled in the College.

Suspension / Dismissal for Academic Reasons

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

1. A student failing to remove himself/herself from Academic Probation shall be SUSPENDED from the college for one trimester. Academic suspension is a one trimester event.
2. A student who fails to remove himself/herself from Academic Probation a second time, or fails the same course for the third time, or withdraws or is withdrawn from the College for the third time, shall be DISMISSED from the College and may not re-enroll in the program as either a continuing or new student.

A student may appeal his/her dismissal to the Scholastic Regulations Committee if the student believes there were exceptional circumstances (not related to academic ability). The appeal must be submitted, in writing, with appropriate documentation, no later than the end of the first day of the trimester for which the status is imposed. The appeal will be heard once, and the decision of the Committee is final.

Specific conditions may be required for the student to complete prior to returning, and/or the return from suspension is subject to review by the Scholastic Regulations Committee.

Summary of Academic Progression for Grade Point Averages

a. Academic Warning
b. Academic Probation
c. Academic Suspension - may be appealed one time
d. Academic Dismissal - may be appealed one time
Transition Between the 9-Trimester and 12-Trimester Progressions

This policy applies to students enrolled in:

- the D.C. degree program

Admitted students may enroll in either the 9-trimester or 12-trimester progression. Thus, students who enter under the 9-trimester progression and who fail a course in their first trimester may automatically be enrolled in the 12-trimester progression. For any student who fails a course, they are no longer guaranteed that they will complete their coursework in 9 trimesters.

A student placed on Academic Warning or Academic Probation may be enrolled in the 12-trimester progression by the College.

A student in the 9-trimester progression may move voluntarily to the 12-trimester progression at the beginning of any trimester. The student will be placed on transitional schedule for the time period necessary to enter a standard 12-trimester schedule of courses.

A student in the 9-trimester progression who experiences academic difficulty and/or course failure may be moved to the 12-trimester progression by the College. The student will be placed on transitional schedule for the period of time necessary to enter a standard 12-trimester schedule of courses.

The College reserves the right to establish the specific schedule of any student enrolled in the College. When a student is placed on a transitional schedule, his/her future financial aid eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

A student in the 12-trimester progression has two opportunities to move to the 9-trimester progression – at the end of the fourth and eighth trimesters of the 12-trimester progression. Each trimester the Registrar or Dean notifies all potentially eligible students in the 12-trimester progression of the opportunity to move to the 9-trimester progression at the beginning of the next trimester of enrollment. A student receiving such notification and wishing to move to the 9-trimester progression must submit a written request to do so to the Scholastic Regulations Committee. The Committee will make its decision based on the student’s current academic status.
Examinations

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

During the trimester, examinations are administered at the discretion of the individual instructor. Examinations may be written, oral, or practical. With the exception of a few laboratory courses, a final written examination, written report, project, or practical examination is required of every student enrolled in a course. Written and practical final examinations are administered at the scheduled time during finals week. An unexcused absence from a final examination will result in a “0” grade for that examination, and the instructor will award a course grade accordingly.

Make-up Examinations

A make-up examination is defined as an examination administered subsequent to the regular time or at a different location because the student failed to take the examination at the regularly scheduled time. Make-up examinations are reserved only for those students with documented emergencies that prevent the student from taking a scheduled examination. The documented emergency must be verifiable. Formats of make-up examinations are not required to be identical to the regularly scheduled examination; such issues are also at the faculty member’s discretion. Each campus shall devise and implement its procedures and fees for make-up examinations.

Retake Examinations

This policy applies to students enrolled in:

- the D.C. degree program

Retake examinations are defined as examinations that are offered, under the following specific conditions, to eligible students who have failed a course as a result of a failing final examination grade. These examinations may not be taken for laboratory failing grades. A student may not take a retake examination and a make-up final examination in the same course in the same trimester.

1. The retake examination may only be taken if the student’s grade in the course immediately prior to taking the final examination is a “C” or better.
2. The student must earn a minimum score of 70 percent on the retake examination in order to pass the examination. Failure to achieve this score will result in the student being required to repeat the failed course.
3. The maximum grade the student may earn in the course if the retake examination is passed is a “C.”
4. The maximum number of courses for which retake examinations can be taken by a student is three per term.
5. The retake examination may be partially or substantially different from the original final examination.
6. Retake examinations will be given only once on a date, time, and place to be determined by the College, which may include breaks, weekends, holidays, etc.

Students who take retake examinations must understand that there could be a delay of up to five days after exam for their schedule to be completed due to a possible grade change.

Each campus will devise and implement its procedures and fees for retake examinations.

Grades and Quality Points

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Unacceptable (not passing)</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failed</td>
</tr>
<tr>
<td>XF</td>
<td>0</td>
<td>Failed (Dropped due to excessive absenteeism)</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>Passing</td>
</tr>
<tr>
<td>T</td>
<td>0</td>
<td>Transfer</td>
</tr>
<tr>
<td>AU</td>
<td>0</td>
<td>Audit</td>
</tr>
</tbody>
</table>

The student's grade point average is derived by dividing the number of quality points accumulated by the number of credit hours. The symbol "XF" is assigned when the number of absences makes it impossible for the student to meet the attendance requirements and is equivalent to a failing grade. Transfer, withdrawal, incomplete, and passing hours are not included in the computation of grade point averages.

Grade point average (GPA) is used as a measurement of satisfactory scholarship. It is calculated by dividing the number of grade points by the number of units completed for the grades of A, B, C, D, F, and XF. An Incomplete ("I") is not computed in the GPA.
A grade of "I" can be given if a student does not complete all required course work on time due to illness or serious extenuating circumstances beyond the student's control. Poor or neglected work is a failure to meet the course standards and the grade of "I" may not be recorded in these cases. If a grade of "I" is given when a student misses the final examination due to illness or an extenuating circumstance, the reason for the absence will be reviewed by the Department Chair and the instructor.

In cases where a student presents a valid reason for missing the final examination, the student will be permitted a make-up opportunity after payment of the appropriate fee. If the incomplete is not removed by the deadline in the academic calendar, the grade will automatically become an "F." When the work has been completed to the instructor's satisfaction, the Registrar will record the grade change on the student's official record.

In a case in which the instructor who issued the "I" grade is no longer at Cleveland Chiropractic College, the determination of satisfactory completion of the contract requirements shall be made by the Department Chairperson with a report to the Office of the Registrar.

It is the faculty's prerogative to set the academic standards for his/her class(es), such as but not limited to, taking points off for missed exams, to require that the student pass the lab and lecture portion in order to pass the class, and similar requirements that have been approved by the academic departments.

### Grading Scale

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Faculty adhere to the following standardized scale for awarding grades for performance on individual examinations, course assignments, or final course grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
</tr>
</tbody>
</table>
Grade Appeal

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

A student is responsible for meeting the standards of academic performance established by the College and the instructor for each course in which the student is enrolled. A student may appeal a grade only if it was allegedly awarded in an erroneous, arbitrary, capricious, or discriminatory manner. The burden of proof resides with the student.

Erroneous, arbitrary, capricious, or discriminatory grading is defined as:

1. Incorrectly evaluating, calculating, or recording an examination, assignment, or course grade;
2. Assigning a grade on some basis other than performance of course assignments, examinations, or class attendance;
3. Assigning a grade based on standards that are a significant departure from previously announced standards; or
4. Assigning a grade based on standards that differ from those used for other students in the course.

Disputes related to grades other than the final grade must be directed to the instructor of the course. The following procedure is applicable to the final course grade only. Should a student wish to appeal a final course grade, the following procedures are to be followed:

1. The student must meet with the course instructor and attempt to resolve the issue. If the course instructor is part-time, the student may go directly to the instructor's immediate supervisor to resolve the matter, and the supervisor will communicate with the course instructor.
2. If the matter cannot be resolved with the course instructor to the satisfaction of the student, then a final written appeal may be directed to the instructor's immediate supervisor. This final written appeal must be submitted within five (5) business days of the beginning of the next trimester. The supervisor will hear the appeal and his/her decision is final. This decision must be reached within one week following submission of the appeal to the supervisor.
3. The supervisor shall notify the student and the course instructor in writing of his/her decision, and shall submit all documents used in making the decision to the Office of the Registrar the day after the decision is reached. If a grade change is involved, the supervisor must also submit a grade change form to the Office of the Registrar the day after the decision is reached.
Degree Completion Time

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

The maximum period of time allowed for completion of the Doctor of Chiropractic degree program is six calendar years (18 trimesters) from the date of initial matriculation, and three calendar years (9 trimesters) from the date of initial matriculation for the B.S. degree program. If the B.S. degree includes the General Education requirements, the maximum degree completion time will be extended to 12 trimesters, corresponding to the number of courses and units in which the student is enrolled. If a student fails to complete the degree program in the maximum period of time allowed, all academic credits accrued in the program are voided, and an individual wishing to return to the College must reapply for admission as a new student and must meet all admission requirements in effect at the time of application.

Appeals to policy may be submitted, in writing, with appropriate documentation, to the Scholastic Regulations Committee. The appeal will be heard once, and the decision of the Committee is final. Transfer students must meet this requirement within an equivalent timeframe, deducting the previous academic credits accepted (430 clock hours = one trimester).

Graduation Requirements

This policy applies to students enrolled in:

- the D.C. degree program

Cleveland Chiropractic College confers the degree Doctor of Chiropractic upon individuals who meet the following requirements.

1. A minimum of three calendar years (four and one-half academic years of eight months each) of attendance at a chiropractic college.
2. Completion of the last calendar year (12 months) of enrollment at Cleveland Chiropractic College.
3. Satisfactory completion of all courses and hours required by Cleveland Chiropractic College.
4. Satisfactory completion of all clinical requirements as stated in the Clinic Manual.
5. A minimum cumulative grade point average of 2.00.
6. Recommendation for graduation by the Doctor of Chiropractic program faculty.
7. Completion of College exit interviews and participation in commencement exercises.
8. Completion within a six-calendar year period. A student must graduate no later than six calendar years after matriculation into the program. Transfer students must meet this requirement within an equivalent timeframe, deducting the previous academic credit accepted (430 hours = one trimester).
9. Complete payment of all indebtedness to the College. (Official transcripts and the diploma will not be released until this occurs.)

According to the 2000-01 Occupational Outlook Handbook, "employment of chiropractors is expected to grow faster than the average for all occupations through the year 2006 as consumer demand for alternative medicine grows." The graduation rate at Cleveland Chiropractic College is 80.7 percent.

This policy applies to students enrolled in:

- the B.S. degree program

Cleveland Chiropractic College confers the degree Bachelor of Science upon individuals who meet the following requirements.

1. Completion of a minimum of 123 credit hours with no course grades less than "C."
2. Satisfactory completion of all courses required by Cleveland Chiropractic College.
3. A minimum cumulative grade point average of 2.00.
4. Recommendation for graduation by the Bachelor of Science program faculty.
5. Completion of College exit interviews and participation in commencement exercises.
6. Complete payment of all indebtedness to the College. (Official transcripts and the diploma will not be released until this occurs.)

Eligibility to participate in all commencement activities related to degree programs requires that a student be officially registered for all final coursework needed for completion of that degree by the last day of registration for the respective term.

National Board of Chiropractic Examiners

The National Board of Chiropractic Examiners was incorporated June 19, 1963. Its purpose is to prepare and administer to qualified applicants examinations of such high quality that legal agencies governing the practice of chiropractic within each state and other countries may accept, at their discretion, those who have successfully completed the examination of the National Board of Chiropractic Examiners without further written examination.

National Board examinations (Parts I, II, III, and PT) are given twice a year, in March and September, at several locations in the United States and Canada. Tests are also given in England, Australia, and other countries on a less frequent basis. The exact test dates and locations are announced well in advance.
The National Board tests are described below.

Part I consists of the basic science subjects of General Anatomy, Spinal Anatomy, Physiology, Pathology, Chemistry, Microbiology, and Public Health.

Part II contains the clinical science subjects of General Diagnosis, Neuromusculoskeletal Diagnosis, Diagnostic Imaging, Principles of Chiropractic, Chiropractic Practice, and Associated Clinical Sciences.

The Physiotherapy (PT) section of the National Board tests may be taken upon successful completion of all of the physiotherapy courses.

Part III is the Written Clinical Competency Examination (WCCE). The WCCE test questions are not dependent on particular chiropractic philosophies or techniques, but rather are based on an objective assessment of necessary practice skills. Categories covered include the case history, physical examination, neuromusculoskeletal examination, roentgenologic examination, clinical laboratory and special examinations, diagnostic impression, chiropractic and supportive techniques, and case management. Most states require or accept NBCE Part III in lieu of a written state clinical competency examination.

The Part IV examination is given twice a year in May and November. It consists of three major sections: X-ray interpretation and diagnosis, chiropractic technique, and case management. Many states (including California and Missouri) require or accept NBCE Part IV in lieu of a state board practical examination.

**National Board Examination Policy**

The timetable described below provides the point at which students will be eligible to take the National Board Examinations. *Trimester* in this description refers to the coursework offered in each trimester, not the trimester to which the student is assigned. This schedule is applicable to students enrolled in the standard nine-trimester progression, making regular academic progress and in good academic standing.

1. Students who matriculate in September will become eligible to take the Part I examination in March of their fifth trimester, the Part II in September of their seventh trimester, and Physiotherapy and Part III examinations in March of their eighth trimester. These students may take Part IV in May of their ninth trimester.
2. Students who matriculate in January will become eligible to take the Part I examination in September of their sixth trimester, the Part II in March of their seventh trimester, and Physiotherapy and Part III examinations in September of their ninth trimester. They may take Part IV in November of their ninth trimester.
3. Students who matriculate in May will become eligible to take the Part I examination in March of their sixth trimester, Part II and Physiotherapy in September of their eighth trimester and Part III in March of their ninth trimester. Part IV may be taken in May after completion of their ninth trimester.
Students enrolled in the standard 12-trimester progression, making regular academic progress and in good academic standing, will follow the examination timetable described below.

1. Students who matriculate in September will become eligible to take the Part I examination in September of their seventh trimester, the Part II in September of their tenth trimester and Physiotherapy and Part III in March of their eleventh trimester. They may take Part IV in May of their twelfth trimester.

2. Students who matriculate in January will become eligible to take the Part I examination in March of their seventh trimester, Part II in September of their ninth trimester, and Physiotherapy and Part III in March of their tenth trimester. They are eligible to take Part IV in November of their twelfth trimester.

3. Students who matriculate in May will become eligible to take the Part I examination in September of their eighth trimester, the Part II in March of their ninth trimester, and Physiotherapy and Part III in September of their eleventh trimester. They may take Part IV in November of their eleventh trimester.

Students on special schedules must conform fairly closely to one of the sets of guidelines that are established for students on regular progression. Students are responsible for determining their potential eligibility to sit for the examinations using published guidelines for reference. The Registrar is responsible for verifying eligibility once the student has submitted a completed application. If disputes arise regarding eligibility, the final decision rests with the Dean of Instruction.

State Licensing

All states require licensing for the practice of chiropractic. Each state may set its own standards and administer its own examinations before granting a license to practice. It is the student’s responsibility to know and meet the requirements of the states in which she/he expects to seek licensure. The College Library, and the Office of the Registrar maintain address files of the state licensing boards, National Board, and other information that may assist the student. A publication by the Federation of Chiropractic Licensing Boards is available in the Library for students to consult to obtain information about state regulations. As part of their requirements, most states require the passing of National Board examinations.

Academic Honors

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program
Trimester Honors
At the end of each trimester, students are evaluated on the following criteria for the purpose of determining eligibility for academic honors for that trimester. A student will be recognized for "academic honors" if the following conditions are met:

1. The student must be a full-time student for the specified trimester.
2. The student must not have had any grade less than "B" during the specified trimester.
3. The student must be in academic good standing during the specified trimester.
4. The student’s trimester grade point average must be 3.40 or higher.
5. There must be no disciplinary action taken against the student during the specified trimester.

A letter of merit will be awarded to each student who meets the above criteria and the list of students receiving indicated honors will be published campus-wide.

Graduation Honors
Candidates graduating with the following grade point averages are awarded honors at graduation:

Valedictorian (graduating with highest cumulative GPA in that commencement class) 3.90 GPA
Summa Cum Laude (with highest honor) 3.90 GPA
Magna Cum Laude (with high honor) 3.65 GPA
Cum Laude (with honor) 3.40 GPA

The honor is noted appropriately on the diploma.

The GPA computation is based on all academic coursework with a minimum of five trimesters or 2,200 clock hours for the D.C. students, and for the B.S. students, a minimum of all credit hours that are part of the residency requirements completed at Cleveland Chiropractic College.

Course Withdrawal
This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

A student may withdraw from a course through the end of the twelfth week of the trimester. For modular/accelerated courses the
withdrawal date is the end of the sixth week of the course. A course from which a student withdraws will appear on the student’s transcript with a “W”.

After the withdrawal deadline has passed, withdrawal is not allowed, and the student will remain enrolled in the course through the end of the trimester, unless the student withdraws from the College completely.

Should a student find it necessary to withdraw from a course, the following steps are to be followed:

1. Obtain the appropriate form from the Office of the Registrar.
2. Complete the form and obtain the necessary signatures.
3. Return the completed, signed form to the Office of the Registrar.

A student pursuing the D.C. degree may withdraw from a particular course only once. Thereafter when a student enrolls in a course from which he/she has withdrawn previously, the student must remain enrolled in the course and receive a grade (other than “W”). If a student is withdrawn from a course by the College or as a result of an error in registration, course schedules conflict, etc., then the grade will not be a “W.” Complete withdrawal from the College modifies this policy.

When a student withdraws from a course his/her future financial aid eligibility, anticipated graduation date, or ability to complete a degree program within the maximum time period allowed may be compromised.

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**College Withdrawal**

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

A student wishing to withdraw from the College during a trimester must consult the Registrar prior to withdrawal, and must complete and return a College Withdrawal form to the Office of the Registrar prior to departure. Signatures are required on the College Withdrawal form from the Office of the Registrar, the Dean of Instruction, the Office of Financial Aid, the Library, Office of Undergraduate Studies and the Finance Office. These signatures will indicate that counseling either has been offered or has occurred, that withdrawal from the College is in the best interest of the student, and that the student has been made aware of any existing obligations, financial or otherwise, to the institution. These signatures do not mean that the student is cleared of any outstanding obligations in these areas. The College Withdrawal form is used to notify all administrative offices and the faculty that the individual is no longer a student, so that record keeping may be closed and attendance records may be discontinued.

Completion of this process will insure that the student receives a “W” (withdrawal) for all courses not yet completed. Failure to complete this process will result in the student receiving a grade of “F” in those courses.
When a student withdraws from the College, his/her future financial aid eligibility, anticipated graduation date, or ability to complete a degree program within the required time frame may be compromised.

A student who withdraws from the College and subsequently wishes to return must apply in writing for re-admission and must receive approval prior to enrollment.

The College may withdraw a student from the College for reasons such as failure to meet scheduled financial obligations, health related matters that prevent the student from meeting all course obligations, or for other reasons deemed appropriate by the College. A student may appeal, in writing, with appropriate documentation, such action by the College.

A student may withdraw from or be withdrawn from the College a maximum of two times. The third withdrawal will result in dismissal from the institution.

If a student believes extenuating circumstances were involved, the student may appeal the dismissal. The appeal must be submitted in writing to the Scholastic Regulations Committee and provide appropriate documentation. The appeal will be heard, and the decision of the College is final.

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**Leave of Absence**

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Leave of Absence from the College is defined as voluntary nonenrollment by a student for one or more trimesters, with the intention of subsequent re-enrollment. It is distinct from withdrawal from the College, which occurs during a trimester.

A student on a Leave of Absence must apply in writing to the Scholastic Regulations Committee for re-admission and must receive Committee approval prior to enrollment. If the student was in attendance at another college or university during the Leave of Absence, the Committee will require an official transcript or letter of good standing from that institution before considering the student's request for re-admittance.

The maximum periods of time for each Leave of Absence for the D.C. degree program are six consecutive trimesters but no more than nine trimesters in total, and are four consecutive trimesters and six trimesters total for the B.S. degree program. A Leave of Absence beyond these limits will result in exceeding the maximum time to complete the degree program and the loss of all academic credits accrued in the program, and an individual wishing to return to the College must reapply for admission as a new student and must meet all admission requirements in effect at the time of application.
When a student takes a Leave of Absence from the College his/her future financial aid eligibility, anticipated graduation date, and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

Re-admission

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Candidates for re-admission are those students not in continuous attendance who were previously enrolled at Cleveland Chiropractic College. These students must apply for re-admission. If the student has taken off more than one term, he/she must meet the entrance requirements applicable to the current entering class at the time of re-admission.

If a student withdraws for one trimester or less, past course credits will be included in the overall transcript without evaluation. If more than one trimester has passed since leaving school, the courses and the student's knowledge will have to be evaluated by the Dean or Director of the degree program. A special schedule may be necessary.

Laboratory Participation

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Part of the learning experience of students includes participation in laboratory settings. Therefore, students are required to participate in all laboratory exercises, and in the clinical sciences division of the D.C. degree program, this includes serving both as examiner and as patient.

Laboratory exercises may include, but are not limited to, the following: adjustments, cadaver dissection, chemical analysis, electrocardiograms, palpation, physical examinations, and X-ray examinations.
Alternative Laboratory Experience

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

The following protocols are to be followed in working with students that, as a result of a specific disability under the Americans With Disabilities Act, may be unable to participate in laboratory experiences as normally conducted by the College.

A written statement requesting an alternative laboratory experience and outlining the reasons for the request must be submitted by the student to the Dean or Director of the degree program prior to the beginning of the course. This written documentation should consist of a recent evaluation stating the health problem, all testing methods and results, and recommendations for a range of specific accommodation options and how those accommodations will enable the student to perform in laboratory settings. If the request or appeal is approved, all appropriate laboratory instructors will be notified of the need for alternative laboratory protocols. If the request or appeal is denied, the student must participate in the regular laboratory experience. A student may appeal the decision by following the grievance procedure on page 27.

Special Schedule Guidelines

This policy applies to students enrolled in:

- the D.C. degree program
- the B.S. degree program

Each campus has a special schedule guideline applicable to that campus.

Progress Reports and Academic Records

Unofficial progress reports are maintained by the Office of the Registrar and are distributed to students after the completion of each trimester. Grades for examinations and courses may be posted at the discretion of individual instructors.

Transcripts, diplomas, special certificates, and other official academic records (including duplicate copies of the same) are released upon receipt of a written request and payment of appropriate fees and outstanding financial obligation to the College. Questions regarding academic records should be directed to the Office of the Registrar.
Academic Regulation Waivers

Under limited and specific circumstances students may petition the Dean or the Director of the degree program regarding waivers of academic policies related to the preclinic curriculum. In compelling situations, the academic and scholastic issues may have presented a very narrow focus which will require a decision to address unique and unusual circumstances as an exception to the established regulations. Petitions for waiver of Clinic curriculum or provisions of the Clinic Manual must be made to the Clinic Director.
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Kansas City Campus
Interim Executive Vice President and Chief Academic Officer, Ruth Sandefur, D.C., Ph.D.
Interim Dean of Instruction, Ashley Cleveland, M.A., D.C.
Assistant to the President, Sheri H. Barrett, B.S.M., M.P.A.
Department Chair, Basic Sciences, Kenneth L. Elkins, M.S.
Department Chair, Diagnostic Sciences, Andrew S. Bonci, D.C.
Department Chair, Chiropractic Sciences, Rickard J. Thomas, D.C.
Department Chair, Clinical Sciences, Clark Beckley, D.C.
Clinic Director, Muriel M. Perillat, M.S., D.C.
Director of Undergraduate Studies, Paul Barlett, B.S., M.S., Ph.D.
Library Director, Marcia M. Thomas, M.A.
Director of Human Resources and Controller, Jana Holwick, M.S.
Information Systems Manager, Joe Adams
Professional Career Resources Coordinator, Geanie Porte, B.S., M.P.A.
Advisor to the President, Dwight E. Gerred, D.C.
Director of Research, Mark Pfefer, R.N., M.S., D.C.
Interim Director of Student Services and Registrar, Carl W. Saubert IV, Ph.D.
Director of Admissions, Melissa Denton, B.S.
Director of Financial Aid, Mindy Beckley, B.A.
Director of Buildings and Grounds, Jack Shelton

Los Angeles Campus
Executive Vice President and Chief Academic Officer, Matthew M. Givrad, M.P.A., Ph.D.
Dean of Instruction, Miriam Kahan, Ph.D., M.P.H.
Assistant Dean of Instruction, Leila Iler, Ed.D., M.S.
Chaplain of the College and Dean of Education, Edwin D. Follick, D.Theol., J.D., D.C., Ph.D.
Department Chair, Basic Sciences, Anita Mork, B.S., M.S.
Department Chair, Diagnostic Sciences, Stephen Mayer, B.S., D.C.
Department Chair, Chiropractic Sciences, Carol Claus, D.C., M.A.
Department Chair, Clinical Sciences, Michael Birozzi, B.S., D.C.
Director of Undergraduate Studies, Parvaneh Mohammadian, B.S., M.S., Ph.D.
Department Chair, Physical and Life Sciences, Sujatha Pamula, B.S., M.S., Ph.D.
Department Chair, Humanities and Social Sciences, Christopher Peditto, B.A., M.A.
Clinic Director, Gary Globe, D.C., M.B.A.
Library and Media Resource Center Director, Marian A. Hicks, M.L.S.
Controller, Yvonne Moore, M.B.A.
Information Systems Manager, Paul Steel, B.S.
Assistant Registrar, Felicia Jones
Director of Admissions, Melvin Shirer, B.S., D.C.
Director of Financial Aid, Gilda Ceniza, B.S.B.A
Assistant Director of Graduate Services, Michael S. Brown, B.A., M.A.
Director of Student Services, Anthony Hayes, M.A.
Director of Buildings and Grounds, Daniel Granados, R.P.A.

Shared Governance
Faculty and students have a voice in governance matters. College departments, committee structures, and various College organizations make formal recommendations for policy changes relevant to their charge. Participation is also allowed in formulating and changing regulations and procedures by which the regulations are implemented. Regulations must be consistent with College policy and federal, state, and local laws. Suggested changes in regulations and procedures require the approval of the administration before implementation. Questions concerning committees should be referred to committee chairs or to the student government associations, which nominates the student representatives.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Year</th>
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<tbody>
<tr>
<td>Shaheen Ahmed</td>
<td>Instructor</td>
<td>M.D., Nagpur Medical College, 1972</td>
<td></td>
</tr>
<tr>
<td>Sarah Anis</td>
<td>Assistant Professor</td>
<td>M.B.B.S., Nagpur Medical College, 1992</td>
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<td></td>
<td></td>
<td>D.O., Nagpur Medical College, 1995</td>
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<tr>
<td>Paul B. Barlett</td>
<td>Professor</td>
<td>B.S., University of Akron, 1977</td>
<td></td>
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<td></td>
<td></td>
<td>M.S., University of Akron, 1979</td>
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<td></td>
<td></td>
<td>Ph.D., Ohio State University, 1984</td>
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<td>D. Clark Beckley</td>
<td>Professor</td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1975</td>
<td></td>
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<tr>
<td>Lawrence D. Beem</td>
<td>Assistant Professor</td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1970</td>
<td></td>
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<tr>
<td>Andrew S. Bonci</td>
<td>Associate Professor</td>
<td>B.A., University of Denver, 1986</td>
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<td></td>
<td></td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1989</td>
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<tr>
<td>Michele Bonci</td>
<td>Assistant Professor</td>
<td>B.S., Fordham University, 1986</td>
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<td></td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1989</td>
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<tr>
<td>Joseph Bowles</td>
<td>Assistant Professor</td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1977</td>
<td></td>
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<tr>
<td>Geracino Enrique Bracho</td>
<td>Assistant Professor</td>
<td>B.S., University of Zulia, Venezuela, 1976</td>
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<td></td>
<td></td>
<td>M.S., University of California, Davis, 1982</td>
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<td></td>
<td></td>
<td>Ph.D., University of California, Davis, 1987</td>
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<tr>
<td>Ashley E. Cleveland</td>
<td>Associate Professor</td>
<td>B.S., Stephens College, 1991</td>
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<td></td>
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<td>D.C., Cleveland Chiropractic College, Kansas City, 1995</td>
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<td></td>
<td></td>
<td>M.A., University of Missouri - Kansas City, 1998</td>
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<tr>
<td>Carl S. Cleveland III</td>
<td>President</td>
<td>B.S., University of Missouri - Kansas City, 1970</td>
<td></td>
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<td></td>
<td>Professor</td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1975</td>
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<td>Ray N. Conley</td>
<td>Professor</td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1972</td>
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<td></td>
<td></td>
<td>Diplomate, American Chiropractic Board of Radiology, 1976</td>
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<tr>
<td>Sandra Norton-Cothran</td>
<td>Instructor</td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1996</td>
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<tr>
<td>Catherine Kowalski-Cox</td>
<td>Instructor</td>
<td>B.A., Pennsylvania State University, 1992</td>
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<td></td>
<td></td>
<td>M.A., University of Missouri - Kansas City, 1997</td>
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<td>Jill M. Davis</td>
<td>Assistant Professor</td>
<td>B.A., Coe College, 1988</td>
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<td></td>
<td>M.A., University of Kansas, 1992</td>
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<td>David L. DuPree</td>
<td>Assistant Professor</td>
<td>B.A., Fresno State College, 1976</td>
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<td></td>
<td>M.A., University of Arizona, 1984</td>
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<td></td>
<td></td>
<td>Ph.D., University of Arizona, 1986</td>
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<tr>
<td>Charles F. Dorlac</td>
<td>Instructor</td>
<td>B.A., St. Louis University, 1970</td>
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<td></td>
<td></td>
<td>M.A., University of Missouri - Kansas City, 1972</td>
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<td></td>
<td></td>
<td>Ph.D., University of Missouri - Kansas City, 1981</td>
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<td>Kenneth L. Elkins</td>
<td>Professor</td>
<td>B.S., Bethany Nazarene College, 1965</td>
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<td></td>
<td>M.S., University of Oklahoma, 1968</td>
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<td>Thomas E. Forbach</td>
<td>Instructor</td>
<td>B.A., University of Missouri, 1972</td>
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<td></td>
<td>B.S., Logan College of Chiropractic, 1975</td>
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<td>D.C., Logan College of Chiropractic, 1976</td>
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<td>Hugo V. Gibson</td>
<td>Professor</td>
<td>D.C., Palmer College of Chiropractic, 1972</td>
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<tr>
<td>Mark H. Gilgus</td>
<td>Instructor</td>
<td>B.B.A., University of Missouri - Kansas City, 1975</td>
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<td></td>
<td></td>
<td>J.D., University of Missouri - Kansas City, 1978</td>
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<tr>
<td>Clinton Gowan III</td>
<td>Assistant Professor</td>
<td>B.S., University of Houston, 1991</td>
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<td></td>
<td>D.C., Cleveland Chiropractic College, Kansas City, 1995</td>
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<tr>
<td>Tamela Green</td>
<td>Instructor</td>
<td>B.S., Oral Roberts University, 1987</td>
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<td></td>
<td>M.S., University of Missouri - Kansas City, 2000</td>
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</tbody>
</table>
Kansas City Campus Faculty...continued

Kim R. Hamilton .................................................. Assistant Professor
D.C., Cleveland Chiropractic College, Kansas City, 1992

Ned U. Heese .................................................. Assistant Professor
D.C., Logan College of Chiropractic, 1974

Lawrence J. Hurd .................................................. Assistant Professor
B.S., Northeast Missouri State University, 1974
D.C., Palmer College of Chiropractic, 1978

Stephen P. Larsen .................................................. Professor
B.S., Texas Christian University, 1961
M.S., Texas Christian University, 1965
Ph.D., North Texas State University, 1972

J. Alan Lovejoy .................................................. Assistant Professor
A.A., Wentworth Military Academy, 1974
D.C., Palmer College of Chiropractic, 1978

Aleksandr Makarov .................................................. Assistant Professor
M.D., Odessa Medical Institute, 1994

Terrence D. Micheal .................................................. Instructor
A.A., Chabot College, 1978
D.C., Life Chiropractic College - West, 1982

Michael D. Moore .................................................. Instructor
A.A., Palmer Junior College, 1979
D.C., Palmer College of Chiropractic, 1982

Robert P. Moore .................................................. Instructor
D.C., Cleveland Chiropractic College, Kansas City, 1995

Frederick K. Needles II ............................................ Instructor
B.S., University of Missouri, 1980
M.S., University of Missouri, 1992

Thomas K. Nichols .................................................. Assistant Professor
D.C., Palmer College of Chiropractic, 1977
B.B.A., Baker University, 1993

Doran L. Nicholson .................................................. Professor
D.C., Cleveland Chiropractic College, Kansas City, 1980
Diplomate, American Chiropractic Board of Radiology, 1983
B.S., Park College, 1990

Muriel M. Perillat .................................................. Professor
B.S., Universite Scientifique et Medicale Grenoble, France, 1971
M.S., Universite Scientifique et Medicale, de Lyon, France, 1973
D.C., Cleveland Chiropractic College, Kansas City, 1979

Mark Pfefer .................................................. Assistant Professor
B.S., University of Kansas, 1981
R.N., Johnson County Community College, 1984
D.C., Cleveland Chiropractic College, Kansas City, 1988
M.S., University of Kansas, 2000

Debra Robertson .................................................. Instructor
B.S., Cleveland Chiropractic College, 1996
D.C., Cleveland Chiropractic College, 1996

Ruth Sandefur .................................................. Professor
D.C., Cleveland Chiropractic College, Kansas City, 1967
B.A., Park College, 1975
M.S., University of Bridgeport, 1983
Ph.D., University of Missouri - Kansas City, 1992

Timothy Schoof .................................................. Assistant Professor
B.A., Park College, 1990
M.S., University of Missouri - Kansas City, 1990
M.B.A., Rockhurst College, 1994

Catherine Leduc-Smith ............................................ Instructor
D.C., Cleveland Chiropractic College, Kansas City, 1993

Benjamin Stiles .................................................. Instructor
B.S., Park College, 1996
D.C., Cleveland Chiropractic College, Kansas City, 1998

G. Patrick Thomas, Jr. ............................................ Assistant Professor
B.S., Park College, 1992
D.C., Cleveland Chiropractic College, 1994

Marcia M. Thomas .................................................. Associate Professor
B.A., University of Missouri, 1968
M.A., University of Missouri, 1975

Rickard J. Thomas .................................................. Professor
D.C., Cleveland Chiropractic College, Kansas City, 1977
B.A., Park College, 1980
Kansas City Campus Faculty...continued

William E. Tuttle .................................................. Assistant Professor
D.C., Cleveland Chiropractic College, Kansas City, 1980

Stephen W. Vail .................................................. Assistant Professor
D.C., Cleveland Chiropractic College, Kansas City, 1982

G. Michael Whitehead ......................................... Associate Professor
B.S., Logan College of Chiropractic, 1978
D.C., Logan College of Chiropractic, 1979
Diplomate, American Chiropractic Board of Radiology, 1992

Ralph R. Wilkinson .............................................. Emeritus Professor
B.A., Reed College, 1953
Ph.D., University of Oregon, 1962
M.B.A., University of Missouri - Kansas City, 1974

Brad S. Willits .................................................. Instructor
D.C., Cleveland Chiropractic College, 1988
Los Angeles Campus Faculty

Assibi Z. Abdou .............................................. Associate Professor
B.A., University of California, Los Angeles, 1970
M.D., University of Southern California, 1975

Paul Ahad ......................................................... Instructor
B.S., University of Mutansiriyah, Baghdad, IK, 1975
M.S., University of Surrey, England, 1977
University of Surrey, England, 1981

Cecilia L. Anderson ........................................... Professor
B.A., California State University, Northridge, 1972
D.C., Cleveland Chiropractic College, Los Angeles, 1979

Tamara Airda ...................................................... Instructor
A.A., Santa Clara College, 1994
B.A., California Polytechnic University of Pomona, 1997
M.A., California State University, Los Angeles, 1998

Harald Roy Azuma ........................................... Assistant Professor
D.C., Cleveland Chiropractic College, Los Angeles, 1984
American Board of Clinical Thermography Certified

Lydia Baghdaserian ........................................... Instructor
D.C., Cleveland Chiropractic College, Los Angeles, 1995
E.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000

Michael Biroz .................................................. Associate Professor
B.S., D.C., Los Angeles Chiropractic College, 1976

Gary Bustin ....................................................... Associate Professor
B.S., California State University, Los Angeles, 1976

Lily Cabellon ...................................................... Associate Professor
M.D., Manila Central University, Philippines, 1952

Lucila T. Calimag ............................................ Associate Professor
M.D., Far Eastern University, Philippines, 1966

Thomas L. Carpenter ........................................... Professor
B.S., D.C., Los Angeles College of Chiropractic, Los Angeles, 1973

Francisco Chavez-Almanza ................................ Professor
M.D., National University of Mexico, 1976
M.S., University of California, Los Angeles, 1982
D.C., Cleveland Chiropractic College, Los Angeles 1988

Choon Choi ....................................................... Instructor
B.S., University of Illinois, Champaign, 1994

Carol A. Claus .................................................. Associate Professor
B.A., University of California, Riverside, 1968
M.A., Pacific Oaks College, 1978
D.C., Cleveland Chiropractic College, Los Angeles, 1988
E.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000

Carl S. Cleveland III .......................................... Professor
B.S., University of Missouri, Kansas City, 1970
D.C., Cleveland Chiropractic College of Kansas City, 1975

Edmund A. Cohen ........................................... Associate Professor, Counselor
M.A., California School of Professional Psychology, 1975
Ph.D., California School of Professional Psychology, 1978

Susan Deno ...................................................... Instructor
B.A., Boston University, Boston, 1987
M.S., Loyola Marymount University, Los Angeles, 1994

Denice Dubuclet ................................................ Instructor
D.C., Cleveland Chiropractic College, Los Angeles, 1991

Patricia Ebert ................................................ Assistant Professor
B.A., University of California, Los Angeles, 1989
D.C., Cleveland Chiropractic College, Los Angeles, 1993
E.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000

Brian Everett .................................................. Instructor
A.A., Los Angeles Valley College, 1987
B.A., California State University, Northridge, 1991
M.A., California State University, Los Angeles, 1998

James S. Factor .............................................. Assistant Professor
B.A., University of Southern California, Los Angeles, 1988
B.S., Cleveland Chiropractic College of Los Angeles, 1992
D.C., Cleveland Chiropractic College of Los Angeles, 1992
Los Angeles Campus Faculty...continued

Lawrence Fong .................................................. Instructor  
D.C., Cleveland Chiropractic College of Los Angeles, 2000

Clarence E. Franklin .......................... Associate Professor, Counselor  
B.A., California State University, Los Angeles, 1958  
M.A., Pepperdine University, 1963  
D.C., Los Angeles College of Chiropractic, 1963  
M.Ed., College of Idaho, 1968

David F. Gendreau .................................. Assistant Professor  
B.S., University of California, Irvine, 1986  
D.C., Los Angeles College of Chiropractic, 1989  
D.A.C.B.R., Los Angeles College of Chiropractic, 1993

Gary Globe ........................................ Assistant Professor  
B.S., D.C., Cleveland Chiropractic College, Los Angeles, 1980, 1981  
M.B.A., Redlands University, 1994

Gayane Godjoian ................................. Instructor  
B.S., California State University, Los Angeles, 1989  
Ph.D., University of California, Santa Cruz, 1997

Antonio J. Gonsalves, Jr. ........................ Assistant Professor  
B.S., D.C., Cleveland Chiropractic College, Los Angeles, 1991

Brad Harter .................................. Assistant Professor/Clinician  
B.A., University of California, Irvine, 1970  
D.C., Palmer College of Chiropractic, 1975  
C.S.S.P., Los Angeles College of Chiropractic, 1983

Vahak Harutunian ............................ Assistant Professor  
M.S., University of Technology, Loughboro, England, 1975  
Ph.D., University of Southern California, 1986

Mohammed Hussein ...................... Associate Professor  
D.V.M., University of Kharthoum, 1973  
M.S., Wisconsin University, 1984  
Ph.D., Ohio State University, 1986

Jerome Hyman .................................. Associate Professor  
D.C., Cleveland Chiropractic College, Los Angeles, 1983

Leila L. Iler .......................... Professor  
B.S., California State University, Northridge, 1976  
M.S., California State University, Northridge, 1983  
Ed.D., Pepperdine University, 1994

Muffit Jensen .................................. Associate Professor  
B.S., Cleveland Chiropractic College, Los Angeles, 1988  
D.C., Cleveland Chiropractic College, Los Angeles, 1990

Gary Johnson .......................... Instructor  
B.S., Cleveland Chiropractic College, Los Angeles, 1983  
D.C., Cleveland Chiropractic College, Los Angeles, 1986  
F.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000

Glenn E. Johnson .......................... Professor  
B.S., Cleveland Chiropractic College, Los Angeles, 1983  
D.C., Cleveland Chiropractic College, Los Angeles, 1985  
F.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000

Kalani G. Jose .................. Instructor  
D.C., Cleveland Chiropractic College, Los Angeles, 1998

Miriam Kahn .......................... Associate Professor  
B.A., University of California, Los Angeles, 1972  
M.P.H., University of California, Los Angeles, 1976  
Ph.D., University of California, Los Angeles, 1992

Raymond Kato .................................. Assistant Professor  
Pharm. D., University of Southern California, 1958  
M.S., University of Southern California, 1962

Gyaneshwar Khare .......................... Professor  
B.S., University of Allahabad, 1955  
M.S., Agra University, 1959, 1961  
Ph.D., Kansas State University, 1966

Bryant Koh .................................. Instructor  
D.C., Cleveland Chiropractic College, 1998  
F.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000
Amanda Laundemach ........................................ Instructor
B.S., Drexel University, 1998
M.S., Drexel University, 1999
R.D., California State University, Northridge, 2000

Thomas Ly .................................................. Assistant Professor
B.S., University of California, Riverside, 1990
D.C., Cleveland Chiropractic College, Los Angeles, 1997
F.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000

Ted E. Marcus .............................................. Assistant Professor
B.S., University of California, Santa Barbara, 1976
M.S., University of California, Santa Barbara, 1980
Ph.D., University of California, Santa Barbara, 1982

James R. Marion ........................................... Instructor
D.C., Cleveland Chiropractic College, Los Angeles, 1995
F.I.C.P.A., Cleveland Chiropractic College, Los Angeles, 2000

Stephan N. Mayer ........................................ Associate Professor
B.A., University of California, Los Angeles, 1983
D.C., Cleveland Chiropractic College, Los Angeles, 1986

Denise Michele ............................................. Assistant Professor
B.A., California State University, Fullerton, 1972
M.A., California State University, Fullerton, 1977
D.C., Cleveland Chiropractic College, Los Angeles, 1991

Parvaneh Mohammadi .................................... Associate Professor
B.S., M.S. University of Erlangen-Nuremberg, Germany, 1992
Ph.D. University of Erlangen-Nuremberg, Germany, 1996

Anita Monk .................................................. Associate Professor
B.S., University of California, Los Angeles, 1977
M.S., University of California, Los Angeles, 1980

Richard Morris ............................................ Associate Professor
D.C., Cleveland Chiropractic College, Los Angeles, 1977
C.C.S.P., Academy of Chiropractic Sports Physicians, 1987

Jennifer Nhan .............................................. Instructor
D.C., Cleveland Chiropractic College, Los Angeles, 1999

Nancy Obena ............................................... Instructor
M.D., Far Eastern University, Philippines, 1988

Sujatha Parvula ............................................ Assistant Professor
B.S., Nizam College, India, 1984
M.S., Central University, India, 1986
M.S., California State University, Los Angeles, 1990
Ph.D., University Of California, Riverside, 1996

Christopher Peditto ...................................... Assistant Professor
B.A., Rutger University, Camden, NJ, 1967
M.A., California State University, Northridge, 1990

Bradley Ping ............................................... Instructor
B.S., D.C., Palmer College of Chiropractic, Davenport, 1983

Mengly Quach ............................................. Instructor
M.D., Spartan Health Sciences University, School of Medicine,
Santa Teresa, New Mexico

John M. Raithel III ...................................... Assistant Professor
B.A., Stanford University, San Francisco, 1966
M.A., California State University, Los Angeles, 1979
D.C., Cleveland Chiropractic College, Los Angeles, 1986

Nels Rinden ............................................... Instructor
B.S., California State University, Los Angeles, 1970
M.S., California State University, Los Angeles, 1980

Joseph Rosner ............................................ Instructor
B.A., University of Miami, Coral Gables, Florida, 1980
M.D., University of Autonomous of Guadalajara, Guadalajara, Mexico, 1985

Hosny Saad ............................................... Instructor
B.Sc., Alexandria University, Egypt, 1958
M.S., University of Michigan, Ann Arbor, MI, 1963
Ph.D., University of Michigan, Ann Arbor, MI, 1965
Siamak Sarani ........................................ Instructor
B.S., University of Tehran, 1985
B.S., California State University, Northridge, 1991
M.S., California State University, Northridge, 1994

John G. Sherman ................................ Instructor
D.C., Los Angeles College of Chiropractic, 1996

Dana Shorten ........................................ Instructor
B.A., California State University, Northridge, 1994
M.A., California Poly Pomona, 1997

Ben Solkamans .................................. Assistant Professor
M.S., College in Amsterdam, 1950
D.C., Cleveland Chiropractic College, Los Angeles, 1985

Shawn Steel ..................................... Assistant Professor
B.A., California State University, Northridge, 1970.
M.A., University of Southern California, 1973
J.D., Northrop Law School, 1978

William Strickland .............................. Instructor
D.C., Cleveland Chiropractic College, Los Angeles, 1994

Paul Tabakian .................................. Professor
B.S., University of Ottawa, Canada, 1962
M.S., California State University, Fresno, 1966
Ph.D., University of Pacific, Stockton, 1970

Victor Tong ............................... Radiologist/Professor
B.S., D.C., Logan College of Chiropractic, 1979
D.A.C.B.R., Los Angeles College of Chiropractic, 1983

Gary Vitullo ................................ Instructor
B.A., Montclair State College, 1977
D.C., Pasadena College of Chiropractic, 1985

Adam Weill ................................. Instructor
B.S., College at Oneonta, State University of New York, 1991
D.C., Life University, Georgia, 1995

Ricky Wong ..................................... Associate Professor
B.S., University of Hawaii, 1987
M.S., California State University, Los Angeles, 1992

Isis Edward Zaki ......................... Associate Professor
M.B., Ph.D., M.D., Cairo University, Faculty of Medicine
### Kansas City Campus – Fall 2001

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<th>Event</th>
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<td>First Day of the Trimester</td>
<td>September 10</td>
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<td>Registration</td>
<td>September 10–11</td>
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### B.S. Program – Lower Division

#### Module I
- **First Day of the Trimester**: August 27
- **New Student Orientation**: August 27
- **Registration for Module I**: August 27
- **Module I Term Coursework Begins**: August 28
- **Module I Final Examinations**: October 17

#### Module II
- **First Day of Module II Term**: October 22
- **New Student Orientation**: October 22
- **Registration for Module II**: October 22
- **Module II Term Coursework Begins**: October 23
- **Veterans Day Recess**: November 12
- **Thanksgiving Recess**: November 22–25
- **Module II Final Exams**: December 12
- **Trimester Break**: December 15 - January 1, 2002

### B.S. Program – Lower Division

#### Module I
- **First Day of the Trimester**: January 2
- **New Student Orientation**: January 2
- **Registration for Module I**: January 2
- **Module I Term Coursework Begins**: January 3
- **Martin Luther King Jr. Day Recess**: January 21
- **President’s Day Recess**: February 18
- **Module I Final Exams**: February 20

#### Module II
- **First Day of Module II Term**: February 25
- **New Student Orientation**: February 25
- **Registration for Module II**: February 25
- **Module II Term Coursework Begins**: February 26
- **Module II Final Exams**: April 17
- **Trimester Break**: April 20–28
Kansas City Campus – Summer 2002

D.C. Program and Upper Division B.S. Program

First Day of the Trimester ........................................ May 13
Registration .................................................. May 13-14
New Student Orientation ................................ May 13-14
Coursework Begins .............................................. May 15
National Board Examinations (IV) ...................... May 17-19
Memorial Day Recess ........................................ May 27
Homecoming ..................................................... June 6-9
Clinical Competency Examination ..................... Week of July 1
Independence Day Recess .................................... July 4
Pre-enrollment .................................................. July 22-24
Coursework Ends ................................................. August 13
Practical/Final Exams ......................................... August 14-23
Commencement ................................................. August 23
Last Day of Trimester .......................................... August 23
Trimester Break ................................................... August 24 - September 8
Retake Final Exams ............................................. September 10

B.S. Program – Lower Division

Module I
First Day of the Trimester ........................................ April 29
New Student Orientation ..................................... April 29
Registration and Tuition/Fee Payment for Module I .... April 29
Module I Term Coursework Begins ......................... April 30
Memorial Day Recess .......................................... May 27
Last Day to Withdraw from Module I Courses .......... June 7
Module I Final Exams ............................................. June 19

Module II
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New Student Orientation ..................................... June 24
Registration for Module II ..................................... June 24
Module II Term Coursework Begins ......................... June 25
Independence Day Recess .................................... July 4
Module II Final Exams ............................................. August 14
Trimester Break ................................................... August 17-25

Kansas City Campus – Fall 2002

D.C. Program and Upper Division B.S. Program

First Day of the Trimester ........................................ September 9
Registration .................................................. September 9-10
New Student Orientation ................................ September 9-10
Coursework Begins .......................................... September 11
National Board Examinations (I, II, III, PT) .......... September 13-15
Clinical Competency Examination ..................... Week of October 28
Veteran’s Day Recess .......................................... November 11
National Board (IV) Examination ......................... November 15-17
Pre-enrollment .................................................. November 18-20
Thanksgiving Recess .......................................... November 28-29
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B.S. Program – Lower Division

Module I
First Day of the Trimester ........................................ August 26
New Student Orientation ..................................... August 26
Registration for Module I ..................................... August 26
Module I Term Coursework Begins ......................... August 27
Labor Day Recess ............................................ September 2
Module I Final Exams ............................................. October 16

Module II
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Module II Term Coursework Begins ......................... October 22
Veteran’s Day Recess .......................................... November 11
Thanksgiving Recess .......................................... November 28-29
Module II Final Exams ........................................... December 11
Trimester Break ................................................... December 14 - January 1, 2003
Los Angeles Campus – Fall 2001

D.C. Program and Upper Division B.S. Program

Late registration ........................................... August 13 - September 18
First Day of the Trimester ................................ September 4
Coursework Begins ...................................... September 4
New Student Orientation ................................ September 4
Registration ................................................. September 4
National Board Exams (I, II, III, PT) .................. September 14-16
Clinic Entrance Exam .................................... September 19
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Clinic Exit Exam ........................................... November 14
Thanksgiving Holiday ..................................... November 22-23
Pre-registration ............................................ November 26 - December 7
Commencement and Faculty Day ....................... December 8
Final Exams .................................................. December 10-14

Late registration .......................................... December 10 - January 17, 2002
Last Day of Trimester ..................................... December 14
Trimester Break ............................................ December 17 - January 2, 2002
Retake and Makeup Final Exams ....................... December 21

B.S. Program – Lower Division
Module I
First Day of the Trimester ................................ August 27
Coursework Begins ........................................ August 27
New Student Orientation ................................ August 27
Registration .................................................. Before and on August 27
Last Day of Term .......................................... October 21
Grades Due ................................................... October 24
Retake and Makeup Exam Date ......................... October 30

Module II
First Day of the Trimester ................................ October 22
Coursework Begins ........................................ October 22
New Student Orientation ................................ October 22
Registration .................................................. Before and on October 22
Thanksgiving Holiday ..................................... November 22
Last Day of Term .......................................... December 16
Term Break .................................................. December 17 - January 1, 2002
Retake and Makeup Final Exams ....................... January 2, 2002

Los Angeles Campus – Spring 2002

D.C. Program and Upper Division B.S. Program

First Day of the Trimester ................................ January 3
Coursework Begins ........................................ January 3
New Student Orientation ................................ January 3
Registration .................................................. Before and on January 3
Clinic Entrance Exam .................................... January 16
Martin Luther King Day (campus closed) ........... January 21
President’s Day (campus closed) ....................... February 18
Spring Break (no classes) ............................... March 11-15
National Board Exams (I, II, III, PT) ................ March 15-17
Clinic Exit Exam ........................................... March 20
Pre-registration ............................................. March 25 - April 5
Late registration ............................................ April 8 - May 17
Commencement and Faculty Day ....................... April 13
Final Exams .................................................. April 14 - April 19
Last Day of Trimester ..................................... April 19
Trimester Break ............................................ April 22 - May 3
Retake and Makeup Final Exams ....................... May 6

B.S. Program – Lower Division
Module I
First Day of the Trimester ................................ January 7
Coursework Begins ........................................ January 7
New Student Orientation ................................ January 7
Registration .................................................. Before and on January 7
Last Day of Term .......................................... March 3
Retake and Makeup Exam Date ......................... March 5

Module II
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Coursework Begins ........................................ March 4
New Student Orientation ................................ March 4
Registration .................................................. Before and on March 4
Easter Holiday .............................................. March 31
Last Day of Term .......................................... April 28
Term Break .................................................. April 29 - May 5
Retake and Makeup Final Exams ....................... April 30
Los Angeles Campus – Summer 2002

D.C. Program and Upper Division B.S. Program

First Day of the Trimester ........................................ May 6
Coursework Begins .................................................. May 6
New Student Orientation ......................................... May 6
Registration .......................................................... Before and on May 6
National Board Exams (Part IV) ............................... May 17-19
Clinic Entrance Exam ............................................. May 22
Memorial Day ......................................................... May 27
Independence Day Holiday Observed ...................... July 4
Clinic Exit Exam ..................................................... July 17
Pre-registration ....................................................... July 29 - August 9
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Registration .......................................................... August 12 - September 17
Last Day of Trimester .............................................. August 16
Trimester Break ..................................................... August 19-30
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B.S. Program – Lower Division

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Coursework Begins .................................................. May 6
New Student Orientation ......................................... May 6
Registration .......................................................... Before and on May 6
Last Day of Term .................................................... June 30
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Coursework Begins .................................................. July 1
New Student Orientation ......................................... July 1
Registration .......................................................... Before and on July 1
Independence Day Holiday ..................................... July 4
Last Day of Term .................................................... August 25
Term Break ........................................................... August 26 - September 1
Retake and Makeup Final Exams ............................. August 27

Los Angeles Campus – Fall 2002

D.C. Program and Upper Division B.S. Program

First Day of the Trimester ........................................ September 3
Coursework Begins .................................................. September 3
New Student Orientation ......................................... September 3
Registration .......................................................... September 3
National Board Exams (Part I, II, III, PT) ................ September 13-15
National Board Exams (Part IV) ............................... September 15-17
Clinic Entrance Exam ............................................. September 18
Veterans Day Holiday Observed ............................. November 11
Clinic Exit Exam ..................................................... November 13
Pre-registration ....................................................... November 25 - December 6
Thanksgiving Holiday .............................................. November 28-29
Commencement and Faculty Day ............................. December 7
Final Exams .......................................................... December 9-13
Late registration ...................................................... December 9 - January 17
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B.S. Program – Lower Division

Module I
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Coursework Begins .................................................. September 2
New Student Orientation ......................................... September 2
Registration .......................................................... Before and on September 2
Last Day of Term .................................................... October 27
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