

# **CLEVELAND CHIROPRACTIC COLLEGE**

*Kansas City*

## **2011–2012 Catalog**

The Cleveland Chiropractic College system is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools [230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, [www.ncahlc.org](http://www.ncahlc.org), (312) 263-0456, (800) 621-7440]. The Doctor of Chiropractic degree program of Cleveland Chiropractic College is accredited by the Commission on Accreditation of the Council on Chiropractic Education [8049 N. 85th Way, Scottsdale, AZ 85258-4321, (480) 443-8877, [www.cce-usa.org](http://www.cce-usa.org)]. Issues regarding compliance of the Doctor of Chiropractic degree program with the CCE Standards should be addressed to the Council on Chiropractic Education.

# DISCLAIMER

Cleveland Chiropractic College reserves the right, without prior notice, to make changes at any time to the material contained in this catalog, including entrance and graduation requirements, curriculum, fees, or any rules and regulations.

All students attending Cleveland Chiropractic College are governed by the rules contained in this catalog. When applicable, policies and procedures unique to specific degree programs are indicated in this document.

This catalog is effective as of the date of its release and it replaces previous catalogs.

Students are required to familiarize themselves with and abide by the rules and regulations of the College published in the catalog.

Students should be aware that any of Cleveland Chiropractic College's policies and procedures are subject to change during the time of their enrollment based upon the requirements of state boards and governmental or accrediting agencies, as well as at the discretion of Cleveland Chiropractic College.

**Disclaimer:** Although this catalog reflects Cleveland Chiropractic College's policies and procedures at the time of its issuance, students are cautioned that changes or additions

to such policies or rules may have become effective since its posting. In such situations, the current statements of policy found in updated communications to students and the campus community, manuals of policies and procedures, bylaws and guidelines shall prevail. *The provisions of this catalog shall in no way be construed as a contract between Cleveland Chiropractic College and any student(s).* The College reserves the right to make changes as it deems necessary in course offerings, curricula, academic policies, and other rules and regulations affecting students. Such changes will be effective when approved by the appropriate authority within the College. These changes may be applied to all students or to newly enrolled students, at the College's discretion. Registration of all students is accepted subject to these conditions.

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

Cleveland Chiropractic College  
10850 Lowell Avenue  
Overland Park, Kansas 66210-1613  
Telephone: (913) 234-0600  
(800) 467-CCKC (2252)  
FAX: (913) 234-0906  
Web site: [www.cleveland.edu](http://www.cleveland.edu)

# TABLE OF CONTENTS

<b>Welcome .....</b>	<b>Page 5</b>
<b>The College .....</b>	<b>Page 6</b>
<b>Admissions.....</b>	<b>Page 12</b>
<b>Financial Information.....</b>	<b>Page 23</b>
<b>Student Life .....</b>	<b>Page 28</b>
<b>Academic Programs .....</b>	<b>Page 50</b>
<b>Academic Policies .....</b>	<b>Page 82</b>
<b>Personnel .....</b>	<b>Page 93</b>
<b>Academic Calendar .....</b>	<b>Page 96</b>

## THE PRESIDENT'S MESSAGE

Greetings and welcome to Cleveland Chiropractic 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 Chiropractic College offers the Doctor of Chiropractic, Master of Science in Health Promotion, Bachelor of Science in Human Biology and Associate of Arts in Biological Sciences 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 play an integral role in the maintenance of good health.

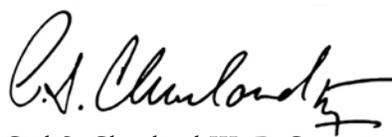
Chiropractic is in its second century as a healing profession. Your journey to become a doctor of chiropractic begins at an ideal time. The message of chiropractic care and its natural approach for the restoration and maintenance of health is being shared throughout the world.

Education and research are creating a greater public awareness, resulting in increased utilization of chiropractic services worldwide. Independent research studies demonstrate the effectiveness of 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,

A handwritten signature in black ink, appearing to read "C.S. Cleveland III". The signature is fluid and cursive, with a prominent initial "C" and a stylized "S".

Carl S. Cleveland III, D.C.  
President

# WELCOME

With 60,000 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 master's degree in Health Promotion or an undergraduate degree in Human Biology or Biological Sciences, or completing pre-professional coursework for other health careers, Cleveland Chiropractic College will offer you 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 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 10-trimester or a 12-trimester progression.
- Offers qualified graduating students nationwide preceptor and extended preceptor opportunities, expanding their clinical educational experience in private-practice settings.
- Offers postgraduate programs that attract doctors worldwide for educational seminars.
- Is accredited by both professional and regional agencies.

Cleveland Chiropractic College—

**Adjust Your Thinking.™**

# THE COLLEGE

## GENERAL INFORMATION

### 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, Mo., 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 to expand the College grew, 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 1970s the need for additional quarters was evident, and the board of trustees approved the purchase of property at 6401 Rockhill Road. Again addressing the need for additional space in the 1990s, the College acquired a two-building medical office complex, a former office building and a 200-car parking garage near the main campus.

The Kansas City campus relocated in January 2008 to a stunning 34-acre campus in the Kansas City suburb of Overland Park, Kan. (see page 7 for details).

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 1940s, 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, Okla., 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 site at 590 North Vermont Avenue, just a few miles from the previous campus.

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.

### The Cleveland Institutional Vision

The Cleveland vision is to be recognized and respected as a leader in health promotion.

### The Cleveland Institutional Mission

The Cleveland mission is to provide strong student-centered academic and professional education with a focus in the areas of life sciences and health promotion through education, scholarship and service.

### Core Values

#### Integrity/Accountability

- Responsible and ethical behavior
- Honest and open communication
- Responsibility for our individual actions

#### Excellence/Service

- Highest quality in teaching, scholarship and service
- Embrace compassion

#### Diversity/Respect

- Treat all individuals with dignity and respect
- Encourage an environment that attracts, nurtures and supports diversity
- Sensitivity to differences in learning styles, ideas and beliefs

#### Collaboration/Teamwork

- Partnerships, interaction and relationships
- Cooperative efforts to achieve our common goals

#### Health/Well-being

- Encourage activities and behaviors that contribute to a healthy lifestyle
- Chiropractic care is essential for optimizing health and well-being

#### Innovation/Creativity

- Intellectual curiosity
- Enthusiastic pursuit of new ideas

## Facilities

### *General*

Cleveland Chiropractic College is located on a 34-acre campus in Overland Park, Kan. The campus is comprised of two structures at 108th and Lowell Avenue, adjacent to the intersection of Antioch Road and Interstate 435. The buildings total 176,000 square feet and house classrooms, laboratories, a public Health Center, a library, a cafeteria, a bookstore, faculty and administrative offices, multiple student lounges and a student computer laboratory. Other facilities include a fitness center and Special Beginnings day-care center.

### *Health Centers*

The Overland Park Health Center, for public patient care, occupies a large portion of the first floor, totaling 13,640 square feet. A bright reception room, consultation rooms, examination and treatment rooms, state-of-the-art digital X-ray facilities, a physiotherapy bay, clinical laboratory, a rehabilitation center, clinic faculty offices and intern work areas are all contained in the Health Center.

The Student Health Center on the Overland Park campus, for student patient care, is also housed on the first floor and covers 2,170 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 is located on the first floor, adjacent to the College's Health Center. The Library's print and non-print materials support the Associate of Arts in Biological Sciences, Bachelor of Science in Human Biology, Master of Science in Health Promotion and the Doctor of Chiropractic programs, as well as independent study and student and faculty research. There are more than

350 print journal subscriptions in biological sciences, clinical health sciences and chiropractic practice. Many of these journals are also accessible in electronic format. In addition, the Library also provides access to more than 7,000 electronic journals in the health sciences. Several research tools are available onsite and linked to the Library's webpage, including the *Index to Chiropractic Literature*, *The Cochrane Collection*, *OSTMED*, *Natural Medicine's Comprehensive Database*, *PDR Electronic Library*, *ChiroAccess/MANTIS*, *PubMed*, *EBSCO A-to-Z*, and the Library's online public catalog. The Library's remote access service allows users to access many of these electronic resources from off campus.

The book collection numbers more than 15,000 volumes and, in addition to holdings in the biological, clinical and chiropractic sciences, includes special collections in the areas of sports medicine, nutrition, radiology and alternative therapies. Audiovisual resources are available for use in the classroom and for independent study. The collection of DVDs and slides supports coursework in the biological sciences and diagnosis, as well as chiropractic technique and practice management.

The free inter-library loan and document delivery service provides easy access to print and non-print materials located in chiropractic, health science and academic libraries throughout the U.S. and Canada. This service is in cooperation with local, regional and national library networks, including the Kansas City Metropolitan Library Information Network, the Chiropractic Library Consortium and the National Library of Medicine. The Library is also affiliated with the Missouri Library Association, the Medical Library Association and the Midcontinental Regional Medical Library Group. In January 2008, the Library was given special recognition by the Health Sciences Library Network of Kansas City for outstanding achievement in outreach services.

### *Archive*

The Cleveland Chiropractic College archive, established in 1996, preserves the history of the campus, the chiropractic profession and the Cleveland family. Access to the archive is by appointment only and may be arranged through the Library.

### *Laboratories*

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

### ***Student Computer Stations***

Student computers are located on the second floor. These computer stations provide word processing, Internet access to Cleveland Connect/Student Portal and CCC email, and FAFSA access and are available for use by all current students. Additional computers are located on the first floor that are configured specifically for use by interns. In addition, the campus has wireless access that students may connect to using their own personal devices.

### ***Student Lounges***

Student lounges are located in selected areas on all three levels of the building, complete with couches, chairs and tables. These areas also include flat-screen TVs, where students receive up-to-the-minute campus information.

### ***Café Cleveland***

The Café Cleveland offers affordable and tasty meals on site. Students can choose from hot or cold items, with various specials each day. Hours of operation are from 11:00 a.m. until 1:30 p.m. Hours may vary due to College events held in the Dining and Assembly Hall.

### ***Bookstore***

The campus bookstore is located on the second floor. Textbooks and supplies may be purchased, as well as Cleveland College clothing and other memorabilia. Snacks and drinks are also available. The bookstore is open Monday through Thursday, 8:00 a.m. to 4:00 p.m., and Friday, 8:00 a.m. to 2:00 p.m.

### ***Parking***

Parking is available for students, faculty, staff and visitors. Student parking on campus is available on a first-come, first-served basis. To be eligible to use the campus parking, a student must register his/her vehicle, at which time the student is issued a parking tag and information on parking privileges and regulations. The parking tag must be hung on the rear-view mirror 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—Policies and Procedures**

### ***Book Policy***

It is the policy of the College to include information for required and recommended textbooks and supplemental material on the Internet course schedule. The most recent textbook information can be obtained at [www.kcchirobookstore.com](http://www.kcchirobookstore.com).

### ***Tobacco-Free Campus***

It is the policy of Cleveland Chiropractic College that the workplace and educational facilities are tobacco free, and that all employees and students have a right to work and learn in a tobacco-free environment. Smoking and smokeless tobacco are prohibited throughout the entire workplace and educational facilities with no exceptions.

### ***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.

### **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 nominate the student representatives.

### **Accreditation**

The Cleveland Chiropractic College system is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, [230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, [www.ncahlc.org](http://www.ncahlc.org), (312) 263-0456]. The Doctor of Chiropractic degree program at Cleveland Chiropractic College is awarded programmatic accreditation by the Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ, 85258-4321, phone: (480) 443-8877, website: [www.cce-usa.org](http://www.cce-usa.org).

### **Approvals**

Cleveland Chiropractic College is independently approved by

the U.S. Immigration and Naturalization Service for attendance of non-immigrant students. Cleveland Chiropractic College is listed in the *Education Directory of Colleges and Universities* published by the National Center for Education Statistics.

Cleveland Chiropractic College is approved by the Kansas Board of Healing Arts, Kansas Board of Regents and the Kansas Commission of Veteran Affairs. The College is approved by Missouri and Kansas for vocational rehabilitation benefits for eligible persons.

## Professional Memberships

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

American Alliance for Health, Physical Education, Recreation and Dance; American College of Sports Medicine; American Student Government Association (ASGA); American Association of Clinical Anatomists (AACAA); American Association of Collegiate Registrars and Admissions Officers (AACRAO); American Association of University Woman (AAUW); American Chiropractic Association (ACA); American College of Chiropractors; American Herbalist Guild (AHG); American Library Association (ALA); American Public Health Association (APHA); Association of Chiropractic Colleges (ACC); Association for the History of Chiropractic (AHC); Better Business Bureau (BBB); Center for Practical Bioethics; Chiropractic Library Collaborative (CLC); College and University Personnel Association (CUPA); Council on Chiropractic Education (CCE); Council on Diagnostic Imaging; Council for Higher Education Accreditation (CHEA); Greater Kansas City Chamber of Commerce (KCCC); Great Plains Association of College Admissions Counselors (GPACAC); Health Sciences Library Network of Kansas City (HSLNKC); Higher Learning Commission; Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO); Kansas Association of Health, Physical Education, Recreation and Dance; Kansas Association of Student Financial Aid Administrators (KASFAA); Kansas Chiropractic Association (KCA); Kansas City Metropolitan Library & Information Network (KCMLIN); Kansas Public Health Association (KPHA); International Chiropractors Association (ICA); Medical Library Association (MLA); Missouri Academy of Science (MAS); Missouri Association of College Admissions Counselors (MOACAC); Missouri Association of Health; Missouri Library Association (MLA); Physical Education, Recreation and Dance; Missouri Chamber of Commerce (MCC); Missouri State Chiropractors

Association (MSCA); National Association of College Admission Counseling (NACAC); National Association of College and University Business Officers (NACUBO); National Association of Independent Colleges and Universities (NAICU); National Association of Student Financial Aid Administrators (NASFAA); National Association for Student Personnel Administrators (NASPA); National Commission on Health Education Credentialing (NCHEC); National Network of Libraries of Medicine/Midcontinental Region; National Orientation Directors Association (NODA); Overland Park Chamber of Commerce (OPCC); Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA); Society for Human Resources Management; Southtown Council; Wellness Council of America; and World Federation of Chiropractic (WFC).

## Professional Listings

Among professional listings of Cleveland Chiropractic College are the following: Military Friendly Schools Association, *Accredited Institutions of Postsecondary Education* published by the American Council on Education; *Accredited Postsecondary Institutions and Programs* published by the U.S. Department of Health, Education and Welfare; *American Universities and Colleges* published by the American Council on Education; *Chronicle Guidance Publications*; *The College Blue Book* published by MacMillan Publishing Company; *Guidance Information System* (Time Share Corporation, Houghton Mifflin); *Higher Education Directory* published by Higher Education Publications Inc.; *Higher Education Publications, College and University Computer Directory*; Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse; The Chamber of Commerce of Greater Kansas City; Publications of the Missouri Department of Higher Education; and *Sorkin's Directory of Business and Government* (Kansas City edition).

## Listing of Pertinent Departments

### *Academic Records and Support*

The Office of Academic Records and Support is responsible for all academic records and related processes including:

- Course registration
- Academic transcript maintenance
- Grade reporting
- Degree audit
- Graduation
- Enrollment verification
- Withdrawal and re-enrollment
- Home and local addresses
- Name changes

- NBCE authorization
- Diploma issuance
- International student paperwork
- Paperwork preparation for the California State Board
- International student advising
- Networking opportunities with alumni and other field practitioners
- Gaining state licensure
- Training in areas such as patient education, health presentations to the public and spinal screenings

#### *Family Educational Rights and Privacy Act Disclosure Statement*

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. The complete College FERPA policy may be found at [www.cleveland.edu](http://www.cleveland.edu).

#### ***Student Services***

The Office of Student Services provides services and opportunities for students including:

- New student orientation
- Student clubs and organizations
- Student Council
- Fitness center membership
- Counseling services
- College-sponsored student activities
- Intramural sports
- Student IDs
- Student health insurance options
- Locker assignments
- Day-care facility information

#### ***Professional Development and Career Resources***

##### *“Success Strategies”*

Cleveland Chiropractic College is committed to enhancing opportunities for professional success upon graduation. The Office of Professional Development provides “Success Strategies” and counseling in the areas of career resources, practice development and business training.

“Success Strategies” are provided in the following areas:

- Career counseling (mentorships, goal setting, resumé and curriculum vitae writing, interviewing techniques, etc.)
- Demographic studies
- Business and marketing plans
- Practice management resources
- Business success skills
- New doctor seminars
- Information exchange with recent graduates
- Identifying practice opportunities (associateships, partnerships, practices for sale, space for rent, equipment for sale)

#### ***Postgraduate and Related Education***

Postgraduate 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 Office of Postgraduate Education provides practitioners with current and relevant information that will enhance and promote their position in the health care community.

The Office of Postgraduate Education sponsors more than 300 continuing education seminars each year 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 offered at various times and are presented at the College, as well as various locations across the country as a convenience for doctors.

Students are given the opportunity to expand their classroom experience and to enhance their education by attending seminars for which they meet the eligibility requirements at significantly discounted registration rates.

#### ***Alumni Services***

The Office of Alumni Services builds and maintains strong relationships between the College and its graduates by providing:

- Doctor referral information to both patients and fellow doctors
- Assistance in locating classmates
- Homecoming events with class reunion activities
- Recognition for significant graduation anniversaries
- News about alumni and the College via the *Cleveland* alumni magazine
- Sponsorship of regional alumni activities
- Exhibitions and activities at national and state conventions, conferences and special events
- Practice development assistance
- Field doctor office visits
- Student mentorship opportunities

The vice president of campus relations works closely with the Alumni Association. The association provides the opportunity for alumni to continue their involvement and support

of the College. A growing and vibrant group, the Alumni Association is headed by a board of officers elected by their peers.

The Alumni Association Board participates in College activities such as adjusting workshops, mentoring luncheons, graduation and other special programs. A primary mission of the association is to provide support and scholarships to students.

# ADMISSIONS

Cleveland Chiropractic College welcomes and encourages interested persons to contact the Office of Admissions to discuss their educational plans in relation to the College's academic offerings. Advisors are available to discuss specific requirements for admission to Cleveland Chiropractic College and:

- prerequisite course planning
- entrance requirements and application processes
- financial aid
- local housing and student life

Call the Office of Admissions at 800-467-CCKC or email [kc.admissions@cleveland.edu](mailto:kc.admissions@cleveland.edu), or visit the web at [www.cleveland.edu](http://www.cleveland.edu). Individual or group tours of campus facilities are available on a drop-in or a confirmed appointment basis. Prearranged tours and related services are encouraged; reservations may be made online.

## CONCURRENT ENROLLMENT PROGRAM FOR HIGH SCHOOL STUDENTS

Cleveland Chiropractic College provides the opportunity for qualified 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. High school applicants must have a minimum GPA of 3.0 and at least two advanced placement science courses with a minimum grade of "B" noted on an official transcript.

Such students must also 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 four semester units per module. Course prerequisites apply.

High school students are not eligible for federal financial aid.

The College offers the following academic programs:

## ASSOCIATE OF ARTS IN BIOLOGICAL SCIENCES DEGREE PROGRAM/BACHELOR OF SCIENCE IN HUMAN BIOLOGY DEGREE PROGRAM

### Admission Requirements

Cleveland Chiropractic College strives to select the most promising candidates for admission.

Students may pursue an Associate of Arts (A.A.) in Biological Sciences or a Bachelor of Science (B.S.) in Human Biology degree. The B.S. degree may be earned independently or concurrently with the Doctor of Chiropractic degree. This degree program offers many of its courses in an accelerated, eight-week module. Therefore, it is strongly suggested that a pre-college curriculum in the following subjects be completed:

<i>Subject</i>	<i>Units</i>	<i>Suggested Courses</i>
English	4	One unit of English for each year of high school
Natural Science	3	Biology, advanced biology, chemistry, physics, physical/earth science
Math	3	Algebra, geometry, advanced algebra
Social Science	3	U.S. history, U.S. government, psychology, world history, economics, sociology

Students may start the A.A. or B.S. programs at six points during the year: August, October, January, March, May or June. Candidates must submit:

- EITHER an official high school transcript showing a date of graduation and a minimum grade point average of 2.50 on a 4.00 scale. (A GED credential certification or verification from an accredited appropriate home-school agency will also satisfy this requirement.) AND official test scores, an ACT composite test score of 21 or above or an official SAT composite test score of 1500 or above. (The Kansas City campus ACT code is 6545.) OR an official post-secondary transcript(s) reflecting successful completion of at least 24 post-secondary

semester units with a minimum grade point average of 2.50 on a 4.00 scale, in which case the requirement to submit high school transcript(s) and test scores is waived.

- Placement exams may be required and introductory courses are offered for students who may not have met lower division science prerequisites and/or have not passed the placement exams. Applicants may also be advised or limited to a certain number of credit hours based on their entering GPA.
- Applicants who have been convicted of a misdemeanor or felony may be denied acceptance to the College without further reason.

## **Application Procedures**

All students must submit:

1. EITHER a high school transcript or equivalent—see above for more details.  
OR official transcripts from all colleges and universities attended.  
(Transcripts must be issued directly to the Office of Admissions.)
2. A completed application form and the nonrefundable application fee.
3. A nonrefundable tuition deposit, which is credited to the first semester's tuition. This is required within 60 days following acceptance to the College.

Components should be sent to the appropriate office to the attention of:

Office of Admissions  
CCCKC  
10850 Lowell Avenue  
Overland Park, Kansas 66210

## **Credit by Examination**

Students may establish a total of 12 semester units toward their associate's degree and 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 credit indicated on the next page. The College shall determine an acceptable CLEP score based on standards of the

state university system as determined by the appropriate department. CLEP credit cannot be granted for any area in which the student has equivalent course credit. CLEP credit must be posted on an official transcript.

## **Military Credit**

Military credit approved by AARTS or SMART will be accepted as general elective hours toward the Associate of Arts, the Bachelor of Science and the Bachelor of Science/Doctor of Chiropractic degrees.

## **Advanced Placement (AP)**

Credit is granted for successful completion of Advanced Placement (AP) examinations offered by the College Board. A student may be granted credit for AP exams with scores of 3, 4 or 5. AP credit will be granted for students who have had their grade report for the AP exam sent to Cleveland Chiropractic College directly and have already enrolled at the College. Approval for granting of credit is required by the director of undergraduate studies. Credit is not awarded for any examinations that overlap other examinations or equivalent college courses. Where overlap exists, the amount of credit awarded will be appropriately prorated.

## **Recording and Utilization of Credit by Examination**

Credit will be recorded with a grade of CR after the grade reports are received by Cleveland Chiropractic College and approved by the dean of undergraduate studies.

The Bachelor of Science in Human Biology and Associate of Arts in Biological Sciences degrees offered by Cleveland Chiropractic College are approved by the Higher Learning Commission of the North Central Association of Colleges and Schools. 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 for checking with the receiving institution.

<b>Examination</b>	<b>Credits Granted</b>
<b>Composition &amp; Literature</b>	
American Literature	6 hours
Analyzing & Interpreting Literature	6 hours
English Composition (with essay)	6 hours
English Literature	6 hours
Humanities (electives)	6 hours
<b>Science &amp; Mathematics</b>	
Algebra	3 hours
Algebra-Trigonometry	3 hours
Biology	6 hours
Chemistry	6 hours
Calculus with Elementary Functions	3 hours
College Mathematics	6 hours
Natural Sciences (nonlab science electives)	6 hours
Trigonometry	3 hours
<b>History &amp; Social Sciences</b>	
American Government	3 hours
Introduction to Educational Psychology	3 hours
History of the United States I	3 hours
History of the United States II	3 hours
Human Growth & Development	3 hours
Principles of Macroeconomics	3 hours
Principles of Microeconomics	3 hours
Introductory Psychology	3 hours
Social Sciences & History	6 hours
Introductory Sociology	3 hours

<b>Advanced Placement Examination</b>	<b>Cleveland Chiropractic College course equivalents</b>	<b>Credit allowed for specific and elective requirements</b>
Art	none	6 units toward electives
Art History (Drawing Portfolio)		
Studio Art (2-D Design Portfolio)		
Studio Art (3-D Design Portfolio)		
Biology	Introduction to Biology	6 units toward electives
Calculus	none	6 units toward math requirement
Calculus AB		
Calculus BC		
Chemistry	Introduction to Chemistry	6 units toward electives
Computer Science	none	6 units toward electives
Computer Science A		
Computer Science AB		
Economics	General Economics	6 units toward electives
Macroeconomics		
Microeconomics		
English		
English Language and Composition	none	6 units toward English requirement
English Literature and Composition	none	6 units toward English requirement
International English Language	none	6 units toward electives
Environmental Sciences	none	6 units toward electives
French	none	6 units toward electives
French Language		
French Literature		
German	none	6 units toward electives
Government and Politics	none	
Comparative Government and Politics		6 units toward electives
United States Government and Politics		6 units toward US government requirement
History		
European History	none	6 units toward electives
United States History	History of American Culture	6 units toward US government requirement
World History	none	6 units toward electives
Human Geography	none	6 units toward electives
Latin	none	6 units toward electives
Latin Literature		
Latin: Virgil		
Music Theory	none	6 units toward electives
Physics	Introduction to Physics	6 units toward electives
Physics B		
Physics C: Electricity and Magnetism		
Physics C: Mechanics		
Psychology	General Psychology	6 units toward psychology requirement
Spanish	none	6 units toward electives
Spanish Language		
Spanish Literature		
Statistics	none	6 units toward electives

## MASTER OF SCIENCE IN HEALTH PROMOTION DEGREE PROGRAM

### Admission Requirements

The admissions process must be completed 15 weeks prior to the expected matriculation date. Cleveland Chiropractic College strives to select the most promising and qualified candidates for admission. The process includes:

1. Formal application to the program along with the non-refundable application fee.
2. Successful completion of a bachelor's degree from a regionally accredited institution with a cumulative 3.0 grade point average on a 4.0 scale, and an acceptable score on the GRE or MAT examination.
3. Official transcripts from all post-secondary institutions.
4. Two letters of recommendation.
5. A personal statement indicating the reason for interest in the program and expectations of the program.
6. A non-refundable tuition deposit, which is credited to the first trimester's tuition, is required within 60 days following acceptance to the program.

### Notification of Acceptance

The Graduate Studies Admissions Committee reviews the application and supporting documents. Students will be notified of the committee's decision in writing. The decision of the Admissions Committee is final. A full acceptance is awarded upon completion and submission of all required application components.

A student who has a cumulative grade point average below a 3.0, but above a 2.50 and an acceptable score on the GRE or MAT exam may be awarded a conditional acceptance. Conditionally admitted students must submit a detailed resume and sample of professional work in their field or department.

A graduate student removes the conditional acceptance by earning a "B" average or better in the first 12 semester (trimester) hours of graduate-level work completed and by satisfying other conditions specified by the College of Graduate Studies at the time of admission. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment. The student who fails to remove the condition within the first 12 hours will be dropped from the program. Those students

who satisfy the condition will automatically be granted Regular Admission status at the time they successfully complete the 12 hours.

### Registration

Students will receive a registration form with their letter of acceptance. The registration form must be returned to the Office of Admissions for enrollment. For students who wish to be admitted for the Fall Trimester, all materials must be received by July 1 in order to be considered for financial aid. Spring admissions should be received by November 1, and Summer trimester admissions by March 1.

## DOCTOR OF CHIROPRACTIC DEGREE PROGRAM

### Admission Requirements

Cleveland Chiropractic College strives to select the most promising and qualified candidates for admission. It is preferred, but not required, that candidates complete a bachelor's degree prior to entering the Doctor of Chiropractic program.

Students may start the D.C. program in September, January or May.

Students may pursue a Bachelor of Science in Human Biology degree at Cleveland Chiropractic College while concurrently completing the Doctor of Chiropractic program. *Please note the admissions requirements and acceptance procedures in the Bachelor of Science degree program section of this catalog.* Applicants for the concurrent degree should declare their intentions to pursue this degree as soon as possible and no later than the end of the fourth trimester of the D.C. program.

The prerequisites for consideration of acceptance into the Doctor of Chiropractic program are in compliance with the standards, policies and guidelines of the Council on Chiropractic Education. Prior to matriculation, applicants 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 have a minimum GPA of at least 2.50 on a 4.00 scale. The Council on Chiropractic Education's 2012 Standards call for chiropractic colleges to require a 3.0 GPA for admission by 2014. Please consult the Office of Admissions for further information.

Of the required 90 total semester units, a minimum of 48

semester units must be completed in the following subject areas:

## I. Biological/Physical Science Courses

- Biological Sciences\* . . . . .6 semester units or 9 quarter units
- Chemistry\*\* . . . . .12 semester units or 18 quarter units
- Physics and related studies\*\*\* . . .6 semester units or 9 quarter units

\* The biological science requirements must include pertinent lab experiences that cover the range of material presented in the didactic portion of the course(s).

\*\* At least three semester hours of chemistry must be general or inorganic chemistry and at least six semester hours of chemistry must be organic and/or biochemistry. At least six semester hours of chemistry must include pertinent related laboratory experiences which cover the range of material presented in the didactic portions of the courses.

\*\*\* This requirement may be met with either two unduplicated physics courses (of which one must include a pertinent related laboratory which covers the range of material presented in the didactic portions of the course), or three semester hours in physics (with laboratory) and three semester hours in either biomechanics, kinesiology, statistics or exercise physiology.

## II. General Education Courses

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

*NOTE: Students who hold a professional degree in a health science discipline at the baccalaureate level or above with a cumulative GPA of 2.50, or those who hold a B.S./B.A. degree with a 3.25 cumulative GPA, may be admitted based upon evidence that their academic preparation substantially meets the above requirements.*

### Suggested Prerequisites for Admission

- *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.
- *Organic Chemistry:* Usually titled Organic Chemistry I and II.
- *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.
- *Psychology:* Usually titled General or Introductory Psychology.
- *English/Language Skills:* Composition and speech courses (e.g., English 101, English 102, Speech 101).
- *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.
- Remedial courses such as MATH 051, MATH 091 and ENGL 051 cannot be used to fulfill these requirements.
- Health Science or medical terminology is strongly recommended.

## Application Procedures

Students should apply *at least* one year prior to their desired trimester of entry and submit all of the following documents in order to ensure transcripts are evaluated for the required hours and coursework in a timely fashion. Upon receipt of the following items, the application for admission and supporting documents may be submitted to the Admissions Committee for provisional or full acceptance. The following components must be received for a complete admissions file for the Doctor of Chiropractic degree program:

1. A typed statement that expresses the applicant's reasons and motivation for choosing the chiropractic profession, as well as why he/she should be considered for acceptance.
2. A letter of recommendation sent directly to the Office of Admissions. It is strongly suggested that

the letter be from a chiropractor or other health care professional. Chiropractors may submit a Prospective Student Recommendation card instead of a letter. The recommendation cards are available from the Office of Admissions. 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. A *complete* application form along with the nonrefundable application fee to the Office of Admissions.
5. A nonrefundable tuition deposit, which is credited to the first trimester's tuition. This is required within 60 days following acceptance to the College.
6. An applicant may be required to appear for a personal, or in special circumstances a telephone, interview and/or pre-admittance examination.

Accepted applicants who do not begin in the requested academic term and who do not contact the Office of Admissions with a deferral date must receive approval from the director of admissions before any rescheduling of an entrance or deferral date. These students will have a maximum of no more than one year to reactivate their file before they must complete a full reapplication process.

Applicants who have been convicted of a misdemeanor or felony may be denied acceptance to the College without further reason. If the applicant should be granted acceptance, the applicant acknowledges that he/she may not be able to obtain licensure in a/any state upon graduation, based on his/her criminal record, and agrees that the College will not be held liable in the case of failure to achieve licensure. Failure to disclose a misdemeanor or felony to the College is grounds for dismissal from the College.

### **Technical Qualifications for Admission to, Continuation in, and Graduation from the Doctor of Chiropractic Degree Program, and Individuals with Disabilities**

The educational mission of Cleveland Chiropractic College is, in part, to “prepare competent, entry-level doctors of chiropractic as primary health care providers.” In order to achieve this mission and fulfill its responsibility to the pub-

lic it serves, the faculty and administration of Cleveland Chiropractic College have adopted the following technical qualifications for admission to, continuation in, and graduation from the Doctor of Chiropractic degree program.

Cleveland Chiropractic College will consider for admission those applicants who, with or without accommodations, possess both the academic and technical qualifications required for successful completion of the Doctor of Chiropractic degree and for the safe and ethical practice of chiropractic. Cleveland Chiropractic College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), and will assess one's ability to meet the technical qualifications set forth below in light of these laws. Cleveland Chiropractic College does not discriminate against, and makes accommodations\* (see next page) for, individuals with disabilities.

Applicants should realistically consider whether or not they possess the capacity to successfully learn and ultimately perform tasks in the five areas listed below, with or without accommodations. If accommodations are needed in order to meet the College's technical qualifications, the Chair of the Admissions Committee will arrange a consultation with the Director of Academic Records and Support, as well as the academic leadership of the Doctor of Chiropractic program, to determine whether and how accommodations may be provided without compromising either the student's acquisition and performance of the functions of a doctor of chiropractic or patient care. (See “Alternative Laboratory Experience Protocols,” Academic Policies section, and “Policies/Services Provided for Disabled Students,” Student Life section.) Students with disabilities must complete the same scholastic requirements as all other students, including that all students must complete the entire Doctor of Chiropractic curriculum in order to graduate. The College reserves the right to reject requests for accommodations that would fundamentally alter the nature of the Doctor of Chiropractic program, lower the academic standards, cause an undue burden on the College, or endanger the health or safety of other students, clinic patients, or any other member of the College community.

The final determination of whether or not an individual possesses the technical qualifications will be made by the College.

The safe, effective, and ethical practice of chiropractic requires that students acquire not only knowledge, but also a range of skills and professional behaviors that fall into five technical categories (adapted from the Association of American Medical Colleges' guidelines). Accommodations in order to meet the five required technical categories will be granted, in accordance with this policy.

- I. **Observation:** The candidate must be able to observe demonstrations and experiments in the basic sciences. This requires visual and hearing senses of sufficient acuity to identify the histology, cytology, microbiology and pathology of structures through the use of a microscope. A candidate must be able to observe a patient accurately at a distance and close at hand, and to read all forms of diagnostic imaging. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
- II. **Communication:** The candidate should be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
- III. **Motor Coordination/Function:** Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. Additionally, as the practice of chiropractic generally includes the delivery of manual therapies, the candidate must possess the strength, coordination and ability to stand and use the torso and all limbs in the performance of common chiropractic techniques.
- IV. **Intellectual, Conceptual, Integrative and Quantitative Abilities:** A doctor must be capable of critical thinking and problem solving. This requires the candidate be skilled in measurement, calculation, reasoning, analysis and synthesis. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
- V. **Social and Behavioral Attributes:** Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment,

the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively when stressed. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Empathy, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that should be assessed during the admission and educational processes.

- \* For purposes of this policy, the term "accommodations" includes reasonable modifications to policies, practices and procedures, provision of auxiliary aids and services, and removal of architectural barriers where such removal is readily achievable. All obligations of the College under this policy will be interpreted in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

## **Notification of Acceptance**

In addition to meeting the College admissions requirements, which are beyond the minimum standards and criteria established by the Council on Chiropractic Education, candidates should be of good character, capable of successfully completing the chiropractic program, and show promise to become a credit to the College and the chiropractic profession.

Accepted applicants must pay a nonrefundable tuition deposit within 60 days of the date of the acceptance letter. Applicants must have a minimum GPA of 2.50 upon enrolling and all prerequisites must have been fulfilled or the acceptance will be revoked. All coursework accepted to meet admissions requirements must have been passed with a grade of "C" or better.

A full acceptance is awarded upon completion and submission of all application components, payment of the tuition deposit and receipt of all final official transcripts documenting prerequisites.

A provisional acceptance is awarded when the majority of the admissions file is complete. The remaining documentation or application components must be received 30 days after matriculation. A full acceptance is then awarded. Students

## GPA Distribution

For the Fall 2010 and Spring 2011 trimesters, the following is the distribution of GPAs for students entering the D.C. degree program.

Kansas City Campus	
Entering Grade Point Average	Number of Students
2.50 - 2.99	41
3.00 - 3.49	43
3.50 or greater	13

who do not complete all admissions requirements will be withdrawn from the College.

Applicants may be asked by the Admissions Committee to complete testing or interviews. The applicant is notified of the committee's decision in writing.

### Applicant Responsibilities

Regardless of any written or verbal communication from the College or its representatives, it shall be the applicant's responsibility to be familiar with the College's *Catalog*, 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 the Doctor of Chiropractic degree. It is the student's responsibility to check with the state licensure board for the appropriate baccalaureate degree or other special requirements.

### Students with Advance Standing/Transfer Credits

A student who has attended another CCE-accredited chiropractic college or an accredited first professional degree program may be able to transfer credits into the D.C. program under the following conditions:

- It is the student's responsibility to inform the College of transfer credits prior to matriculation. Transfer credit will not be awarded after initial registration.
- Transfer students must be in good academic standing and must meet admission requirements in place at the time the student first enrolled in the original chiropractic institution. A letter of good standing is required from the Office of Academic Records and Support of the transferring institution.
- Once the admissions file is complete and the student's eligibility for acceptance with advanced standing is verified, an academic evaluation of the file is conducted by the dean or director of the program, or his/her designee, for which the student has applied.
- Final acceptance is not granted until transcripts have been evaluated to ensure that appropriate transfer credit is awarded and the student meets current academic standards of the College.

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. Have a grade of “C” (2.00 on a 4.00 scale) or better as recorded on an official transcript for consideration of transfer.
2. 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.
3. Transfer credit may be awarded for non-clinically-related academic courses if they were taken at the master’s degree level or higher.
4. Transfer students may be required to repeat coursework that was passed at their previous institution if deemed necessary. This decision is at the sole discretion of the College.
5. Must be equivalent to Cleveland Chiropractic College standards in relation to quality, content and credit units.

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. A student may be required to audit any course for which transfer credit is awarded.

A review of all transfer credits and requests is completed on a case-by-case basis and all 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. Transfer students must complete not less than 25% of their total credits required for graduation at Cleveland Chiropractic College.

## INTERNATIONAL STUDENTS

Cleveland Chiropractic College is authorized under federal law to enroll non-immigrant alien students. Students from outside the United States may be admitted after completion of all admission procedures. Students transferring from a U.S. institution must contact their advisor at his/her present school to arrange transfer of SEVIS records.

In addition, international students must fulfill the following conditions that apply to all programs at the College:

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 550 or better (paper-based test), 213 or better (computer-based test) or 79–80 or better (Internet-based test). Testing information may be obtained by writing to TOEFL, Box 899, Princeton, NJ 08504. This requirement is waived if the applicant has earned an undergraduate or advanced degree at an accredited institution in the United States.
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 valid health insurance coverage.
7. Submit a copy of the page of the applicant’s valid passport including name, date of birth, passport number, expiration date, photo and signature (not required for Canadian students).
8. Submit a copy of a valid I-94 admissions number from a valid VISA and social security card.
9. Students who are transferring in or out, should contact the Office of Academic Records and Support (or contact the Admissions Office) for proper transfer procedures and paperwork.

Contact the director of admissions for more specific information relating to international student admissions procedures.

The director of academic records and support is the College representative approved by the U.S. Immigration and Naturalization Service to accept and process all paperwork relating to non-immigrant students.

To be eligible for transfer of credits, applicants from foreign chiropractic, medical, osteopathic or dental educational 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.

## **NON-DEGREE-SEEKING STUDENTS**

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 dean or director of the program.

Non-degree-seeking students are not required to submit a complete admissions portfolio, but must complete an application and pay a nonrefundable application fee as well as provide documentation that the appropriate prerequisite coursework has been successfully completed. If the non-degree-seeking student wishes to take courses in the D.C. program, this process should be completed prior to the last

day of the trimester before the term in which the student wishes to enroll.

Non-degree-seeking students applying to the undergraduate program should apply at least two weeks prior to the start of the term in which students wish to enroll.

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.

# FINANCIAL INFORMATION

## TUITION, FEES AND PAYMENT POLICIES

### Payment Policy

Payment arrangements are required at registration. The tuition agreement is available when registering. The payment options offered include:

- Financial Aid
- Direct billing to a third party (i.e., employer)
- Tuition assistance paid by a government agency, e.g., vocational rehabilitation
- Tuition payment plan
- Self payment

The first three options require the submission of appropriate documentation. More information about the tuition payment plan is located in the next section. The College reserves the right to refuse deferred payment privileges to students with overdue accounts or a history of having overdue accounts.

Cleveland Chiropractic College accepts MasterCard, VISA, Discover, American Express and money orders or personal checks made payable to Cleveland Chiropractic College as payment.

Tuition is due and payable on or before 3:00 p.m. on the Friday prior to the first day of the trimester. After the fifth day, a penalty will be assessed for all late payments of tuition and fees, unless an authorized deferment has been issued by the Business Office.

Students are financially responsible for all courses not officially dropped by the deadline. Cleveland Chiropractic College reserves the right to withhold transcripts or diplomas related to enrollment for a current trimester and/or refuse or cancel enrollment for future terms, if any tuition or other fees or charges owed to the College are not paid when due. In the event an account is referred to an agency or attorney for collection, the student promises to pay in addition to all amounts otherwise due to Cleveland Chiropractic College, the costs and expenses of such collection and/or representation, including, without limitation, reasonable attorney's fees and expenses (whether or not litigation is commenced), to the extent permitted by applicable law.

### Tuition Payment Plan

Tuition may be paid in installments. A processing fee will be charged. Contact the Business Office to make payment arrangements.

## Tuition and Fees

The tuition rates and fees listed are effective for the 2011-2012 academic year. The College reserves the right to alter tuition or fees and the regulations governing as deemed necessary and without notice.

<b>Tuition</b>	
Doctor of Chiropractic Degree (per contact unit)	\$ 300.00
Doctor of Chiropractic Degree (per clock hour)	\$ 20.00
(See section on calculating your tuition on the next page.)	
Master of Science Degree (per credit hour)	\$ 398.00
Bachelor of Science Degree (per credit hour)	\$ 214.00
Associate of Arts Degree (per credit hour)	\$ 214.00
Application Fee (all programs)	\$ 50.00
Tuition Deposit (non-refundable, all programs)	\$ 200.00
Audit (per course)	\$ 115.00
Late Registration	\$ 110.00
Online Fee (for enrollment in online courses)	\$ 20.00
Lab Material Fee (per course)	varies
Student Activity Fee (per trimester)	\$ 50.00
Student Council Dues (per trimester)	\$ 40.00
Technology Fee (per trimester)	\$ 50.00
Student National Association Fee*	\$ 110.00
Malpractice Insurance (D.C. students per trimester)	\$ 40.00
Graduation Fee—Bachelor of Science degree	\$ 160.00
Graduation Fee—Master of Science degree	\$ 150.00
Graduation Fee—Doctor of Chiropractic degree	\$ 265.00
Graduation Fee—B.S./D.C. Concurrent degree	\$ 375.00
Transcripts/Diploma/Credential Verification Processing Fee	varies
Notary Public/Notary Services (official College documents)	no charge
Returned Check Fee (per returned check)	\$ 45.00
Stop Payment Fee	\$ 35.00
Tuition Payment Plan (per plan)	\$ 40.00
Late Tuition Payment (up to four weeks)	\$ 65.00

Interest of 18% APR will accrue after 30 days on balance

\*D.C. Students entering Tri I will be registered as student members of SACA and SICA and may request a voucher for SABCA student membership

## Calculating Your Tuition

Tuition for those enrolled in the Associate of Arts (A.A.), Bachelor of Science (B.S.), Master of Science (M.S.) or Doctor of Chiropractic (D.C.) degree programs is based upon the number of credit or clock hours for which one enrolls.

For example, an A.A. or B.S. student who enrolls for 16 credit hours would be charged as follows:

$$16 \text{ credit hours} \times \$214 = \$3,424$$

M.S. Students who enroll for 6 credit hours would be charged as follows:

$$6 \text{ credit hours} \times \$398 = \$2,310.00$$

For the D.C. student, tuition is based on clock hours. Clock hours are monitored because many states specify clock or contact hours, rather than credit hours, as a licensure requirement. A clock hour is defined as fifty (50) minutes of attendance in a course. Clock hours are calculated by adding the total number of classroom and laboratory hours in a trimester. A D.C. student enrolled in the 10-trimester program might take 450 clock hours in a given trimester and would be charged as follows:

$$450 \text{ clock hours} \times \$20 = \$9,000$$

In other instances, a D.C. student may need to know the number of contact hours for which they are enrolled (which is calculated by dividing the clock hours by 15 for the number of credits in which they are enrolled).

An online tuition calculator can be on the College's website at <http://www.cleveland.edu/net-price-calculator/>.

## Refund Policy

The following tuition refund rates apply when a student withdraws from one to all course(s) in accordance with College enrollment policies and the refund has been approved.

Student refunds are made according to the following schedule:

	<b>16-week courses</b>	<b>8-week courses</b>
First calendar week	100%	100%
Second calendar week	90%	90%
Third calendar week	75%	50%
Fourth calendar week	50%	25%
Fifth calendar week	25%	0%
Sixth calendar week	0%	0%

The refund policy does not include laboratory fees associated with a course.

For further details, please contact the Business Office.

## FINANCIAL AID

This policy applies to students enrolled in the:

- **D.C. degree program**
- **B.S. degree program**
- **M.S. degree program**
- **A.A. degree program**

Cleveland Chiropractic College believes 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 a degree.

The Department of Education defines financial aid as any form of assistance to help meet the gap between family and student financial contribution and cost of attendance at the institution. The U.S. Department of Education has approved Cleveland Chiropractic College for participation in the following federal student financial aid programs:

- Federal Supplemental Educational Opportunity Grant
- Federal Pell Grant
- Federal Perkins Loan Program
- Federal Direct Loan Program
- Federal Direct PLUS Loan
- Federal Work-Study

There are also state grants and private loans available.

To apply for financial aid and to obtain specific financial aid policies and procedures, please contact the Financial Aid Office.

## SCHOLARSHIPS

There are a variety of scholarship applications available through various chiropractic organizations and other donors. Contact the Financial Aid Office or consult the web site at [www.cleveland.edu](http://www.cleveland.edu) for details and deadlines of all active scholarships.

## ELIGIBILITY CRITERIA FOR FINANCIAL AID

In general, students must meet the following requirements to be eligible for most financial aid programs:

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

Additional criteria may be required for specific programs. Students interested in applying for financial aid can access all the required documents online at [www.cleveland.edu](http://www.cleveland.edu). The deadlines for completing the application for financial aid are as follows:

- Fall entry—July 1
- Spring entry—November 1
- Summer entry—March 1

## RETURN OF TITLE IV STUDENT AID

The Return of Title IV 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 became effective for enrollment periods beginning after August 1, 2000. Title IV programs affected by this provision are Federal Subsidized and Unsubsidized Direct Loans, Federal Perkins Loans, Federal Direct PLUS, Federal Pell Grants and Federal SEOG 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.

Once a student withdraws, refunds will first be made to programs in the order listed:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

## 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 proportionately according to the source of payment.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

To be eligible for Title IV Aid (Pell Grant, FSEOG, Direct Loans, Federal Work Study and Perkins Loans) a student must maintain satisfactory academic progress (SAP). The SAP policy for Cleveland Chiropractic College is listed below:

1. A student must maintain a cumulative grade point average (GPA) of at least 2.0. GPA will be monitored at the end of each trimester. Transfer credits from other institutions are not included in the cumulative GPA.
2. A student must satisfactorily complete a minimum each trimester of:
  - a. 14 credit hours for the Doctor of Chiropractic program.
  - b. 3 credit hours for the Master of Science in Health Promotion program.
  - c. 12 credit hours for the Associate of Arts in Biological Sciences program and Bachelor of Science in Human Biology program.
  - d. Grades of D, F, XF, I and W do not constitute satisfactorily completed credit hours.
3. All requirements for graduation from the:
  - a. Doctor of Chiropractic degree program must be completed within six calendar years (18 trimesters).
  - b. Master of Science in Health Promotion degree must be completed within four and a half calendar years (13 trimesters).
  - c. Bachelor of Science in Human Biology degree must be completed within five calendar years (15 trimesters).
  - d. Associate of Arts in Biological Sciences degree must be completed within two and a half calendar years (eight trimesters).

A student exceeding these timeframes will not be eligible to receive Title IV aid.

4. An academic history showing a pattern of enrollment indicating inability or unwillingness to progress, such as but not limited to continued or numerous withdrawals, may be regarded as failing to meet reasonable academic progress standards by the director of financial aid.

## **FINANCIAL AID GOOD STANDING**

A student maintains satisfactory academic progress.

## **FINANCIAL AID WARNING**

A student fails to meet the GPA requirement and/or has not completed the minimum credit hours for their program will be placed on financial aid warning. A student in a warning status is still allowed to receive Title IV aid and is given one trimester to demonstrate satisfactory progress.

## **INELIGIBLE FOR TITLE IV AID**

When a student fails to meet the GPA requirements and/or has not completed the minimum credit hours for his/her program at the end of the warning trimester, he/she is ineligible for Title IV Aid.

## **FINANCIAL AID APPEAL**

A student may appeal his/her ineligibility to receive Title IV aid under extenuating or special circumstances. A written request detailing the circumstances and documentation of the circumstances, why the student failed to meet SAP and what has changed that will allow the student to demonstrate SAP at the end of the trimester must be submitted to the director of financial aid for review.

## **ENROLLMENT STATUS AND CLASS STANDING**

A student's enrollment status and class standing will be factors in determining eligibility for financial aid at the undergraduate level. For the purpose of awarding financial aid to undergraduate students, please note the following definitions:

## **Enrollment Status**

Full-Time: 12 or more credit hours

Three-Quarters-Time: 9 to 11 credit hours

Half-Time: 6 to 8 credit hours

Less than Half-Time: 5 or less credit hours

## **Class Standing**

Freshman: fewer than 30 credit hours

Sophomore: 30 to 59 credit hours

Junior/Senior: 60 or more credit hours

## **FINANCIAL AID PROBATION**

Title IV eligibility is reinstated for one trimester if an appeal has been approved. Specific terms and conditions may be required.

## **FINANCIAL AID REINSTATEMENT**

Title IV eligibility is reinstated when the GPA requirement is met and/or the minimum credit hours has been satisfactorily completed.

## **VOCATIONAL REHABILITATION**

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

## **VETERANS BENEFITS**

Veterans planning to finance their chiropractic education with federal funds must present properly certified authorization 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, students should anticipate a delay of at least two months before they receive funds.

As a veteran, any questions relating to 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.

# STUDENT LIFE

## ORIENTATION

Students enrolling will complete an online orientation seminar prior to beginning classes. This seminar will virtually walk students through each department on campus, giving them important information, policies and procedures. Once completed, students must attend a Day of Welcome event the day before classes start for their respective program. During the Day of Welcome students will finalize enrollment, meet their mentors and complete necessary paperwork to begin their studies.

## 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.

Cleveland Chiropractic College has entered into an agreement with Johnson County Mental Health Center to provide free, confidential counseling services to its students. Each student will receive three sessions free of charge per calendar year. After the three initial sessions, the student can choose to terminate counseling, use insurance for counseling services or utilize JCMH's sliding scale rate for services. Additional information about JCMH services is available in the Office of Student Services.

## EDUCATIONAL ASSISTANCE

This policy applies to students enrolled in any of the College's academic programs.

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.

Cleveland Chiropractic College offers an academic support

program that is both proactive and comprehensive. Support is offered through the Office of Academic Records and Support in several areas, including:

- Study skills
- Time-management skills
- Test-taking skills
- Learning styles assessment
- Student tutoring
- Supplemental Instruction Program

Faculty members provide an early warning system by identifying students having difficulty in specific courses and referring them to the Office of Academic Records and Support. For details on services offered, contact the Office of Academic Records and Support.

## EMPLOYMENT

With a population of more than 2 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. In addition, the Federal Work Study Program is available through the Office of Financial Aid to match qualified students with on-campus employment opportunities.

## ENGLISH AS A SECOND LANGUAGE (ESL) POLICY

Following enrollment, a student from a non-English speaking country or a student who has English as his/her second language, having met the TOEFL admissions requirements, who nonetheless demonstrates that he/she is unable to succeed in the academic program may be suspended from the program on a temporary basis. The dean or director of the program would make this recommendation based on input from faculty members who have first-hand knowledge of the student's ability in the classroom. Upon recommendation from faculty, the dean or director of the program will communicate to the student in person and in writing the recommendations for increasing his/her ability to adequately communicate by engaging in outside coursework or ESL courses. The student will be required to remain suspended from the program until the requirements for continuing have been met.

## HEALTH SERVICES

Students enrolled in all programs at the College 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 Health Center. 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. If a student or any member of his/her immediate family have unusual health care needs due to a previous accident or other health problem, the chair of clinical sciences should be informed.

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

## HEALTH INSURANCE

Although Cleveland Chiropractic College does not require health insurance for its students, insurance options can be found in the Office of Student Services.

## HOUSING ACCOMMODATIONS

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. A list of housing options is available in the Office of Admissions.

## RELIGIOUS LIFE

The College encourages students to maintain their religious affiliations while attending college. Numerous churches, temples and synagogues lie within a short distance of the College campus and many denominations are represented in the area.

## 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 10 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.

All students and employees must register their vehicle with the security officer and obtain a valid parking tag (students must update vehicle information during the normal registration process held each trimester). The tag must be hung on the rearview mirror of the vehicle.

On-campus parking in non-reserved 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. Spots marked "reserved" are for specific College employees.

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

Requests to appeal parking violations may be made, in writing, at the Business 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.

## ENVIRONMENT

### Kansas City

Metropolitan Kansas City, with millions of residents and a multitude of exciting restaurants, entertainment options, sports, recreation and arts, offers fun and relaxation for singles and families. In Kansas City there is just the right amount of urban sophistication, mellowed by Midwestern warmth. The metropolitan area 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 its students.

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 east of downtown, the famed 18th and Vine area features the Kansas City Jazz Museum and the Negro Leagues Baseball Museum. At the south end of downtown is the Crossroads Arts District, famous for its “First Fridays.” Art galleries are open the first Friday night of every month and free trolley service makes it easy to visit the district’s restaurants and shops, and visit with local artists.

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 1800s to the 1950s. 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 cafés 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.

Getting around Kansas City 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 crosstown 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 20-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, Mo., are Harry S. Truman historical sites: his former home, the courthouse office where he was a judge and the Truman Library.

The Kansas City Power & Light District, located in the heart of downtown, includes unique restaurants, bars, retail outlets and entertainment venues.

Swope Park is home to The Kansas City Zoo, which is divided into several sections: Australia, Tiger Trail (Asia), KidZone that includes the Discovery Barn, Peek-A-Boo Tree and an Endangered Species Carousel and the 100-acre African Plains. 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, 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 Barbecue, Livestock and Horse Show. In 2001, the city was introduced to NASCAR racing at the Kansas Speedway. The state-of-the-art Livestrong Sporting Park opened in 2011 as the home of the city's Major League Soccer team, Sporting Kansas City.

Only a few miles away are parks where residents can fish, boat, and water-ski or enjoy a family picnic.

### ***Restaurants***

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

### ***Overland Park Campus***

In Spring 2008 the College moved its operation to Overland Park, Kan., on a beautiful 34-acre campus. Overland Park is an educational hub, with five college campuses and the second-highest percentage of U.S. residents holding four-year degrees. Affordable housing, excellent schools, great restaurants, quality shops and exciting outdoor recreation are abundant. This attractive, vibrant and safe suburban city was recently rated as one of the top ten cities in which to live by *Money Magazine*.

## **CAMPUS MEDIA/PUBLICATIONS**

The Cleveland Chiropractic College communication network includes campus and alumni newsletters. *In touch* is a campus newsletter distributed via campus e-mail that highlights special events and programs of interest to current and prospective students. *Clevelander* is an alumni publication printed and circulated to all Cleveland Chiropractic College alumni. The *Library News* is distributed via web page and on campus in the library 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* and *Clevelander* to the Office of Communications.

## **STUDENT COUNCIL**

The Student Council form of student government was instituted at Cleveland Chiropractic College in 1977. The Student Council is composed of six 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 the student portal.

The council's constitution is available for reference through the Student Council secretary, the Office of Student Services or the College web site.

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.

Student Council fees also may be used for various student organizations that may be originated through the Office of Student Services. More information about student clubs and organizations is available in the Office of Student Services.

## **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 chair of clinical sciences. Any students (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 chair of clinical sciences. (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.

of Academic Records and Support with a written request. Such requests will be honored unless otherwise requested in writing.)

## **Student Rights Under The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Provost and the Office of Student Services or the Office of Academic Records and Support (“College Official”) a written request that identifies the record(s) they wish to inspect. The College Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or in violation of the student’s right to privacy. Students desiring an amendment to their education record should write the College Official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of the student’s privacy.
- (3) The right to a hearing regarding the request for an amendment of the student’s education records. If the College decides not to amend the record as requested by the student, the College must notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (4) The right to prevent the College’s disclosure of the student’s personally identifiable information from the student’s education records in most circumstances. The College must obtain the written consent of a student before disclosing that student’s personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure

## **RECREATIONAL FACILITIES**

Cleveland Chiropractic College offers an on-campus fitness facility to its students, faculty and staff. The Cleveland Chiropractic College Fitness Center is located on the first floor of the building just west of the main campus building. The fitness center is equipped with state-of-the-art exercise equipment that includes a computerized “training partner” to assist with the cardio and strength process. Students are eligible for a complimentary membership at the fitness center. Registration forms can be found in the Office of Student Services.

## **POLICIES AND PROCEDURES**

### **Directory Information**

Students may withhold directory information by notifying the Office of Academic Records and Support in writing during the normal registration period of each trimester. All written requests for nondisclosure will be honored by the College for only one 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

without consent. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA contains the following exceptions allowing a College to disclose a student's personally identifiable information:

- a. Disclosure to school officials with legitimate educational interests is permitted without a student's written consent. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent) institutional services or functions that the College would otherwise use employees to perform; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.
- b. Disclosures to parents are permitted in three situations. First, disclosure of a student's personally identifiable information to parents is permitted absent a student's written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under 21 and has violated a law or College rule or policy governing alcohol or controlled substance consumption.

- (5) The right to opt out of the disclosure of directory information. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information. Cleveland defines directory information as the student's name, address, telephone number, e-mail address, photos, date of birth, place of birth, class, major field of study, dates of attendance, full time/part time status, degrees, honors, and awards received, participation in officially recognized activities and sports, physical traits of athletes, and the most recent previous educational institution attended by the student. Students who wish to restrict the release of directory information must submit the appropriate form to the Office of Academic Records and Support during the first week of each academic term. This form can be found in the Office of the Vice President and Provost, or in the Office of Academic Records and Support. Upon receipt of such request the Office of Academic Records and Support will designate that the student's directory information is confidential and not to be released outside the College except to individuals, institutions, agencies and organizations authorized in the Act. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student's name, institutional e-mail address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cleveland Chiropractic College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **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 ensuring program requirements are maintained.

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,” as well as “concentrating, thinking, and communicating,” and “the operation of major bodily functions,” such as “functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.” Impairment may be “any physiological disorder or condition, cosmetic disfigurement, anatomical loss, or mental or psychological disorder such as retardation, organic brain syndromes, emotional or mental illness, and specific learning disabilities.” (American with Disabilities Act, as amended (“ADA”); Section 504 of the 1973 Rehabilitation Act.)

Inquiries concerning federal guidelines about who is covered and who is not covered under the ADA or 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 “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 an appropriate 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 impairment (including the diagnosis) (if the impairment is mental or psychological, the assessment should be from a psychiatrist or licensed psychologist who gives an appropriate classification from the standard *Diagnostic and Statistical Manual of Mental Disorders*);

- 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; and/or,
- Documentation, if available, of similar accommodations that may have been made for the student in the past or in other educational or testing settings, or on the job; if no accommodations have been made in the past, an explanation of why none were 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 assessment and 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 adequate documentation has been received, and it is determined the accommodations are reasonable, they do not pose an undue burden, and they do not require fundamental alteration of the services provided by Cleveland Chiropractic College. 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 or director of the degree program, or his/her designee, to discuss appropriate accommodations. Possible accommodations include, but are not limited to, the following:

- 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.

## **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, faculty 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.

### ***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:* (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 Services***

Cleveland Chiropractic College has entered into an agreement with Johnson County Mental Health Center to provide

free, confidential counseling services to its students. Each student will receive three sessions free of charge per year. After the three initial sessions, the student can choose to terminate counseling, use insurance for counseling services or JCMH does have a sliding fee rate for services. Additional information on JCMH services is available in the Office of Student Services.

### **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*, *Employee Handbook*, *Supervisor's Manual*, and *Student Handbook*.

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 security 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 director of human resources, 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 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 academic

dean, and 3) internal disciplinary action taken and/or referral made to an outside agency for action.

### **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.

### **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.

### **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 individual academic use by students 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 postgraduate 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.

## Statement of Non-Discrimination

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, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, 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 recreational programs, demotions, discipline and termination are also administered in a non-discriminatory manner.

tions, 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, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, 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 (see Technical Qualifications on pages 18–19).

These physical requirements do not apply to students pursuing only undergraduate coursework or a master's degree 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.

## Non-Discrimination/Anti-Harassment Policy

### I. Policy of Non-Discrimination

It is the policy of Cleveland Chiropractic 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, military status, or any other legally protected status protected by the law.

Further, it is the policy of Cleveland Chiropractic College to prohibit sexual harassment and other unlawful harassment in all of its employment and academic programs, all College extracurricular activities, and all College-sponsored events, including events held off campus.

All members of the College community should know:

- (i) what type of conduct constitutes harassment;
- (ii) the resources and processes available for addressing and resolving harassment complaints;
- (iii) the mechanisms for determining whether this Policy has been violated; and
- (iv) if a violation has occurred, the mechanisms for determining an appropriate resolution.

## II. Definitions

### A. Sexual harassment in the education setting/working environment:

Under this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of these behaviors is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College activity or benefit; or
2. Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or
3. These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience or working conditions by creating an intimidating, hostile, or offensive environment.

Listed below are examples of behavior that can constitute sexual harassment. The list is not all-inclusive. Each situation must be considered in light of the specific facts and circumstances to determine if sexual harassment has occurred.

- Pressure for sexual activity or sexual favors;
- Unwelcome touching of a person's body, hair or clothing;
- Unwelcome sexual jokes or comments (including favorable comments about someone's gender, body, clothing, appearance, etc.)
- Disparaging remarks to a person about his/her gender or body;

- Asking about a person's sexual fantasies or sexual activities;
- Repeatedly asking for a date after the person has said "no";
- Nonverbal behavior, such as making sexual gestures with hands or through body movements;
- Displaying sexually explicit posters or pictures; and
- Electronic communications, such as e-mail, text messaging and Internet use, that violate this policy.

### B. Other unlawful harassment in the educational setting/working environment:

At Cleveland Chiropractic College, unlawful harassment is defined as unwelcome 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, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or any other legally protected status, and that:

1. has the purpose or effect of creating an intimidating, hostile, abusive or offensive environment;
2. 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
3. with regard to employees, has the purpose or effect of unreasonably interfering with an individual's work;
4. otherwise adversely affects an individual's work or learning opportunities.

Listed below are examples of behavior that can constitute unlawful harassment. The list is not all-inclusive. Each situation must be considered in light of the specific facts and circumstances to determine if harassment has occurred.

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative or offensive remarks or jokes to a person's religion or religious garments);
- Displaying negative or offensive posters or pictures about a legally protected characteristic;

- Electronic communication, such as e-mail, text messaging and internet use, that violate this Policy; and
- Stereotyping.

### **C. Balancing Anti-Harassment Policies with Freedom of Speech/Expression.**

The College's policies and procedures relating to harassment are not intended to inhibit or restrict free speech or the expression of ideas. The College strives to be an educational community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation, or intimidation. The College seeks to promote the full inclusion of all members and groups in every aspect of College life.

### **III. Reporting Discrimination and Harassment and Prohibition Against Retaliation**

#### *Reports By A Student Regarding A Student*

Any student who has a question, concern or complaint of discrimination, including harassment based on race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the director of student services or his/her designee.

Director of Student Services  
Cleveland Chiropractic College  
10850 Lowell Avenue  
Overland Park, Kansas 66210  
(913) 234-0681

#### *Reports By A Student Regarding A Faculty Member*

Any student who has a question, concern or complaint of discrimination, including harassment based on race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the provost or his/her designee.

Provost  
Cleveland Chiropractic College  
10850 Lowell Avenue  
Overland Park, Kansas 66210  
(913) 234-0648

#### *Reports By A Student Regarding A Non-Faculty Member Or Third Party*

Any student who has a question, concern or complaint of discrimination, including harassment based on race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the human resources representative, or his/her designee:

Director of Human Resources  
Cleveland Chiropractic College  
10850 Lowell Avenue  
Overland Park, Kansas 66210  
(913) 234-0612

#### *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 a faculty member, employee or student by other students, faculty, employees or members of the College that result from the individual's making a discrimination/harassment complaint or cooperating in an investigation. Any student, faculty or employee who believes he/she has experienced or witnessed retaliation should immediately notify the director of student services (students), at the address/phone number indicated on the previous page, the provost (faculty), or his/her designee, at the address/phone number indicated above, or the director of human resources (employees), 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, faculty, 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, faculty member or employee of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practical 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.

## **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, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, 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 director of student services, or his/her designee, at the address previously indicated.

**Faculty Reports:** The provost or his/her designee, at the address previously indicated.

**Employee Reports:** The human resources representative, or his/her designee, at the address previously indicated.

Students, faculty and employees may submit reports of harassment or discrimination orally or in writing. The College strongly encourages written reports to minimize chances of miscommunication and to allow a more thorough investigation of complaints. Incident Report forms may be located on the College website, in the office of the provost, the office of the academic dean, the Health Center, the Office of Student Services and the Human Resources Office.

### *Informal Resolution (optional)*

Any student, faculty member or employee who has a question, concern or complaint of discrimination, including harassment based on race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the director of student services, or his/her designee (in complaints by students), at the address/phone number previously indicated, provost, or his/her designee

(in complaints by faculty), at the address/phone number previously indicated, and the director of human resources, or his/her designee (for complaints by employees), at the address/phone number previously indicated.

It may be possible to resolve a complaint against a student through a voluntary conversation between the parties involved and the director of student services or his/her designee. However, a complaint against a College employee, including a faculty member, will be handled through a formal investigation.

In order to initiate an informal resolution, the complaining party must notify the director of student services or his/her designee 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 provost, the Health Center and the Human Resources 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 documented by the director of student services or his/her designee in writing.

If the complaining party, the alleged harasser or the director of student services or his/her designee believes that the informal procedure is inadequate or has been unsuccessful, the College may proceed with a formal investigation.

### *Formal Resolution*

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

Any student, faculty or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or any other legally protected status is encouraged to bring the matter to the appropriate resource as previously outlined.

#### **II. Initiating a Complaint of Discrimination or Harassment**

Although the College investigates all complaints of discrimination or harassment, the College strongly encourages a complaining person to submit a written account of the incident. The faculty member, employee or student may submit reports of harassment, discrimination or inappropriate conduct orally or in writing. The complaining person may fill out an Incident

Report form or other similar report. Incident Report forms are available at the office of the provost, the office of the academic dean, the Health Center, the Finance Office and the Office of Student Services. Complaints by students should be submitted to the director of student services or his/her designee, at the address/phone number previously indicated. Complaints by faculty should be submitted to the provost, or his/her designee, at the address/phone number previously indicated. Complaints by employees should be submitted to the human resources representative 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, faculty or employee who believes he/she has experienced or witnessed retaliation should immediately notify the director of student services, or his/her designee, at the address/phone number previously indicated, the provost, or his/her designee, at the address/phone number previously indicated, or the director of human resources or his/her designee, at the address/phone number previously indicated.

### **IV. Investigations of Alleged Discrimination or Harassment**

#### *Complaints Against Students*

All complaints against students will be conducted pursuant to the Student Misconduct Reporting Procedure, which is printed on pages 47-49.

#### *Complaints Against Faculty*

The provost shall be responsible for initiating investigations of

complaints against faculty. If an incident involves allegations about two or more faculty members, 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 persons having knowledge of the incident and evidence.

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

The complaining party and the accused party will be notified in writing regarding the outcome of the investigation and the decision of the provost. The decision of the provost shall be final.

#### *Complaints Against Employees*

The human resources representative shall be responsible for initiating investigations of complaints against employees. If an incident involves allegations about two or more employees, 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 persons having knowledge of the incident and evidence.

Following the investigation, a report regarding the alleged discrimination/harassment will be created which will include a description of the disposition of the matter.

The complaining party and the accused party will be notified in writing regarding the outcome of the investigation and the decision of the human resources representative. The decision of the human resources representative shall be final.

### **V. Consequences for Violation of Non-discrimination/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, faculty member, 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. External Grievance Procedure

Persons wishing to pursue their grievance externally 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.

## Code of Honor and Integrity

Honesty, integrity and high ethical standards are essential features of Cleveland Chiropractic College. The honor code helps to build trust within the College community and instills common values and principles that will extend into all facets of personal and professional life. Entering students sign the honor code statement as they enroll. Faculty, administrators and the Cleveland Board of Trustees have signed statements on file. The statement is as follows:

As members of the Cleveland Chiropractic College community all faculty, staff and students are bound by honor to uphold professional standards of respect, honesty, integrity and social responsibility. We are responsible for promoting ethical behaviors and endeavors both in and out of the classroom and will act in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We pledge that we will not take unfair advantage of any other member of the College community either by lying, cheating or plagiarizing. We are respectful of College property and the property of others.

I acknowledge that I am responsible for upholding the Honor Code at all times and that failure to do so will result in disciplinary action.

## Standards of Student Conduct and Discipline

All enrolled students of Cleveland Chiropractic College are expected to exemplify the College's principles and values, to engage in socially responsible behavior, to model exceptional conduct and character, and to adhere to the highest professional, ethical, and personal standards of conduct, as well as possess maturity, intelligence and concern for the rights of others.

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 or known 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 deliver the College curriculum.
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 director of student services 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 *Professional Conduct Committee* means the group of persons who considers an appeal of the sanctions imposed by the academic dean 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 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*.
13. 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; (3) the acquisition or possession, without permission, of tests or other academic material belonging to a member of the College's faculty or staff; or (4) knowingly providing any unauthorized assistance to another student on quizzes, tests or examinations.
14. The term *plagiarism* is defined as "The deliberate and knowing presentation of another person's original ideas or creative expressions as one's own." (Black's Law Dictionary, 8th ed. St. Paul: West Publishing, 2004) 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.
15. The term *probation* means the student may continue enrollment under specific conditions.
16. The term *dismissal* means permanent involuntary separation from the College.
17. The term *suspension* means involuntary separation from the College or a specific course for a specified period of time with eligibility for future re-admission/re-enrollment under specified conditions as determined by the College.
18. 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.

## **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**

For specific guidelines regarding acceptable dress for enrolled students, please refer to the current *Student Handbook*. The College offers pre-professional and professional degree programs and as such, it is expected that all students will display an appropriate level of judgment with regard to personal hygiene, grooming and dress. Students in the College's Health Centers are required to follow specific policies outlined in the *Clinic Manual*.

### **C. Clinical Supervision Compliance**

No adjusting is allowed except within the Student and Outpatient Health Centers, in technique classes or approved technique clubs, 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 express written permission of the director of communications.

### **E. Smoking**

Cleveland Chiropractic College is a tobacco-free environment. Smoking and the use of smokeless tobacco products are prohibited.

### **F. Food and Beverage**

Students are not to eat or drink in classrooms, the Health Center, laboratory and technique classrooms, or the library.

### **G. Presence of Children on Campus**

Children and anyone other than registered students are normally not permitted to be present for classroom and laboratory activities. The College does not provide day care facilities; therefore, students should plan ahead for off-campus care for their children. A student nursing a newborn baby may request an exception to this policy from the dean or director of her academic program. If granted, such an exception allows her to bring her nursing baby on campus for up to six weeks. The student will be expected to nurse the baby in an appropriate area outside of the classroom setting as well as remove the baby from the classroom should it cry or otherwise distract from learning activities. If a location has been specifically designated for nursing then the student is expected to utilize this area. Nursing infants may not be present in classrooms

during examinations and are not allowed in College laboratories (including adjusting labs) or in the treatment areas of the College's Health Centers. While the College understands that students with small children will occasionally find themselves in a situation when there is a temporary interruption in their day-care arrangements, students are neither permitted to bring their children on campus nor ask employees/other students to watch their children on campus while in class.

#### *H. Personal Property*

All students are expected to abide by the guidelines established on page 36.

#### *I. Audio and Videorecording*

Students shall consult the course syllabus for instructions regarding audio recording 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 recording 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 video record any class, laboratory, or other official College activity on or off campus without specific written permission from the dean or director of the program in which the student is enrolled. If permission is granted, only approved personnel, as determined by the director of communications, will be allowed to conduct the video recording process.

#### *J. Announcement Notification*

Student e-mail and information in the student portal are the main form of announcing upcoming events, deadlines and other important information. Students are requested to check their Cleveland e-mail accounts each day. Announcements may be given at assemblies by administrators, faculty, and student representatives. Students will be held responsible for receipt of important information (i.e., policy changes and paperwork deadlines) that is released/distributed to the campus.

#### *K. Student Clubs and Organizations*

Information regarding student clubs and organizations is available in the Office of Student Services.

#### *L. Student Computer Laboratory*

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

#### *M. Discrimination and Harassment*

All students are required to abide by the College's Non-Discrimination/Anti-Harassment Policy, which is printed on pages 37–42.

#### *N. Parking*

All students are expected to abide by the parking policies and procedures described on page 29.

#### *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 35–36.

#### *P. Weapons Policy*

Possession or use of firearms, including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, or dangerous chemicals, or the use or threatened use of knives or any other object as weapons on Cleveland Chiropractic College-owned, controlled, or rented property or at College sponsored or supervised activities is strictly prohibited. Confirmed violation will result in immediate dismissal from Cleveland Chiropractic College.

### **II. 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 resolution 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*.

### **III. 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 will 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 entry to or use of College facilities, property, systems, or services, including the unauthorized possession, duplication, distribution, or use of keys, access codes, access cards, or other means of entry or access to any College property, premise or location.
  - c. Theft or other abuse of College computer, network, or telecommunications systems or resources, including but not limited to:
    - (1) Reading, copying, changing, deleting, tampering with, or destruction of another user's files, software, programs, and accounts (including monitoring another user's data communications) without permission of the owner,
    - (2) Unauthorized transfer of a file,
    - (3) Unauthorized use of another individual's identification and password,
    - (4) Use of computing facilities to interfere with the work of another student, faculty member; or College employee,
    - (5) Use of computing facilities to send obscene or abusive messages,
    - (6) Use of computing facilities to interfere with normal operation of the College computing system,
    - (7) Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing copyrighted files), and
    - (8) 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, approved technique club, 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. Possession or use of firearms, weapons, explosives, or dangerous substances and devices, including the following:
  - a. Possession of firearms, ammunition, BB guns, air rifles, pellet or paint guns, slingshots, knives, weapons of any description, explosives, firecrackers, fireworks, dangerous chemicals or substances, or any other object or substance designed to inflict a wound or cause injury (or imitations of any such items), on College premises or at College activities or events (except as specifically authorized); and

- b. Use or brandishing of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to, or otherwise endangers others.
10. Verbal or written threat of physical harm.
  11. Violation of any federal, state, or local law or ordinance.
  12. Knowingly allowing one's visitors or guests to violate this Standard of Student Conduct or other College rules, regulations, or policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards.
  13. Violation of, or 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 refusing to identify oneself when an employee, in the performance of his/her duties, requests identification.

#### 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. The College maintains a "zero-tolerance" policy regarding cheating in any form. Once cheating has been identified, severe disciplinary action will occur.
2. Aiding or abetting a cheater.
3. Plagiarism.
4. 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.

5. Buying or selling any original or copy of any material intended to be used as an instrument of academic evaluation without authorization.
6. Acting as a substitute for another person or using another person as a substitute in any academic evaluation process.
7. Knowingly permitting one's work to be submitted or reproduced by another person without the instructor's permission.
8. 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.) Faculty or proctors who are satisfied that such misconduct has occurred may terminate the test for the individual(s) involved. The faculty will record a test grade of zero and file an incident report that includes the name(s) of the individual(s) involved along with a description of the behavior with the director of student services.

The reporting faculty member should append a copy of the test to the incident report. If the faculty member or proctor 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 the faculty member or proctor 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, iPods, PDAs, 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 without prior authorization may not return.
9. Eating or drinking. A student may bring water in a clear container into the testing area.
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 or otherwise communicating with another student while the exam is in progress.

#### IV. 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 miscon-

duct. 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 director of student services. Records of all grievances and complaints that are filed will be kept in the Office of Student Services.

##### A. Report of student misconduct:

1. A complaint alleging student misconduct may be filed by a student or College employee via a written incident report filed in the Office of Student Services. The College strongly encourages the complaining person to submit a detailed, written report within one week of the incident. Complaints will be handled by the director or his/her designee.
2. The director or designee shall appoint an investigator who shall investigate the allegations in the incident report. The investigation report will be returned to the director of student services and /or designee, who will make a decision regarding the disposition of the matter.
3. When the director of student services and/or designee has made a decision regarding disciplinary sanctions, the student involved will be notified in writing.

##### Sanctions:

- a. If the misconduct is considered academic and determined to be cheating, abetting a cheater, or plagiarism, the possible sanctions may include, formal counseling, issuance of a failing grade for an individual paper, examination or as a final course grade, written reprimand of record, probation, suspension, dismissal or other alternative sanctions.
4. Student misconduct disciplinary sanctions include, but are not limited to: monetary fines, formal or informal counseling, informal oral reprimand, written reprimand of record, probation, suspension, dismissal or other alternative sanctions.

**B. APPEAL PROCESS:** As a preliminary matter, the only sanctions subject to appeal are suspension and dismissal. All other sanctions are final upon issuance to the affected student.

1. A student sanctioned to either suspension or dismissal must, within five business days from the date he/she receives notice of sanctions, notify the Office of the Vice President of Campus Relations in writing of his/her intent to appeal. In addition to submitting the intent to appeal, the student must submit all information and documents in his/her possession relevant to the appeal.
2. Upon receipt of the intent to appeal, the vice president of campus relations shall appoint a Professional Conduct Committee to hear the appeal. The Professional Conduct Committee shall be comprised of a least three individuals and must include both faculty members and students. All Committee members shall be neutral parties, not involved in the alleged incident.
3. The Committee will determine a date and time for the hearing to occur. The Committee shall notify the student, in writing, of the date and time of the hearing no later than three business days prior to its occurrence. At that time, the Committee shall also forward to the student a copy of all written information and documentation in its possession regarding the appeal.
4. At the discretion of the vice president of campus relations, the student may remain enrolled pending the hearing.
5. A student may have a personal representative present at the hearing, but must submit the name of the personal representative to the vice president of campus relations in writing no later than two business days prior to the hearing. The personal representative, who may be an attorney, may be in the hearing at the same time the student is in the hearing and may advise the student, but will have no other role in the hearing.
6. A student may also have persons with direct knowledge of the incident appear at the hearing to present relevant information. The student must provide names and most recent contact information of those individuals to the vice president of campus relations in writing no later than two business days prior to the hearing.
7. All hearing proceedings shall be closed to the College community.
8. The hearing is not, and shall not be construed as a legal proceeding. Legal rules regarding procedures or evidence need not be followed. The Committee chairperson shall make procedural determinations as required during the hearing to the extent the issues are not covered by this process. Any ruling by the chairperson shall be final. In general, the conduct of the hearing may proceed in the following manner:
  - a. Opening Statements:
    - (1) The committee chairperson or other designee may make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed.
    - (2) The student may make a statement to the Committee about the charge at this time or at the conclusion of the College's presentation.
  - b. College Evidence:
    - (1) College witnesses are to be called and identified or written reports of evidence introduced as appropriate.
    - (2) The Committee may question witnesses at any time.
    - (3) The student or, with permission of the Committee, the personal representative of the student may question witnesses or examine evidence at the conclusion of the College's presentation.
  - c. Student Evidence:
    - (1) If the student has not elected to make a statement earlier under (a)(ii) above, the student shall have the opportunity to make a statement to the Committee about the charge.
    - (2) The student may present evidence through witnesses or in the form of written memoranda.
  - d. Rebuttal Evidence: the Committee may permit the College or the student to offer a rebuttal of the other's presentation.
9. At the hearing, the Committee is allowed to determine the order in which statements are made or read, determine who may be present at each stage of the hearing, question people and/or receive written statements from those who cannot or do not wish to attend the hearing, and dismiss any person, including student who is making the appeal, who in the opinion of the Committee chairperson may be obstructing the proceedings.

10. The Committee may limit the time for the hearing, provided that equal time is allotted to both the student and the College. The Committee may also adjourn the hearing and reconvene at a later time when necessary.
11. In situations where more than one student has filed an appeal related to the same incident, the appeals shall be heard separately. There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each appeal.
12. The Committee must render two decisions:
  - a. Whether the alleged offense did occur, and if so, whether it violated College policies, rules or regulations as stated in official College publications; and
  - b. Uphold the original sanction, or recommend other sanctions if appropriate.
13. The Committee's decision shall be made in closed session with Committee members only. In all cases, the decision shall be final and binding. The Committee's decision shall be communicated in writing to the student, normally within five business days of the completion of the hearing.
14. Records of the appeal and hearing shall be maintained in the Office of the Vice President of Campus Relations for a period of three years from the date of the hearing. Copies will be available to the student who requested the appeal at his/her request and expense. The College will not share the substance or resolution of any appeal with parents or other family members of the student. The Committee's preliminary and deliberative meeting(s) are not part of the hearing/appeal record.

## V. The Professional Conduct Committee

The purpose of the Professional Conduct Committee is to

- Ensure the safety and security of the College community.
- Uphold the College's Code of Honor and Integrity.
- Create good citizenship through the use of educational programming and sanctioning.
- Provide an educational experience for hearing participants concerning due process conflict resolution.

The Professional Conduct Committee will be appointed on an as-needed basis from among a pool of faculty names maintained in the Office of Student Services and provided to the assigned administrator when requested. Every effort will be taken to select faculty who were not involved in the event under consideration. The students will be selected from a pool of students recommended by Student Council and maintained in the Office of Student Services in a similar manner as described above for the faculty appointments. The director of human resources serves as an ex-officio member of all hearing committees and may provide advice to the committee chair if requested. The Professional Conduct Committee will hear the appeal, reach a decision and inform the director of student services regarding student misconduct or the provost regarding academic misconduct, each of whom makes the final decision.

# ACADEMIC PROGRAMS

## COURSE NUMBERING AND CLASSIFICATION SYSTEM

000-099	Preparatory courses (no credit allowed toward requirements for academic degrees)
100-299	Lower division courses (freshman and sophomore level)
300-499	Upper division courses (junior and senior level)
500-599	First graduate or professional year
600-699	Second graduate or professional year
700-799	Third professional year

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BIOL	Biology
BUSI	Business
CHEM	Chemistry
ECON	Economics
ENGL	English
GEDU	General Education
GSCI	General Science
HEP	Health Promotion
HIST	History
HSCI	Health Science
MATH	Mathematics
PHYS	Physics
POLS	Political Science
PSYC	Psychology
SOCI	Sociology
SPCH	Speech
ACS	Associated Clinical Sciences
ANA	Anatomy
CHE	Chemistry
CLI	Clinic
DIM	Diagnostic Imaging
GED	General Diagnosis
MPH	Microbiology and Public Health
NMS	Neuromusculoskeletal Diagnosis
PAT	Pathology
PHY	Physiology
PHT	Physiotherapy
PRA	Chiropractic Practice
PRI	Principles of Chiropractic

## COURSE REQUIREMENTS AND DESCRIPTIONS

The curriculum outlined in the *Catalog* or other College documents represents the academic programs as they were offered at the time the *Catalog* was issued. These programs are 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 or director of degree program or department chairpersons. 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.

## LECTURE/ONLINE HYBRID COURSES

Cleveland Chiropractic College offers a selection of courses combining in-class lecture and discussion with an online component. Hybrid courses are equivalent to regular classroom courses in terms of their goals, objectives, course content and outcomes. Online course-related communications, materials, exercises and quizzes are web-based and easily accessible through any Internet Service Provider (ISP). Online portions of the courses are conducted asynchronously, available on a 24-hour, seven-day-a-week schedule, so that students have greater flexibility to control their participation in these courses.

Hybrid courses are interactively structured to allow ongoing communication between students and instructors, as well as among students, through e-mail and weekly discussion threads available through the online course site. Students are required to log in at least once a week for discussions, to submit the assignments/papers, or to take assigned quizzes. Midterm and final examinations are given on campus.

## COURSE DESCRIPTION

Course Prerequisites: Students must successfully complete the prerequisites for a course with a minimum grade of "C," prior to taking the associated course. Corequisites are taken

prior to, or concurrent with, the corresponding corequisite course. Withdrawal from a corequisite course will result in an administrative withdrawal from the corresponding corequisite course.

## ELECTIVE HOURS

Elective courses are available in the B.S., M.S. and D.C. degree programs. Each degree program offers a number of elective courses described in the *Catalog*. For more information on elective hours, contact the dean 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.

## UNDERGRADUATE STUDIES

### Undergraduate Program Mission

The Cleveland College of Undergraduate Studies program mission is to provide a respected and recognized undergraduate studies program specializing in life sciences and health promotion, preparing graduates to continue in health-related education programs.

### Associate of Arts in Biological Sciences Degree Program/Bachelor of Science in Human Biology Degree Program

Cleveland Chiropractic College offers the degrees of Associate of Arts in Biological Sciences and 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 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 graduate's 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 Associate of Arts in Biological Sciences and Bachelor of Science in Human Biology and the concurrent degree of B.S./D.C. are indicated in the admissions policies of the College.

## ASSOCIATE OF ARTS IN BIOLOGICAL SCIENCES CURRICULUM

The Associate of Arts degree requires a minimum of 60 semester units of post-secondary coursework. Students are required to complete a minimum of 15 semester units at Cleveland Chiropractic College. Transfer credit may be accepted for equivalent coursework received from another nationally recognized institution at the discretion of the director of undergraduate studies. A minimum grade of "C" (2.0 on a 4.0 scale) or better must be received in all coursework to be eligible to complete the Associate of Arts degree. For first degree applicants, transfer coursework in science and math must have been completed within 15 years of the date of matriculation to the College.

All prospective students are encouraged to speak with an admissions advisor to be informed of any changes in the requirements. The Office of Admissions or the dean of undergraduate studies reserves the right to evaluate and to determine acceptability of specific courses.

### Foundational Skills: (9 semester units)

- English Composition I 3 semester units
- College Algebra 3 semester units
- Foundation Skills Electives\* 3 semester units
- \* Speech, Communications, English Composition, Logic, Computer Basics, Foreign Language, Statistics, Research or other approved coursework.

### General Education: (15 semester units)

- American History or American Government 3 semester units
- Psychology 3 semester units
- Humanities/Social Science Electives 9 semester units

### Physical and Life Sciences: (36 semester units)

- Biological Sciences with related labs 8 semester units
- Physics with related labs\* 8 semester units
- Inorganic or General Chemistry with related labs 8 semester units
- Organic Chemistry with related labs\*\* 8 semester units
- Biological Science Elective 4 semester units

\* At least three semester units must be in physics (with one semester unit of related lab) and three semester units of an unduplicated physics course or three semester units in biomechanics, kinesiology, statistics or exercise physiology.

\*\* A combination of three semester units of organic chemistry with related lab (one semester unit) and three semester units of biochemistry with related lab (one semester unit) is acceptable.

## BACHELOR OF SCIENCE IN HUMAN BIOLOGY CURRICULUM

The Bachelor of Science degree requires a minimum of 124 semester units of post-secondary coursework. Students are required to complete 36 semester units and Advanced Topics in Human Biology at Cleveland Chiropractic College. Transfer credit may be accepted for equivalent coursework received from an institution accredited by a nationally recognized agency at the discretion of the dean of undergraduate studies. Acceptable transfer credit will only apply to the Bachelor of Science degree, but will not apply to the Doctor of Chiropractic degree unless approved by the dean of the Doctor of Chiropractic program. A minimum grade of "C" (2.0 on a 4.0 scale) or better must be received in all coursework to be eligible to complete the Bachelor of Science degree. For first degree applicants, transfer coursework in science and math must have been completed within 15 years of the date of matriculation to the College. This length varies between schools. Students intending to pursue additional degrees should consult with the post-baccalaureate institution for specific limitations.

The dean of undergraduate studies or persons s/he designates reserves the right to determine acceptability of specific courses for transfer credit or advanced standing. Individual student needs are taken into consideration in developing a course schedule. In general, students will not be allowed to take more than two accelerated science courses per module. This limitation may be waived at the discretion of the dean of undergraduate studies.

## Part I: B.S. Coursework

### Foundational Skills (19 semester units) (Units change from 16 to 19 effective January 2012)

- English Composition I\* 3 semester units
- English Composition II\*\* 3 semester units
- Oral Communications\*\*\* 3 semester units
- College Algebra 3 semester units
- Health Science Terminology 1 semester unit
- Foundational Skills Electives\*\*\*\* 6 semester units (units change from 3 to 6 effective January 2012)

\* Students who earn a score of 30 or above on the ACT English subtest or 690 and above on the SAT Essay may substitute another Foundational Skills course for the English Composition I requirement.

\*\* The course must contain a critical thinking component. Students may substitute any critical reasoning course that involves written argument and rhetoric, including courses in logic and argumentation.

\*\*\* Courses in public speaking, group discussion, argument and debate, or courses in communication studies that require oral presentations satisfy this requirement.

\*\*\*\* Courses at the 100-level or higher, such as writing, logic, communication studies, voice and articulation, computer science, statistics, research methods, basic science literature, physical anthropology, and introduction to chemistry, physics, biology, or organic chemistry. It is recommended that students pursuing allopathic or veterinary medicine use Calculus and Spanish Communications as their foundational skills electives. All students are encouraged to take Mastering Lifelong Learning as a foundational skills elective.

**General Education: (24 semester units) (Units change from 27 to 24 effective January 2012)**

- American History or American Government 3 semester units
- Psychology 3 semester units
- Sociology 3 semester units
- Economics or Business Management 3 semester units
- Humanities\*/Social Sciences\*\* 12 semester units (units change from 15 to 12 effective January 2012)

\* Humanities include such courses as art/art history, cinema/film studies, classical studies, drama/theater, fine arts, foreign languages, humanities, journalism, linguistics, literature, music, philosophy, radio/television, religious studies, as well as courses approved by the director of undergraduate studies, or by persons designated by the director.

\*\* Social Sciences include such courses as business, cultural anthropology, child development, economics, education, ethnic or minority studies, political and economic geography, history, political science, urban studies, as well as courses approved by the director of undergraduate studies, or by persons designated by the director.

**Foundational Sciences: (24 semester units)**

- Physics I and II 8 semester units
- General Chemistry I and II with Labs 8 semester units
- Organic Chemistry I and II with Labs 8 semester units

**Biological Sciences: (24 semester units)**

- General Biology with Lab 4 semester units
- Anatomy and Physiology Coursework with Labs 8 semester units
- Microbiology with Lab 4 semester units
- Genetics 3 semester units
- Biological Science Elective\* 5 semester units

\* 300 or 400 level biological course(s). Courses to select from include but are not limited to Molecular Biology & Biochemistry, Human Physiology, Neuroscience, Human Anatomy or Comparative Anatomy. (Effective January 2012).

**Part II: Specialized Coursework**

Students will work with their undergraduate advisor to set up a program designed for the professional track of choice.

**B.S./D.C. Concurrent Track**

**Life Sciences (29 semester units):**

- Embryology 3 semester units
- Histology 5 semester units
- Cell Physiology 3 semester units
- Biochemistry I 5 semester units
- Biochemistry II 5 semester units
- Basic Nutrition 4 semester units
- Immunobiology 3 semester units
- Introduction to Research 1 semester unit

**Capstone (4 semester units):**

- Advanced Topics in Human Biology\* 4 semester units

\* Enrollment requires a "C" (2.0 on a 4.0 scale) or better in all coursework leading to the Bachelor of Science in Human Biology degree.

**Emphasis Area (Three courses with a minimum 15 semester units above the B.S. requirements)**

The emphasis area program involves advanced study in a specific area and is restricted to qualified B.S. only students. Emphasis areas are not available for the B.S./D.C. concurrent program. Students within 30 hours of completing their B.S. degree may petition the Dean of Undergraduate Studies to add one emphasis area to their B.S. in Human Biology degree. Emphasis areas include:

- Anatomy
  - Physiology
  - Public Health
  - Radiology
  - Research\*
- \* Research emphasis involves an internship and approval of the research department. Internships are limited.

**Preparatory Elective Courses**

Cleveland Chiropractic College recognizes that applicants may be non-traditional students. The College offers the following courses to help prepare the student for the rigorous pre-professional health sciences curriculum.

**CHEM 141 Introduction to Chemistry 4 Credits**

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. Students will learn the basic concepts needed to succeed in a college level chemistry course. This course will not fulfill degree requirements for the undergraduate or the D.C. programs but may be used as general elective credit. **Prerequisite:** *College Algebra*

**MATH 091 Intermediate Algebra 3 Credits**

This course stresses the elementary concepts of algebra, including number systems, factoring solutions and inequalities, rational expressions, graphing and equations with two variables. This course will not fulfill degree requirements for the undergraduate or the D.C. programs but may be used as general elective credit.

**PHYS 121 Introduction to Physics 3 Credits**

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. This course will not fulfill degree requirements for the undergraduate or the D.C. programs but may be used as general elective credit.

## **ASSOCIATE OF ARTS IN BIOLOGICAL SCIENCES/ BACHELOR OF SCIENCE IN HUMAN BIOLOGY**

Hours are based on a 16-week format, but may be offered in an eight-week module.

### **Department of Humanities and Social Sciences**

**ACST 190 Mastering Lifelong Learning 3 Credits**

This course prepares students for lifelong learning that is required in the Information Age. Attention will be focused on efficiently retrieving and effectively analyzing, evaluating and using reliable resources as well as articulating to others through oral and written communication.

**ACST 195 Exploring Health Professions 3 Credits**

Students will be exposed to a variety of healthcare-related fields in order to gain a deeper knowledge and greater understanding of the many professional opportunities available. Members of different professions will be shadowed as an integral part of the student's individual exploration. Through an individual research project (both written and oral), students will explain their understanding of a particu-

lar healthcare profession and will articulate the reasons they want to pursue a career in the given field. **Prerequisites:** *English Composition I, Speech*

**BUSI 101 Introduction to Business 4 Credits**

This course is a general introduction to business operations in the contemporary world, including the study of the structure and organization of business enterprises, the role of management, finance, and marketing, with a special emphasis on small business models.

**ECON 101 General Economics 4 Credits**

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.

**ENGL 101 English Composition I 3 Credits**

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 099) or placement based on the English assessment test.*

**ENGL 102 English Composition II 3 Credits**

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.

**ENGL 203 American Literature 4 Credits**

This course offers a study of American writers and their relationship to major literary and intellectual movements from the Civil War to the present. Students must write a research paper on a focused topic relating to the course. **Prerequisite:** *English Composition I*

**GEDU 120 Spanish for Basic Patient Communication 4 Credits**

Building upon fundamentals of the Spanish language, students will learn basic medical phrases useful to a healthcare professional in communicating with Spanish-speaking patients.

**GSCI 101 Introduction to Basic Science Literature 1 Credit**

This course offers an introduction to reading university level basic science texts and in developing strategies to frame responses employing the concepts of recall, paraphrase, com-

prehension, synthesis and analysis. Emphasis is placed on development of academic vocabulary and editing for grammar and style. This course will not fulfill degree requirements for the undergraduate or the D.C. programs but may be used as general elective credit.

**HIST 110 History of American Culture 3 Credits**

The significant events, movements, and issues that have played a role in shaping of modern-day America are the focus of this course. Attention will be given to major social and cultural developments as well as related political and economic influences.

**HIST 205 History of Biological Sciences 4 Credits**

The course focuses on the biological sciences from ancient times into the modern era. From the Middle Ages, the Renaissance and early Scientific Revolution of the 17th and 18th centuries, the modern foundations of thought and reason, institutions and instrumentation will be traced. The course also will examine scientific advances from early 19th century evolutionary views and Darwinism to the 20th century discoveries in genetics and molecular biology. An individual research project is required. **Prerequisite:** *English Composition I*

**POLS 101 United States Government 4 Credits**

A study of the general principles, structure and functions of American federal, state and local government, including a study of the United States Constitution, American political philosophies, political institutions, and the rights and responsibilities of citizens.

**PSYC 101 General Psychology 4 Credits**

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 4 Credits**

Sociology is the study of the dynamics of people living in groups. This course will examine the dimensions of culture, the process of socialization, and the organization and structure of groups in the United States. Issues relating to the family, social class, health and medicine, and the elderly will be explored.

**SOCI 205 Cultural & Ethnic Studies 4 Credits**

Various ethnic groups have made many contributions to our nation's culture, often after facing prejudice and overcoming discrimination. This course will provide an opportunity to

explore perspectives on ethnic relations in the United States. An individual research project is required. **Prerequisite:** *English Composition I* **Recommended:** *General Sociology*

**SOCI 301 Sociology of Health and Healing 4 Credits**

This course is designed to introduce students to the social dimensions of health, illness and health care. Much that happens when an individual has an injury, illness or disease is socially defined. The course will work extensively with basic concepts from general sociology such as stratification, alienation, power, social distance, prejudice, social class, etc., in the examination of such topics as the social aspects of disease distribution in the population, social stress, sick-role behavior, medical education, the physician-patient relationship, health care technology, and the health care system.

**Prerequisite:** *English Composition I, General Sociology*

**SPCH 101 Speech 3 Credits**

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

**SPCH 301 Effective Communication for Health Care Professionals 3 Credits**

This course applies the general concepts and principles of effective communication within the context of health care. Emphasis is placed on patient/health care professional relationships, focusing on relationship building, barriers to effective communication, verbal and nonverbal behavior, and cultural communication. Specific attention is paid to interviewing, community outreach and special populations.

**Prerequisites:** *Speech, English Composition I*

## Department of Physical and Life Sciences

**BIOL 230 Principles of Biology 4 Credits**

This course is an introductory integrated lecture and laboratory course in biological science, which explores selected concepts and principles important in understanding how biological systems operate in an interrelated fashion for optimal function. In the exploration of biological processes, the scientific method and evolutionary concepts are emphasized. Biological events are studied and understood through chemical, cellular, genetic, and systemic processes. In addition, laboratory activities explore structure and function of biological organisms through the utilization of biological models, biological experiments, and visual aids exclusive to organic life.

**BIOL 231L General Biology Lab** **1 Credit**

As an introductory biological laboratory, this course explores structure and function of biological organisms through the utilization of biological models, biological experiments, and visual aids. **Prerequisite:** *Principles of Biology*

**BIOL 233L Anatomy and Physiology Lab** **1 Credit**

This course explores anatomical and physiological processes through the use of anatomical models, visual aids, and anatomical dissection. **Prerequisite:** *Anatomy and Physiology* or *Anatomy* or *Physiology*

**BIOL 250 Anatomy and Physiology I** **4 Credits**

This course provides health science students with a comprehensive study of the interrelationship of structure and function of organ systems within the human body as well as the mechanisms used to maintain homeostasis. This is the first course of a two-semester sequence focusing on the study of cells, tissues and organ systems with emphasis on the integumentary, skeletal, muscular and nervous systems. The course is enhanced with hands-on laboratory activities, which reinforces one's understanding of the listed organ systems, how they are anatomically structured and how structure aids in each system's functionality. **Prerequisite:** *Principles of Biology*

**BIOL 251 Anatomy and Physiology II** **4 Credits**

This is the second course in a two-part sequence of courses designed to provide health science students with a comprehensive study of the interrelationship of structure and function of organ systems within the human body. Within the study of these systems, the concepts of metabolism, fluid, electrolyte and acid-base balance as well as human development will be introduced. The course is enhanced with hands-on laboratory activities, which reinforces one's understanding of the listed organ systems, how they are anatomically structured and how structure aids in each system's functionality. **Prerequisites:** *Anatomy and Physiology I*

**BIOL 301 Microbiology** **4 Credits**

This is a comprehensive course that covers the principles related to the system of identification and classification, morphology, physiology, genetics, ecology, and evolution of microorganisms. The laboratory covers an array of microbiological procedures, with experiments aimed to demonstrate major concepts of bacteriology, virology, and immunology. **Prerequisites:** *Organic Chemistry I, Principles of Biology*

**BIOL 302L Introduction to Microbiology Lab** **1 Credit**

Characteristics of live microorganisms are studied in the laboratory with an emphasis on the use of proper aseptic techniques. **Prerequisite:** *Microbiology*

**BIOL 306 Principles of Cell Biology** **5 Credits**

This course refines previous biological knowledge for enhanced study in human cellular and biochemical processes. Cellular structure and function, protein structure and function, cellular metabolism, Mendelian and molecular genetics, are examined at the biological and biochemical levels. **Prerequisites:** *Principles of Biology, General Chemistry I*

**BIOL 310 Human Anatomy** **5 Credits**

This course is a comprehensive and systemic study of the structure of human body at the cellular, histological, and organ level. The emphasis of study includes microscopic and macroscopic (gross) anatomy of the integumentary system, skeletal system, muscular system, nervous system, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system. The laboratory component of this course parallels and complements lecture, which comprises the use of models, histological slides, skeletal materials, and cadaver dissection and demonstration. Animal dissection complements cadaver dissection. **Prerequisites:** *Principles of Biology*

**BIOL 311L Human Anatomy Lab** **1 Credit**

This course focuses on laboratory-based study of human structure in terms of human microscopic and macroscopic (gross) anatomy using models, skeletal materials, histological slides, and human/animal cadaver dissection and demonstration. The use of microscope to study cells and tissues will be emphasized. **Prerequisite:** *Human Anatomy*

**BIOL 312 Human Physiology** **5 Credits**

This course encompasses the study of all physiological systems and how they function cohesively to accomplish homeostasis. The human physiology course places an emphasis on correlated studies in anatomical, biological, physiological and chemical sciences in order to comprehend the complexity held within the human organism. The laboratory component complements the material covered in lectures and focuses on the study of human body parts and functions of all systems, with particular emphasis on urinary, cardiovascular, muscular and nervous systems. **Prerequisites:** *Principles of Biology*

**BIOL 313L Human Physiology Lab** **1 Credit**

The laboratory study of human physiology covers homeostasis and pH, molecular and Brownian movement, enzyme effects, human reflex, nervous and sensory systems, blood physiology, blood pressure, respiration, body fat and physical fitness. **Prerequisite:** *Human Physiology*

**BIOL 340 Genetics** **3 Credits**

This course presents detailed genetic concepts using Mendelian,

molecular, and population genetics, and includes information on various inherited human diseases. **Prerequisites:** *Principles of Biology, College Algebra*

**BIOL 350 Embryology** 3 Credits

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:** *Principles of Anatomy and Physiology*

**BIOL 351 Molecular Biology & Biochemistry** 5 Credits

This course provides a bridge between Organic Chemistry and Biochemistry with an emphasis on the integration of biological processes, including biochemical catalysis (enzymes), bioenergetics, acid/base in biological systems, and integration and control of metabolism. A general introduction to the structure and function of biological macromolecules, such as proteins, carbohydrate, lipids, and nucleic acids and their monomers, such as amino acids are an essential part of this course. **Corequisite:** *Organic Chemistry II*

**BIOL 352 Histology** 5 Credits

This course presents an overview of the cells, tissues, and organs of the human body, with emphasis given to the micro-anatomy of the epithelial, connective, muscular and nervous tissues. Laboratory exercises complement and supplement lecture topics. **Prerequisite:** *Principles of Anatomy and Physiology*

**BIOL 354 Cell Physiology** 3 Credits

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:** *Principles of Cell Biology, Human anatomy or a director-approved course with cellular and histological components.* **Corequisite:** *Biochemistry I*

**BIOL 360 Introduction to Research** 1 Credit

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. **Prerequisites:** *English Composition I, Introductory Anatomy and Physiology, Organic Chemistry I, Algebra*

**BIOL 400 Independent Studies in Health Sciences** varies

This course provides the opportunity for the student to work independently on an approved research topic in the field of health sciences. The biological knowledge achieved in the course prerequisites is enhanced through this independent

study of current biological developments. **Prerequisites:** *English Composition I, Principles of Biology, Introductory Anatomy and Physiology*

**BIOL 460 Immunobiology** 3 Credits

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*

**BIOL 495 Advanced Topics in Human Biology** 4 Credits

This course is the capstone experience for the Bachelor of Science degree. Each student will prepare a research paper and orally defend the project findings. The subject will be chosen by the faculty each trimester. **Prerequisites:** *All courses required for the degree or special permission by the program director*

**CHEM 201 Introduction to Organic Chemistry** 3 Credits

This course introduces the chemistry of aliphatic and aromatic compounds with an emphasis on the functional groups. This course will not fulfill degree requirements for the undergraduate or the D.C. programs but may be used as general elective credit. **Prerequisite:** *Introduction to Chemistry*

**CHEM 240 General Chemistry I** 4 Credits

An exploration of the quantitative and qualitative principles of modern chemistry, this course provides the foundational knowledge for further studies in chemistry as well as concepts essential to understanding biological processes. The periodic table serves as a focal point to help develop an understanding of the physical and chemical nature of subatomic particles, atoms, and molecules. Included is an integrated laboratory, which helps students visualize major concepts and develops fundamental laboratory safety procedures and techniques. Topics include: analysis of the periodic table, atomic theory and structure, chemical bonding, physical properties, states of matter, solutions, stoichiometry, gases, thermochemistry. **Prerequisite:** *Introduction to Chemistry\**, *College Algebra*  
*\*Introduction to Chemistry may be waived, with the permission of the dean of undergraduate studies, for students earning an "A" or "B" in College Algebra.*

**CHEM 241L Principles of General Chemistry Lab I** 1 Credit

An introduction to basic chemistry laboratory techniques and safety protocols, utilizing experimentation that complements and reinforces concepts learned in general chemistry lecture classes. **Prerequisite:** *General Chemistry I*

**CHEM 242 General Chemistry II** **4 Credits**

In the further exploration of concepts developed in General Chemistry I, this course investigates the interaction of molecules and the properties of chemical reactions. Related laboratory experiments and biological examples bring these concepts to life. Topics include: Oxidation reduction reactions, stoichiometry, theory of acids and bases, chemical kinetics, chemical thermodynamics, electrochemistry, and chemical equilibrium. **Prerequisite:** *General Chemistry I*

**CHEM 243L Principles of General Chemistry Lab II** **1 Credit**

Building on the concepts developed in Principles of General Chemistry Lab I, students establish a deeper understanding of basic chemistry laboratory techniques and safety protocols. Experimentation that complements and reinforces concepts learned in general chemistry lecture classes is emphasized.

**Prerequisites:** *General Chemistry II, General Chemistry Lab I*

**CHEM 300 Organic Chemistry I** **4 Credits**

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. Laboratory experiments demonstrate the practical application of organic concepts. **Prerequisites:** *General Chemistry I and II or director's permission*

**CHEM 301L Principles of Organic Chemistry I Lab** **1 Credit**

This lab is designed to facilitate understanding of techniques in three primary areas: synthesis of compounds, qualitative/quantitative analysis of organic compounds with emphasis on functional groups, and extraction/purification of compounds from natural sources. **Prerequisite:** *Organic Chemistry I*

**CHEM 302 Organic Chemistry II** **4 Credits**

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. Laboratory experiments demonstrate the practical application of organic concepts. **Prerequisites:** *Organic Chemistry I, General Chemistry II*

**CHEM 303L Principles of Organic Chemistry Lab II** **1 Credit**

Further exploration of organic techniques building on the concepts formulated in Principles of Organic Chemistry Lab I. Focus continues on the techniques in three primary areas: synthesis of compounds, qualitative/quantitative analysis of organic compounds with emphasis on functional groups, and extraction/purification of compounds from natural sources. **Prerequisite:** *Organic Chemistry II*

**CHEM 346 Biochemistry I: Structure and Function of Macromolecules** **5 Credits**

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. **Prerequisites:** *Organic Chemistry II, Principles of Anatomy and Physiology*

**CHEM 440 Biochemistry II: Digestion/Intermediary Metabolism** **5 Credits**

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 and Biochemistry I*

**CHEM 480 Basic Nutrition** **4 Credits**

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*

**HSCI 102 Health Science Terminology** **1 Credit**

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.

**MATH 201 College Algebra** **3 Credits**

This course explores polynomial, rational, exponential and logarithmic functions, relations and graphs, theories of equations, matrices, series, sequences and probability. **Prerequisites:** *Intermediate Algebra, Math Placement Test, Math 310 and Math 330*

### **MATH 330 - Calculus I**

**4 Credits**

This course will cover the essentials of differential and integral calculus with particular emphasis on concepts and applications involving rate of change and the construction of corresponding models. Included is an introduction to various functions and their graphs, limits and continuity, differentiation and integration and their applications. **Prerequisites:** *Four units of high school mathematics including trigonometry, or Pre-Calculus or Analytic Geometry or College Algebra with Trigonometry*

### **MATH 310 – Statistics**

**3 Credits**

Increasingly, careers in business and the health sciences require the ability to understand, interpret and apply data in decision-making. In order to prepare students for such careers, this course will introduce such concepts as probability, descriptive and inferential statistics, experimental design, correlation, regression and analysis of variance, statistical inference and tests of significance, organization and presentation of data, random variables, special discrete distributions, normal distributions, sampling distributions, point estimation, and confidence intervals. **Prerequisite:** *College Algebra*

### **PHYS 220 Physics I**

**4 Credits**

This algebra-based lecture with lab is designed primarily for life science and related majors. This course examines the fundamental concepts and laws of linear and rotational motion, force, torque, energy, momentum, and properties of solids and fluids. The laboratory will explore many of these concepts and laws through experimentation. **Prerequisite:** *College Algebra* **Corequisite:** *College Algebra with permission of undergraduate director.* **Recommended:** *high school Physics*

### **PHYS 221L Principles of Physics I Lab**

**1 Credit**

The laboratory will explore the fundamental concepts and laws of linear and rotational motion, force, torque, energy and momentum through experimentation. **Prerequisite:** *Physics I*

### **PHYS 222 Physics II**

**4 Credits**

Designed primarily for life science and related majors this algebra-based lecture with lab is a continuation of Physics I and presents additional fundamental concepts and laws related to thermodynamics, waves, sound, electricity, light, and radiation. **Prerequisite:** *Physics I*

### **PHYS 223L Principles of Physics II Lab**

**1 Credit**

The laboratory will explore the fundamental concepts and laws of the physical universe related to thermodynamics, waves, sound, electricity, light, and radiation, through experimentation. **Prerequisite:** *Physics II*

## **GRADUATE STUDIES**

### **Master of Science in Health Promotion**

#### ***Master of Science Program Mission***

The mission of the Master of Science in Health Promotion degree program is to provide students with the knowledge, skills and foundation to become leaders and educators in health promotion. Graduates are eligible for examination as a Certified Health Education Specialist (CHES) or an NCCA accredited certification in health and wellness.

#### ***Program Objectives***

The objectives of the Master of Science in Health Promotion degree are to enable qualified graduates to enhance community and public health through a focus on disease prevention, and to impact healthful lifestyle choices in areas such as diet, exercise, smoking cessation, healthy weight, stress management and related factors that affect the nation's health. In addition, a graduate completing the program will be eligible for examination as a Certified Health Education Specialist or specialize in another health-related professional certification. Such certifications expand employment opportunities with various community, services, government and corporate organizations and educational institutions. Courses are delivered through the College of Graduate Studies which has specific admission requirements.

#### ***Health Promotion Defined***

Health promotion is the science and art of helping people and cultures change lifestyle behaviors to those that are conducive to health. Total wellbeing is influenced by physical, emotional, social, spiritual and intellectual components. Health promotion strategically creates awareness, changes behaviors and constructs environments to encourage healthy lifestyle practices as they relate to these components.

Students seeking the M.S. in health promotion may come from any undergraduate discipline and these commonly include health, wellness, exercise science, nutrition, physical education and recreation education, psychology, nursing, human resources, athletic training, chiropractic, marketing and other fields.

Completion of the degree allows the student to work in a variety of settings delivering health promotion programs, including colleges, schools, worksites, public health departments, philanthropies, private foundations, and athletic or rehabilitation training centers.

## ***Philosophy***

Health promotion is based on helping people and cultures change lifestyle behaviors to those that are conducive to health. We believe that these changes occur with one body and then a collective body. Health promotion penetrates through the core values of individuals, groups, communities, policymakers, employers and teachers. Health promotion strategically creates awareness, changes behaviors and constructs environments to motivate healthy lifestyle practices.

Cleveland College recognizes that “health promotion” encompasses a variety of methods and forms that lead to optimal health. It involves a belief that bodies function best when they are mentally, physically and spiritually healthy. As a growth process, we are educating students to develop a body of knowledge, understand the value of that knowledge and then to facilitate that knowledge into dynamic life experiences. Our graduates will impact individual lifestyle change for a lifetime by leading in these areas.

As an industry, “health promotion” is gaining momentum in changing a culture to believe in disease prevention and value health. Professionally, we understand how policies, organizations, economics, environmental interventions and other support groups influence the quality of life. We believe our collaboration and respect for these areas will train Cleveland College graduates to become leaders that influence a culture.

## **The Master of Science in Health Promotion Program**

The Master of Science requires 36 hours of coursework including 21 hours of core courses. The core course block is designed to provide students with advanced study in the foundations, planning, implementing, and evaluation of health education and promotion programs. These courses will be required in sequence. A maximum of nine credit hours may transfer as electives when approved by the MSHP director. A brief course description is provided below followed by proposed elective offerings.

**Health Promotion M.S. Core Courses** **21 hours**  
(lecture/lab/credit hour/contact hours)

### **HEP 500 Advances in Health Promotion (3/0/3/45)**

A review of history, principles, and philosophy of health education and health promotion. Key issues in health education and health promotion will be discussed for various age groups and settings, such as schools, communities, worksites, and medical care facilities.

### **HEP 502 Research Methods in Health Promotion (3/0/3/45)**

An introduction to the professional health literature and the skills necessary to use a research library are the focus of the course. Topics include reading and critiquing professional literature and research reporting, terminology and statistics. The second half of the course emphasizes the basic skills for research, an introduction to data management and analysis and how to prepare a research paper for publication in a professional journal. Activities include searching and review of appropriate literature and preparation of a research paper on a subject of interest, conforming to the publication format required for submission to a peer reviewed research journal.

### **HEP 510 Applied Health Behavioral Theory (3/0/3/45)**

A careful review of the theories of health behavior. Emphasis is placed on how health behavior theory can explain health behavior and assist in program design. Case study examples of how health behavior theory has been successfully used in school, community, athletic, and worksite settings for health promotion interventions will be discussed.

### **HEP 520 Health Promotion Techniques (3/0/3/45)**

This course examines various techniques used to deliver effective health education and health promotion programs to a variety of audiences. The relationship of the design of health promotion programs to the needs assessment process will be discussed. Examples of successful interventions in school, community, health care, and worksite settings will be highlighted. **Corequisites:** HEP 500 and HEP 510

### **HEP 530 Introduction to Epidemiology (3/0/3/45)**

This course presents the basic principles of epidemiology and statistical evaluation of the impact of microbial diseases upon the population's health within the US and the world. In addition, an added emphasis is made on the epidemiology and prevention of chronic diseases. General statistical analysis and interpretation of epidemiological research is also included. **Prerequisites:** HEP 500 and HEP 510

### **HEP 540 Planning and Evaluation of Health Promotion Programs (3/0/3/45)**

An overview of the processes and skills to effectively evaluate health education activities and programs. Formative, process and outcome evaluation measures will be discussed. Evaluation of programs in community, schools, healthcare and worksite settings will be examined. **Prerequisite:** HEP 520 and HEP 530

**HEP 550 Implementation of Health Education and Health Promotion Programs (3/0/3/45)**

This course provides background information on how to design and implement health education and health promotion programs in school, community, health care and work-site settings. Emphasis is placed on designing programs to address the problems, needs, and interests of target audiences or populations at risk. **Prerequisites:** HEP 520 and HEP 530

**Electives** **15 hours required**  
(lecture/lab/credit hour/contact hours)

**GED 507 Health Science Terminology (1/0/1/15)**

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.

**HEP 600 Nutritional Epidemiology (3/0/3/45)**

Nutritional epidemiology will introduce the student to the principles of epidemiology, as applied to nutritional related disease prevention and prevention of chronic disease. A review of relevant large, epidemiological studies on diet and nutrition is a hallmark of the course. (Fall only) **Prerequisites:** HEP 500 and HEP 510

**HEP 610 Seminar in Teaching and Learning (3/0/3/45)**

This course is designed for those who may want to learn more about teaching others. It can be used to enhance knowledge learned at the BS/BA level in education or to use the M.S. degree in a college or university setting. This is a seminar course with an overview of various strategies in teaching along with a review of learning styles that vary by type of learner. An elective in the curriculum, this course may be structured into the degree program based on the focus of the student. (Fall only) **Prerequisite:** HEP 540

**HEP 620 Seminar in Ecological and Environmental Health (3/0/3/45)**

This course is an overview of environmental and ecological issues and their relationship to humans, health and disease. They dynamic interaction between both the social and physical environment is highlighted. (Fall only) **Prerequisites:** HEP 540 and HEP 550

**HEP 630 Laboratory and Field Experience (varies)**

A structured field experience allowing students to design, implement and evaluate health educational or health promotion activities. Faculty and staff will provide technical

assistance. (3-6 semester hours) **Prerequisites:** HEP 540 and HEP 550

**HEP 640 Independent Study in Health Promotion (varies)**

Structured opportunities for students to pursue independent study and research in the area of health education, health promotion and community health. Faculty and staff will provide technical assistance. (3-6 semester hours) **Prerequisites:** HEP 540 and HEP 550

**HEP 650 Workshop in Health: the CHES Review Course (3/0/3/45)**

This course will help prepare the student for designing, implementing and evaluating health promotion programs through stressing the competency areas needed to successfully complete the examination for Certified Health Education Specialist. (Spring only) **Prerequisites:** All Core Courses

**HEP 660 Seminar in Clinical Health Promotion (3/0/3/45)**

This course is a mixture of lecture and guest lecture opportunities featuring speakers with expertise in health promotion and clinical practice. Medical physicians, doctors of chiropractic, dental professionals and public health professionals will lecture on current topics in health promotion and disease prevention. (Spring only) **Prerequisites:** All Core Courses

**HEP 670 Complementary and Alternative Health Systems (3/0/3/45)**

One of the fastest growing areas of health care is complementary and alternative health systems or CAM. Health education and health promotion specialists will learn the basic premises behind several systems of healing including but not limited to naturopathy and herbal medicine, homeopathy, body work methods, acupuncture, and vitalistic-based health programs. Both the positive and negative aspects of various healing systems will be investigated to give the student a well-rounded concept of CAM systems as they pertain to health education and health promotion. (Spring only) **Prerequisites:** All Core Courses

**HEP 699 Thesis Research (varies)**

Research Study in an area of health promotion. **Prerequisites:** All Core Courses

\* M.S. is competency-based but will allow for thesis research in some cases based on advisor approval.

## Academic Progress Specific to the M.S. Degree

### *Articulation Agreements*

An articulation agreement allows students to transfer credit from one accredited institution to another. With this agreement, Truman State University graduates from the Department of Health/Exercise Science (H/ES) have the opportunity to complete their master's degree in one year from Cleveland. Contact Cleveland's M.S.H.P. director or Truman's curriculum coordinator in the H/ES department.

### *Repeating Courses*

Courses may not be repeated for graduate credit; this includes courses initially taken on an audit basis. However, a course that is required in a student's curriculum in which a "D" or "F" is earned may be repeated for credit, upon the recommendation of the major department or program area. Both grades will be considered in the computation of the grade point average.

### *Reinstatement*

A person seeking reinstatement to the same degree program after being suspended from the College of Graduate Studies can initiate consideration for reinstatement by communicating with the academic unit from which the person was dismissed. The graduate faculty of the academic unit will consider the request for reinstatement and, if the faculty request reinstatement, they will identify in a written request to the Graduate Studies program director the compelling reasons for reinstatement and the conditions required of the student if reinstatement is granted.

### *Comprehensive Examination*

The M.S. degree culminates with a comprehensive exam that is required of all candidates. Competency is tested in the core curriculum of the degree program and it is essay-based. The deadline for completion of the comprehensive exam is the second Wednesday of November, April or June depending on the trimester in which graduation is planned.

### *Grading of the Comprehensive Exams*

The exam is written and graded by the instructors for the core courses. Each section is graded in the following manner:

**Passed**—each section of the exam was passed successfully by the student

**Passed with contingency**—at least one but not more than two sections were failed

**Failed**—more than two sections were failed

Passed with contingency will allow for the student to complete extra work or an oral exam on the topic prior to contingency being lifted. Failed sections can be retaken once. If more than two sections were failed, all sections must be retaken and can only be retaken once. Failure of more than two topic areas on a second try will result in dismissal from the program.

### *Program sequence*

- 1) Acceptance of admission
- 2) Completion of core curriculum
- 3) Completion of comprehensive examination
- 4) Sit for professional certification exam
- 5) Completion of elective course work
- 6) Application for graduation

### *Certification*

Upon passing the comprehensive examination, students may then prepare for a professional certification that complements their field of interest. Students are asked to sit for the examination as a fulfillment of graduation requirements. Certifications accredited by the Commission for Certifying Agencies (NCCA) in health and wellness are accepted and may include but are not limited to the Certified Health Education Specialist (CHES), Masters CHES, American College of Sports Medicine Health Fitness Specialist (ACSM CHFS), Certified Strength and Conditioning Specialist (CSCS), Certified Diabetes Educator (CDE) or a Wellcoaches Certified Wellness Coach or Certified Health Coach.

## DOCTOR OF CHIROPRACTIC DEGREE PROGRAM

### **Cleveland Chiropractic College Mission**

The Doctor of Chiropractic program mission lies in the areas of education, scholarship and service and in the advancement of chiropractic.

- The education mission of the institution is to prepare competent, entry-level doctors of chiropractic as primary health care providers and to offer continuing education for doctors of chiropractic.
- The scholarship mission of the institution is to conduct research and scholarly activities in areas related to chiropractic education and health care, and to collaborate with other institutions and health care providers in scholarly activities.
- The service mission of the institution is to provide health care and outreach services to the community,

support services to alumni and other health care providers, and volunteer services to civic and professional organizations.

## **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.

## **Purpose of Chiropractic Education**

The purpose of Cleveland Chiropractic College's doctor of chiropractic program is to prepare students as primary health care providers, who emphasize the primacy of structure as related to function in maintenance of optimal health and recognize that appropriate structural management may influence nonstructural health issues. As providers of primary care, doctors of chiropractic also offer education and assistance to patients in the areas of health promotion and disease prevention, and participate when appropriate in activities designed to protect and increase the health of the public. The doctor of chiropractic provides primary health care based on appropriate diagnosis that is consistent with current evidence, clinical experience and patient preference, consults with other health care providers, and refers or co-manages when in the best interest of the patient.

## **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 Chiropractic College offers students a choice between a 12-trimester or 10-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 four calendar years. The accelerated course of study (the same coursework as the 12-trimester course) consists of 10 trimesters of four months each for a total of 40 months or three calendar years plus four months. 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. Students transferring from another chiropractic college must complete at least one calendar year at Cleveland Chiropractic College. 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 pre-professional or post-graduate 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 director of academic records and support 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 or may be found at [www.fclb.org](http://www.fclb.org).

The College subscribes to the concept of the doctor of chiropractic as stated in Section 2 of the “Standards for Doctor of Chiropractic Programs and Requirements for Institutional Status,” The Council on Chiropractic Education (January 2007 edition).

*“A doctor of chiropractic is a primary care physician 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.*

*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 three years of post-secondary instruction and 10 to 12 trimesters of professional study. The curriculum requires 4,575 hours of classroom instruction and clinical experience, including the internship.

Example: (3/0/3/45)

3 = Lecture Clock Hours per week

0 = Laboratory Clock Hours per week

3 = Credit Hours

45 = Trimester Contact Hours

Laboratory Hours Equivalency:

2 laboratory hours = 1 credit hour

2 laboratory hours = 2 contact hours

The course description key represents credit hours based on a trimester system. A majority of the undergraduate courses are offered on an accelerated eight-week modular format.

# DOCTOR OF CHIROPRACTIC CURRICULUM

## Model of 10 Trimester Curricular Progression

Course No.	Course Title	Weekly Lec.	Clock Hours Lab	Credit Hours	Trimester Clock Hours
<b>Trimester I</b>					
ANA 502	Systemic Anatomy	3	1	3.5	60
ANA 500	Embryology	3	0	3	45
ANA 504	Spinal Anatomy	4	1	4.5	75
ANA 514	Histology	4	2	5	90
PHY 506	Cell Physiology	3	0	3	45
CHE 508	Biochemistry I: Structure and Function of Macromolecules	4	2	5	90
PRI 510	Foundations in Chiropractic Philosophy and Science	2	0	2	30
PRA 525	Technique I: Introduction to Functional Analysis	0	3	1.5	45
		23	9	27.5	480
<b>Trimester II</b>					
ANA 530	Thorax/Abdomen/Pelvis Anatomy	4	2	5	90
ANA 540	Extremity Anatomy	4	2	5	90
PHY 532	Cardiovascular/Pulmonary Physiology	4	0	4	60
PAT 548	Immunobiology	3	0	3	45
PHY 546	Endocrine/Reproductive Physiology	3	0	3	45
CHE 534	Biochemistry II: Digestion/Intermediary Metabolism	5	0	5	75
MPH 562	Public Health I: The Health Care System	2	0	2	30
PRA 535	Technique II: Structural and Functional Spinal Assessment	2	2	3	60
		27	6	30	495
<b>Trimester III</b>					
PRI 550	Introduction to Research	1	0	1	15
ANA 566	Head/Neck Anatomy	4	2	5	90
PHY 560	Renal/Digestive Physiology	3	0	3	45
CHE 568	Basic Nutrition	4	0	4	60
MPH 570	Microbiology I: Bacteriology	3	2	4	75
PAT 572	General Pathology	4	0	4	60
DIM 518	Normal Radiographic Anatomy	3	1	3.5	60
PRA 545	Technique III: Cleveland Comprehensive Methods	2	4	4	90
		24	9	28.5	495
<b>Trimester IV</b>					
ANA 600	Neuroanatomy	5	1	5.5	90
PHY 602	Neurophysiology	4	0	4	60
MPH 616	Public Health II: Epidemiology	3	0	3	45
MPH 604	Microbiology II: Virology/Parasitology/Mycology	4	0	4	60
PAT 606	Cardiovascular/Pulmonary/Gastrointestinal Pathology	5	1	5.5	90
PRI 612	History of Chiropractic and Techniques	2	0	2	30
PRA 625	Technique IV: Cleveland Comprehensive Methods	2	4	4	90
		25	6	28	465

Course No.	Course Title	Weekly Lec.	Clock Hours Lab	Credit Hours	Trimester Clock Hours
<b>Trimester V</b>					
PHY 630	Physiology Laboratory	0	2	1	30
PAT 632	Neuromusculoskeletal/Genitourinary Pathology	5	0	5	75
PAT 634	Pathology Laboratory	0	1	0.5	15
GED 638	Physical Diagnosis	3	1	3.5	60
NMS 644	Neuromusculoskeletal (NMS) Diagnosis I: Physical	2	3	3.5	75
DIM 678	Skeletal Radiology I	3	1	3.5	60
PRA 635	Technique V: Extravertebral Adjusting and Case Management	2	1	2.5	45
PRA 645	Technique VI: Soft Tissue Methods	1	2	2	45
PHT 648	Physiotherapy I/Passive Care	2	2	3	60
MPH 626	Public Health III: Wellness Care in Clinical Practice	1	0	1	15
CLI 610	Introduction to Clinic I	0	2	1	30
		19	15	26.5	510
<b>Trimester VI</b>					
GED 636	Clinical Laboratory Diagnosis	2	0	2	30
GED 640	Head/Eyes/Ears/Nose/Throat Diagnosis	2	1	2.5	45
NMS 670	Neuromusculoskeletal (NMS) Diagnosis II: Clinical	4	1	4.5	75
GED 660	Cardiopulmonary/Endocrine Diagnosis	4	0	4	60
NMS 676	Clinical Neurology	4	0	4	60
DIM 700	Skeletal Radiology II	3	1	3.5	60
TBD	Technique VII: Specialty Core	0	2	1	30
PHT 688	Physiotherapy II/Active Care	2	2	3	60
PRA 692	Chiropractic Functional Assessment	1	2	2	45
CLI 650	Introduction to Clinic II	0	2	1	30
		22	11	27.5	495
<b>Trimester VII</b>					
ACS 712	Obstetrics/Gynecology (OB/GYN)	3	1	3.5	60
GED 664	Gastrointestinal/Genitourinary Diagnosis	3	0	3	45
ACS 720	Dermatology	2	0	2	30
DIM 702	Soft Tissue Radiology	3	1	3.5	60
DIM 726	X-ray Physics and Protection	2	0	2	30
DIM 728	X-ray Procedures	0	2	1	30
PRI 706	Clinical Application of Chiropractic Theory	2	0	2	30
PRA 710	Chiropractic Case Management	4	1	4.5	75
ACS 694	Emergency Methods/CPR	1	1	1.5	30
CLI 714	Clinic Internship I	2	2	3	60
TBD	Technique VIII: Specialty Core	0	2	1	30
		22	10	27	480
<b>Trimester VIII</b>					
GED 730	Clinical Nutrition	3	0	3	45
ACS 732	Toxicology	4	0	4	60
GED 734	Differential Diagnosis	3	0	3	45
ACS 748	Psychiatry	3	0	3	45
DIM 738	Advanced Imaging	2	0	2	30
PRI 740	Research Methods	1	0	1	15
ACS 716	Pediatrics	3	1	3.5	60
ACS 718	Geriatrics	2	0	2	30

Course No.	Course Title	0 Weekly Lec.	2 Clock Hours Lab	1 Credit Hours	30 Trimester Clock Hours
TBD	Technique IX: Specialty Core				
CLI 750	Clinic Internship II	0	4	2	60
<b>Trimester IX</b>		21	7	24.5	420
ACS 744	Chiropractic Practice/Business Management	3	0	3	45
ACS 746	Ethics and Jurisprudence	2	0	2	30
CLI 770	Clinic Internship III	0	12	6	180
ACS 784	Public and Professional Communications	2	0	2	30
DIM 736	X-ray Case Presentation	0	2	1	30
		7	14	14	315
<b>Trimester X</b>					
CLI 780	Clinic Internship IV	0	28	14	420
<b>Grand Total</b>		<b>190</b>	<b>115</b>	<b>247.5</b>	<b>4,590</b>

## Model of 12-Trimester Curricular Progression

### Trimester I

ANA 502	Systemic Anatomy	3	1	3.5	60
ANA 500	Embryology	3	0	3	45
ANA 504	Spinal Anatomy	4	1	4.5	75
CHE 508	Biochemistry I: Structure and Function of Macromolecules	4	2	5	90
PHY 506	Cell Physiology	3	0	3	45
PRI 510	Foundations in Chiropractic Philosophy and Science	2	0	2	30
PRA 525	Technique I: Introduction to Functional Analysis	0	3	1.5	45
		19	7	22.5	390

### Trimester II

ANA 514	Histology	4	2	5	90
ANA 530	Thorax/Abdomen/Pelvis Anatomy	4	2	5	90
PHY 532	Cardiovascular/Pulmonary Physiology	4	0	4	60
PHY 546	Endocrine/Reproductive Physiology	3	0	3	45
CHE 534	Biochemistry II: Digestion/Intermediary Metabolism	5	0	5	75
PRA 535	Technique II: Structural and Functional Spinal Assessment	2	2	3	60
		22	6	25	420

### Trimester III

PRI 550	Introduction to Research	1	0	1	15
PHY 560	Renal/Digestive Physiology	3	0	3	45
ANA 540	Extremity Anatomy	4	2	5	90
PAT 548	Immunobiology	3	0	3	45
CHE 568	Basic Nutrition	4	0	4	60
MPH 562	Public Health I: The Health Care System	2	0	2	30
PRA 545	Technique III: Cleveland Comprehensive Methods	2	4	4	90
		19	6	22	375

Course No.	Course Title	Weekly Lec.	Clock Hours Lab	Credit Hours	Trimester Clock Hours
<b>Trimester IV</b>					
ANA 566	Head/Neck Anatomy	4	2	5	90
MPH 570	Microbiology I: Bacteriology	3	2	4	75
PAT 572	General Pathology	4	0	4	60
PRI 612	History of Chiropractic and Technique Systems	2	0	2	30
PRA 625	Technique IV: Cleveland Comprehensive Methods	2	4	4	90
DIM 518	Normal Radiographic Anatomy	3	1	3.5	60
		18	9	22.5	405
<b>Trimester V</b>					
ANA 600	Neuroanatomy	5	1	5.5	90
PHY 602	Neurophysiology	4	0	4	60
MPH 604	Microbiology II: Virology/Parasitology/Mycology	4	0	4	60
PAT 606	Cardiovascular/Pulmonary/Gastrointestinal Pathology	5	1	5.5	90
PRA 635	Technique V: Extravertebral Adjusting	2	1	2.5	45
MPH 616	Public Health II: Epidemiology	3	0	3	45
		23	3	24.5	390
<b>Trimester VI</b>					
PHY 630	Physiology Laboratory	0	2	1	30
PAT 632	Neuromusculoskeletal/Genitourinary Pathology	5	0	5	75
PAT 634	Pathology Laboratory	0	1	0.5	15
GED 638	Physical Diagnosis	3	1	3.5	60
NMS 644	Neuromusculoskeletal (NMS) Diagnosis I: Physical	2	3	3.5	75
DIM 678	Skeletal Radiology I	3	1	3.5	60
PRA 645	Technique VI: Soft Tissue Methods	1	2	2	45
MPH 626	Public Health III: Wellness Care in Clinical Practice	1	0	1	15
PHT 648	Physiotherapy I/Passive Care	2	2	3	60
		17	12	23	435
<b>Trimester VII</b>					
TBD	Technique VII: Specialty Core	0	2	1	30
GED 660	Cardiopulmonary/Endocrine Diagnosis	4	0	4	60
GED 636	Clinical Laboratory Diagnosis	2	0	2	30
GED 640	Head/Eyes/Ears/Nose/Throat Diagnosis	2	1	2.5	45
NMS 670	Neuromusculoskeletal (NMS) Diagnosis II: Clinical	4	1	4.5	75
DIM 700	Skeletal Radiology II	3	1	3.5	60
PHT 688	Physiotherapy II/Active Care	2	2	3	60
PRA 692	Chiropractic Functional Assessment	1	2	2	45
CLI 610	Introduction to Clinic I	0	2	1	30
		18	11	23.5	435
<b>Trimester VIII</b>					
NMS 676	Clinical Neurology	4	0	4	60
GED 664	Gastrointestinal/Genitourinary Diagnosis	3	0	3	45
DIM 702	Soft Tissue Radiology	3	1	3.5	60
DIM 726	X-ray Physics and Protection	2	0	2	30
DIM 728	X-ray Procedures	0	2	1	30
PRI 706	Clinical Applications of Chiropractic Theory	2	0	2	30
PRA 710	Chiropractic Case Management	4	1	4.5	75
CLI 650	Introduction to Clinic II	0	2	1	30
		18	6	21	360

Course No.	Course Title	Weekly Lec.	Clock Hours Lab	Credit Hours	Trimester Clock Hours
<b>Trimester IX</b>					
ACS 712	Obstetrics/Gynecology (OB/GYN)	3	1	3.5	60
ACS 720	Dermatology	2	0	2	30
ACS 694	Emergency Methods/Cardiopulmonary Resuscitation (CPR)	1	1	1.5	30
CLI 714	Clinic Internship I	2	2	3	60
PRI 740	Research Methods	1	0	1	15
ACS 716	Pediatrics	3	1	3.5	60
TBD	Technique VIII: Specialty Core	0	2	1	30
		12	7	15.5	285
<b>Trimester X</b>					
GED 730	Clinical Nutrition	3	0	3	45
ACS 732	Toxicology	4	0	4	60
GED 734	Differential Diagnosis	3	0	3	45
ACS 748	Psychiatry	3	0	3	45
DIM 738	Advanced Imaging	2	0	2	30
ACS 718	Geriatrics	2	0	2	30
TBD	Technique IX: Specialty Core	0	2	1	30
CLI 750	Clinic Internship II	0	4	2	60
		17	6	20	345
<b>Trimester XI</b>					
CLI 770	Clinic Internship III	0	12	6	180
ACS 784	Public and Professional Communications	2	0	2	30
DIM 736	X-ray Case Presentation	0	2	1	30
ACS 744	Chiropractic Practice/Business Management	3	0	3	45
ACS 746	Ethics and Jurisprudence	2	0	2	30
		7	14	14	315
<b>Trimester XII</b>					
CLI 780	Clinic Internship IV	0	28	14	420
		0	28	14	420
<b>Grand Total</b>		<b>190</b>	<b>115</b>	<b>247.5</b>	<b>4,575</b>
<b>Electives</b>					
GED 507	Health Science Terminology	1	0	1	15
PRA 607	Diversified Technique	0	2	1	30
PRA 617	Full Spine Specific Technique	0	2	1	30
PRA 627	Gonstead Technique I	0	2	1	30
PRA 637	Thompson Technique	0	2	1	30
PRA 647	Flexion-Distracton Technique	0	2	1	30
PRA 657	Graston Technique	0	2	1	30
PRA 667	Sacral-Occipital Technique I	0	2	1	30
PRA 677	Motion Palpaton and ChiroTechnique	0	2	1	30
PRA 707	Sacral-Occipital Technique II	0	2	1	30
PRA 717	Gonstead Technique II	0	2	1	30
PRA 727	Activator Methods Technique	0	2	1	30
PRA 737	Chiropractic Biophysics Technique (CBP)	0	2	1	30
PRA 747	Integrative Technique	0	2	1	30
PRA 757	Upper Cervical Technique	0	2	1	30
PRA 787	Graduate Preceptor Program			<i>variable</i>	
CLI 790	Special Topics in Clinic			<i>variable</i>	
CLI 807	Extended Preceptorship	0	28	14	420

# DOCTOR OF CHIROPRACTIC DEGREE COURSE DESCRIPTIONS

All hours are based on a 15-week format.

*(lecture/lab/credit hour/contact hours)*

## **ACS 694 Emergency Methods/Cardiopulmonary Resuscitation (CPR) (1/1/1.5/30)**

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) (3/1/3.5/60)**

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. **Prerequisite:** *Cardiopulmonary/Endocrine 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, Cardiopulmonary/Endocrine Diagnosis, Gastrointestinal/Genitourinary Diagnosis*

## **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, Cardiopulmonary/Endocrine Diagnosis, Gastrointestinal/Genitourinary Diagnosis, Clinical Neurology*

## **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 732 Toxicology (4/0/4/60)**

This course presents information on pharmacokinetics, pharmacodynamics, therapeutic agents used to treat common disorders, recreational drugs, selected toxins, food additives and botanical agents. Potential drug-drug and drug-disease interactions resulting in adverse events are emphasized.

## **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*

## **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*

## **ACS 784 Public and Professional Communications (2/0/2/30)**

This course assists the student learning how to effectively communicate with patients, the general public and other health care professionals. Effective written communication is also addressed. Students will practice performing patient histories, providing verbal reports of findings, simulated courtroom testimonies and lay-lecture presentations. **Prerequisite:** *Within 12 months of graduation*

## **ANA 500 Embryology (3/0/3/45)**

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.

**ANA 502 Systemic Anatomy (3/1/3.5/60)**

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.

**ANA 504 Spinal Anatomy (4/1/4.5/75)**

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. Cadaver dissection laboratories complement and supplement lecture topics.

**ANA 514 Histology (4/2/5/90)**

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.

**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 Anatomy (4/2/5/90)**

This course presents the detailed gross anatomy of the upper and lower extremities, with emphasis given to the musculature and neuroanatomy. Cadaver dissection laboratories complement and supplement lecture topics. **Prerequisites:** *Systemic Anatomy, Embryology*

**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 (5/1/5.5/90)**

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*

**CHE 508 Biochemistry I: Structure and Function of Macromolecules (4/2/5/90)**

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.

**CHE 534 Biochemistry II: Digestion/Intermediary Metabolism (5/0/5/75)**

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. **Prerequisite:** *Biochemistry I*

**CHE 568 Basic Nutrition (4/0/4/60)**

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*

**CLI 610 Introduction to Clinic I (0/2/1/30)**

This laboratory course presents an introduction to the clinic procedures and patient care, with emphasis on SOAP notes, record keeping and adjusting. **Prerequisite:** *Technique IV*

**CLI 650 Introduction to Clinic II (0/2/1/30)**

This laboratory course presents a review of clinic procedures, with emphasis on assessment and rationale for choice of technique and treatment plan, utilizing the techniques covered in Cleveland Comprehensive Methods and Functional assessment. **Corequisite:** *Functional Assessment*

**CLI 714 Clinic Internship I (2/2/3/60)**

This course presents an integration of all clinic procedures including examination, diagnosis, treatment, and manage-

ment in the care of student and student family patients, utilizing approved procedures in the Student Health Center environment under the close supervision of licensed chiropractors. **Prerequisites:** *All courses in Trimesters 1-6 of the 10-trimester progression and all courses in trimesters 1-8 of the 12-trimester progression.*

**CLI 715 Clinic Internship I Alternate (2/2/3/60)**

This course allows the intern to continue the Student Clinic experience by examining, diagnosing, treating and managing all aspects of the patient's care under the close supervision of licensed chiropractors while engaging in directed studies that will enhance the intern's understanding of the basic sciences  
**Prerequisite:** *CLI 714*

**CLI 750 Clinic Internship II (0/4/2/60)**

In this course the student 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 10-trimester progression or 1-9 of the 12-trimester progression, successful completion of all of Part I of the NBCE Examination.*

**CLI 770 Clinic Internship III (0/12/6/180)**

In this course the student continues his/her health center 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 II*

**CLI 780 Clinic Internship IV (0/28/14/420)**

In this course the student completes his/her health center 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 III*

**DIM 518 Normal Radiographic Anatomy (3/1/3.5/60)**

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 mensuration of the axial and appendicular skeleton. Laboratory exercises complement and supplement lecture topics. **Prerequisites:** *Thorax/Abdomen/Pelvis Anatomy, Extremity Anatomy, Spinal Anatomy*

**DIM 678 Skeletal Radiology I (3/1/3.5/60)**

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. **Prerequisite:** *Normal Radiographic Anatomy*

**DIM 700 Skeletal Radiology II (3/1/3.5/60)**

This course is a continuation of Skeletal Radiology I with emphasis on tumor and tumor-like diseases of the skeleton, infections of the bones and joints, metabolic and nutritional diseases and hematological disorders. Correlation of radiographic and advanced imaging findings with the clinical presentation will be discussed. Laboratory exercises complement and supplement lecture topics. **Prerequisites:** *Skeletal Radiology I, Neuromusculoskeletal/Genitourinary Pathology*

**DIM 702 Soft Tissue Radiology (3/1/3.5/60)**

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, Cardiopulmonary/Endocrine Diagnosis* **Corequisite:** *Gastrointestinal/Genitourinary Diagnosis*

**DIM 726 X-ray Physics and Protection (2/0/2/30)**

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. **Prerequisite:** *Normal Radiographic Anatomy*

**DIM 728 X-ray Procedures (0/2/1/30)**

The laboratory course teaches proper positioning of the patient for radiographic imaging of the spine, extremities, chest and abdomen. Radiation protection is stressed throughout the course. **Prerequisite:** *Normal Radiographic Anatomy* **Corequisite:** *DIM 726 X-Ray Physics and Protection must be taken prior to or concurrently with this course.*

**DIM 736 X-ray Case Presentation (0/2/1/30)**

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*

**DIM 738 Advanced Imaging (2/0/2/30)**

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 Physics and Protection*

**GED 636 Clinical Laboratory Diagnosis (2/0/2/30)**

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.

**Prerequisites:** *Cardiovascular/Pulmonary/Gastrointestinal Pathology, Neuromusculoskeletal/Genitourinary Pathology*

**GED 638 Physical Diagnosis (3/1/3.5/60)**

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 (2/1/2.5/45)**

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.

**GED 660 Cardiopulmonary/Endocrine Diagnosis (4/0/4/60)**

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 664 Gastrointestinal/Genitourinary Diagnosis (3/0/3/45)**

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.

**Prerequisites:** *Physical Diagnosis, Neuromusculoskeletal/Genitourinary Pathology*

**GED 730 Clinical Nutrition (3/0/3/45)**

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 (3/0/3/45)**

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, Cardiopulmonary Endocrine Diagnosis, Gastrointestinal/Genitourinary Diagnosis, Neuromusculoskeletal Diagnosis II*

**MPH 562 Public Health I: The Health Care System (2/0/2/30)**

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.

**MPH 570 Microbiology I: Bacteriology (3/2/4/75)**

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/Mycoology**  
(4/0/4/60)

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: Health Promotion and Epidemiology**  
(3/0/3/45)

This course presents the basic principles of risk assessment, health promotion and epidemiology. The leading causes of morbidity and mortality in the United States are examined, and primary, secondary and tertiary prevention strategies for each are presented. The emergence of HIV/AIDS in the U.S. is included to teach principles of both public health practice and outbreak investigation. **Prerequisite:** *Public Health I*

**MPH 626 Public Health III: Wellness Care in Clinical Practice**  
(1/0/1/15)

This course assists the student in planning preventative care recommendations for the prevention of disease and disability. Appropriate screening tests and patient counseling methods are discussed. The role of chiropractic in the health care system with respect to wellness care is presented. **Prerequisite:** *Public Health II*

**NMS 644 Neuromusculoskeletal (NMS) Diagnosis I: Physical**  
(2/3/3.5/75)

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. Laboratory exercises complement and supplement lecture topics. **Prerequisites:** *Neuroanatomy, Extremity Anatomy*

**NMS 670 Neuromusculoskeletal (NMS) Diagnosis II: Clinical**  
(4/1/4.5/75)

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:** *NMS Diagnosis I, Neuromusculoskeletal/Genitourinary Pathology*

**NMS 676 Clinical Neurology**  
(4/0/4/60)

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:** *NMS Diagnosis I, Neuroanatomy, Neurophysiology*

**PAT 548 Immunobiology**  
(3/0/3/45)

This course presents the components and functions of the innate and adaptive immune systems, as well as physical barriers to infection. Immune pathology is also discussed including hypersensitivity, autoimmunity, immunodeficiency and graft rejection. An explanation of common serological testing methods is included. **Prerequisite:** *Cell Physiology*

**PAT 572 General Pathology**  
(4/0/4/60)

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, Endocrine/Reproductive Physiology*

**PAT 606 Cardiovascular/Pulmonary/Gastrointestinal Pathology**  
(5/1/5.5/90)

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, Renal/Digestive Physiology*

**PAT 632 Neuromusculoskeletal/Genitourinary Pathology**  
(5/0/5/75)

This course presents the pathologies of the musculoskeletal, nervous, genitourinary and reproductive systems. Emphasis is given to pathogenesis and the morphologic changes that occur. **Prerequisites:** *General Pathology, Neurophysiology, Renal/Digestive Physiology*

**PAT 634 Pathology Laboratory**  
(0/1/0.5/15)

This laboratory course provides the student with the opportunity to observe systemic pathologies and develop clinical diagnostic concepts. **Prerequisites:** *General Pathology, Cardiovascular/Pulmonary/Gastrointestinal Pathology*

**PHT 648 Physiotherapy I/Passive Care**  
(2/2/3/60)

This course presents the physiologic principles of electrical therapies, direct and alternating currents, middle frequency

currents, traction techniques, superficial heat, deep heat, cryotherapy and Ultrasound. Laboratory sessions provide hands-on experience in therapy application. Applications of these modalities are presented as an adjunct to chiropractic patient management. **Prerequisite:** *Neurophysiology* **Corequisite:** *NMS Diagnosis I*

**PHT 688 Physiotherapy II/Active Care (2/2/3/60)**

This course presents an overview of physiologic modalities including soft tissue techniques and their indication and contraindications. Topics also include functional assessment of the spine and extremities leading to exercise recommendations. Instruction addresses in-office and in-home rehabilitation procedures as well as the use of orthopedic supports and traction. Applications of these modalities are presented as an adjunct to chiropractic patient management. Laboratory sessions provide hands-on experiences in therapy application.

**Prerequisite:** *Physiotherapy I*

**PHY 506 Cell Physiology (3/0/3/45)**

This course presents an intensive study of cellular function. Topics include the regulation of gene expression, cell membrane structure and function, organelle function, intracellular transport, cell communication, cell cycle regulation and the electrophysiology of nerve and muscle cells.

**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, metabolism and reproductive functions. Glandular structure and function are also presented. **Prerequisites:** *Cell Physiology, Systemic Anatomy*

**PHY 560 Renal/Digestive Physiology (3/0/3/45)**

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 (4/0/4/60)**

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* **Corequisite:** *Neuroanatomy* Must be taken prior to or concurrently with *Neurophysiology*

**PHY 630 Physiology Laboratory (0/2/1/30)**

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*

**PRA 525 Technique I: Introduction to Functional Analysis (0/3/1.5/45)**

This course presents an integrated approach to functional assessment of the spine. Emphasis is placed on developing physical evaluation skills and an introduction to the concepts of doctor-patient interaction in the clinical setting. Laboratory sessions complement the lecture topics and provide the opportunity for the student to begin to develop palpation, psychomotor and interpersonal skills essential to the practicing chiropractor.

**PRA 535 Technique II: Theory and Practice of Structural and Functional Spinal Assessment (2/2/3/60)**

This course presents a continuation of the study of the philosophy, science and art of chiropractic. Emphasis is placed on the integration of functional assessments, including kinetic palpation, that are utilized in patient assessment, clinical evaluation and detection of neuromusculoskeletal disorders. Laboratory sessions complement and supplement lecture topics and provide opportunities for the student to practice and integrate functional assessment procedures utilized on a daily basis in the clinical setting. **Prerequisites:** *Technique I, Foundations in Philosophy and Science of Chiropractic, Spinal Anatomy*

**PRA 545 Technique III: Cleveland Comprehensive Methods (2/4/4/90)**

This course presents the philosophy and biomechanical approach to the evaluation and adjustment of individual vertebral segments. Emphasis is placed on spinal analysis, functional assessment and adjustment of the thoracic and lumbar spine, in which a diversity of adjusting techniques are introduced and practiced. The techniques used include recoil, diversified and Gonstead. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisite:** *Technique II*

**PRA 625 Technique IV: Cleveland Comprehensive Methods** (2/4/4/90)

This course presents the philosophy and biomechanical approach to the evaluation and adjustment of individual vertebral segments as well as the sacrum, ilia, coccyx and occiput. Emphasis is placed on spinal analysis, functional assessment and adjustment of the cervical spine and pelvis, with review of the thoracic and lumbar spine in which a diversity of adjusting techniques are introduced and practiced. The techniques used include recoil, diversified and Gonstead. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisite:** *Technique III*

**PRA 635 Technique V: Extravertebral Adjusting and Case Management** (2/1/2.5/45)

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. **Prerequisites:** *Technique IV, Extremity Anatomy*

**PRA 645 Technique VI: Soft Tissue Methods** (0/2/1/30)

This course introduces student to concepts of soft tissue diagnostic and treatment procedures. Emphasis is placed on correlation of soft tissue disorders with the vertebral subluxation complex. Functional assessment, differential diagnosis and case management of soft tissue lesions are presented. Laboratory sessions provide hands-on experiences in soft tissue methods. **Prerequisite:** *Technique IV*

**PRA 692 Chiropractic Functional 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. **Prerequisites:** *NMS Diagnosis I, Technique IV*

**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 adjustive techniques, physiologic therapeutic modalities and biomechanical considerations of specific clinical cases. **Prerequisites:** *Extravertebral Adjusting, Physiotherapy II, Chiropractic Assessment, Skeletal Radiology II, Neuromusculoskeletal Diagnosis II*

**PRA 778 Visiting Lecture Series** (varies)

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.

**PRI 510 Foundations in Philosophy and Science of Chiropractic** (2/0/2/30)

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.

**PRI 550 Introduction to Research** (1/0/1/15)

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.

**PRI 612 History of Chiropractic Profession and Technique Systems** (2/0/2/30)

This course traces the history of the chiropractic profession from its founding through the present. The relationship between chiropractic's history and philosophy is explored, and technique systems are studied as an example of the profession's evolution and development. **Prerequisite:** *Foundations in the Philosophy and Science of Chiropractic Technique II*

**PRI 706 Clinical Application of Chiropractic Theory** (2/0/2/30)

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:** *History of Chiropractic Profession and Technique Systems*, **Prerequisite (10-tri track):** *Clinical Neurology*, **Corequisite (12-tri track):** *Clinical Neurology*

**PRI 740 Research Methods** (1/0/1/15)

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*

**Technique VII: Specialty Core (0/2/1/30)**

The student may choose from any of the 600-level elective techniques to fulfill these hours.

**Technique VIII: Specialty Core (0/2/1/30)**

The student may choose from any of the elective techniques to fulfill these hours.

**Technique IX: Specialty Core (0/2/1/30)**

The student may choose from any of the elective techniques to fulfill these hours.

**Electives for the Doctor of Chiropractic Degree**  
(lecture/lab/credit hour/contact hours)

**CLI 790 Special Topics in Clinic (varies)**

This course allows the student to augment the clinical experience by participating in additional hours of internship. Special projects may be assigned by clinic leadership.

**Corequisite:** *Concurrent enrollment in CLI 750, CLI 770 or CLI 780*

**CLI 807 Extended Preceptorship (0/28/14/420)**

This one-trimester 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*

**GED 507 Health Science Terminology (1/0/1/15)**

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.

**PRA 607 Advanced Diversified Technique (0/2/1/30)**

This course presents the philosophy and biomechanical approach to 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 experience in the application of this technique. **Prerequisites:** *Techniques III and IV*

**PRA 617 Full Spine Specific Technique (0/2/1/30)**

This course presents the philosophy and biomechanical approach to the specific segmental recoil technique as applied to the spine adjusting procedures addressing the sacrum, ilia and coccyx are also present. Integration of the Meric System

of analysis is also presented. Laboratory sessions provide hands-on experiences in the application of the technique.

**Prerequisite:** *Concurrent enrollment/completion of CLI 610*

**PRA 627 Gonstead Technique I (0/2/1/30)**

This laboratory course presents a survey of the Gonstead System for spinal and extraspinal corrections. Emphasis is given to broadening and improving the adjusting competencies of the student. **Prerequisite:** *Concurrent enrollment/completion of CLI 610*

**PRA 637 Thompson Technique (0/2/1/30)**

This course presents the application of Thompson adjustive 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. **Prerequisites:** *Concurrent enrollment/completion of CLI 610, NMS 644, and GED 638*

**PRA 647 Flexion-Distracton Technique (0/2/1/30)**

This course presents the philosophy, analysis and corrective procedures of the Flexion-Distracton Technique. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisites:** *Concurrent enrollment/completion of CLI 610, NMS 644, and GED 638*

**PRA 657 Graston Technique (0/2/1/30)**

This course presents the philosophy and application of the Graston method for evaluation and treatment of soft tissue disorders. This technique involves the use of specially designed instruments to detect and treat areas of soft tissue dysfunction. Laboratory sessions provide hands-on experiences in the application of the technique. **Prerequisites:** *PRA 617, 627, 637 or 767*

**PRA 667 Sacral-Occipital Technique I: SOT Proficient (0/2/1/30)**

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. **Prerequisites:** *PRA 617, 627, 637, or 767*

**PRA 677 Motion Palpation and Chiropractic Technique (0/2/1/30)**

This course presents an overview of the fundamental concepts in the evaluation and application of the motion palpation technique, including the philosophy and biomechanical approach to this method. Laboratory sessions provide practi-

cal applications of the technique and methods of adjusting.  
**Prerequisites:** *Concurrent enrollment/completion of CLI 610*

**PRA 707 Sacral-Occipital Technique: SOT Advanced** (0/2/1/30)

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. **Prerequisite:** *Sacral-Occipital Technique I*

**PRA 717 Gonstead Technique II** (0/2/1/30)

This laboratory course presents the continued survey of the adjusting procedures of the Gonstead System. Emphasis is given to individual case management. **Prerequisite:** *Gonstead Technique I*

**PRA 727 Activator Methods Technique** (0/2/1/30)

This course introduces the student to the Activator Methods Chiropractic Technique including patient functional assessment, leg length analysis, patient placement and basic protocol adjusting procedures for the spine and extremities.  
**Prerequisites:** *PRA 617, 627, 637 or 767*

**PRA 737 Chiropractic Biophysics (CBP)** (0/2/1/30)

A full spine structural rehabilitative technique based on mechanical engineering principles. This technique utilizes mirror image adjustments, exercise and traction to affect global posture. This elective course is a non-clinic technique.  
**Prerequisite:** *Concurrent enrollment/completion of CLI 610*

**PRA 747 Integrative Technique** (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 techniques.  
**Corequisite:** *CLI 714 or later*

**PRA 757 Upper Cervical Technique** (0/2/1/30)

This course presents one of several optional upper cervical adjusting classes, including appropriate assessment protocols.  
**Prerequisites:** *Concurrent enrollment/completion of CLI 610*

**PRA 787 Graduate Preceptor Program** (varies)

The Graduate Preceptor Program is an elective, one-trimester course that enables a graduate doctor of chiropractic to participate in elective coursework in the Doctor of Chiropractic degree program enrolled as a graduate student in a non-degree seeking status to fulfill a state licensing requirement or to complete a preceptor requirement. **Prerequisites:** *D.C. degree*

**PRA 777 Mechanical and Mechanically Assisted Techniques** (0/2/1/30)

This course presents the principles of chiropractic adjusting using table assisted methods as well as the application of adjusting instruments. Integration of multiple adjusting methods with functional assessment in addressing vertebra subluxation complex is stressed. Laboratory sessions provide hands-on experiences in application of the techniques.

**PRA 718 Functional Rehabilitation: new elective** (0/2/1/30)

This course presents the principles of patient assessment and treatment using various types of functional rehabilitation methods. Laboratory sessions provide hands-on experiences in the application of these procedures.

**PRA 738 Sports Chiropractic: new elective** (0/2/1/30)

This course presents the concepts of the application of chiropractic methods to meet the needs of the athlete. Assessment, treatment and appropriate management of sports injuries is addressed as well as health promotion, injury prevention and performance enhancement for athletes. Laboratory sessions provide hands-on experiences in the application of these procedures.

## 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.

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 clinical requirements for graduation are that the student successfully:

1. Passes the clinic entrance examination;
2. Passes the clinic competency examination;
3. Receives satisfactory evaluations from clinic faculty in the demonstration of all required clinical competencies; and
4. Completes all required quantitative requirements.

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 PROGRAM

### Preceptorship

The College's preceptorship program offers 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 with the exception of total clinic hours.
2. Completed all didactic coursework and be in good academic standing.
3. Received the approval of the College.
4. Completed CLI 770.

### 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, an elective one trimester extension. 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. Deadline for applying for the Extended Preceptorship is the last day of the registration period for the applicable term.

# DOCTOR OF CHIROPRACTIC PROGRAM POLICIES

## Health Center Academic Policies

In compliance with the policy on clinical supervision of adjusting and treatment, patient care, including examination or treatment, is permitted only within the health centers or technique rooms and approved preceptorship sites under the appropriate supervision of authorized, licensed clinicians assigned or employed by the College. (Terms “Health Center” and “Clinic” are used interchangeably.)

### *Prerequisites to Enter Clinic*

The following guidelines/criteria for entrance into the clinic sequence (either student clinic or outpatient clinic) are as follows:

- Prerequisite for entry into student clinic is completion of trimesters one through six of the 10-trimester progression and one through eight of the 12-trimester progression.
- Students must pass all sections of the NBCE Part I exam in order to enter the outpatient Health Center.
- Prerequisite for entry into the 10-trimester outpatient clinic sequence is completion of trimesters one through seven of the 10-trimester program.
- Prerequisite for entry into the 12-trimester outpatient clinic sequence is completion of trimester one through nine of the 12-trimester progression.
- If a student has failed (with a “D”) one course that is a prerequisite to the clinic sequence and is in good academic standing, that student may submit a written appeal requesting permission to enter the clinic and/or remain on the 10-trimester clinic sequence to the Scholastic Regulations Committee no later than the last day to add coursework in the applicable term. The Scholastic Regulations Committee evaluates each request in light of the student’s overall academic record, and other applicable College policies. If allowing the student to enter clinic and/or remain on the 10-trimester clinic sequence requires the violation of other academic policies, the appeal will be denied. Total course load may not exceed 35 hours.
- If a student has failed two or more courses that are prerequisites, that student may not enter the clinic sequence.
- A student who has withdrawn from a clinic sequence prerequisite course or has not taken a clinic

sequence prerequisite course may not enter the clinic sequence. This is not subject to appeal.

### *Clinic Examinations*

At the end of the trimester prior to entering the outpatient 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 demonstrate 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 chair of clinical sciences. If approval is granted, the chair of clinical sciences 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**

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.

### **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. For additional information consult [www.nbce.org](http://www.nbce.org).

The National Board tests are described as follows.

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. Most states require or accept NBCE Part IV in lieu of a state board practical examination.

The College, as well as accrediting agencies, consider NBCE scores as a measure of the success of the doctor of chiropractic degree program, therefore, a student must demonstrate a high level of academic achievement before the College will approve his/her board applications. Eligibility criteria is available in the Office of Academic Records and Support.

Students are required to pass all of Part I prior to entering the outpatient Health Center.

## State Licensing

Enrollment in the educational program at Cleveland Chiropractic College does not constitute a guarantee of employment upon graduation.

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 Academic Records and Support 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. Students also may obtain information about state requirements at [www.fclb.org](http://www.fclb.org).

## RESEARCH PROGRAM

The primary goal of the Cleveland Chiropractic College Research Center is to conduct research and scholarly activities related to chiropractic health care and education, and to involve faculty and students in collaboration with other institutions and health care providers.

The College maintains a clinical research area for faculty and student use. Work-study jobs are available for qualified students who are interested in involvement in research activities.

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 funded attendance and presentation of papers at professional conferences. Scholarships, institutional grants and student research assistant positions are also periodically available.

# ACADEMIC POLICIES

## 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 student's education. Students will be notified of such changes via e-mail, on digital signage and through the student portal. It is the student's responsibility to periodically check for such changes and direct any questions to the provost or dean 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

Courses may be added through the end of the first Friday of each module of the undergraduate program and the end of the first Friday of the Doctor of Chiropractic degree program. Thereafter, adding a course or changing the schedule (i.e., changing day or lab sections) is not allowed.

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

1. Obtain the appropriate form from [www.cleveland.edu](http://www.cleveland.edu), academic advisor or the Office of Academic Records and Support.
2. Complete the form and obtain the necessary signatures.
3. Return the completed, signed form to the Office of Academic Records and Support.

A student adding a course is responsible for all course requirements, including the attendance requirement, 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 A.A. degree program**
- **The B.S. degree program**
- **The M.S. degree program**
- **The D.C. 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. Tardiness is disruptive to the class. Each student should make every attempt to get to class on time. An instructor may refuse to allow a tardy student to enter the classroom. A student who is tardy to a class may be counted absent for that class period.

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." In cases where a student is awarded an

“XF” due to absences resulting from significant extenuating circumstances, the grade should first be appealed to the instructor who awarded it. If the instructor does not remove the “XF,” the student may make one written appeal to the dean or director of the degree program requesting reinstatement into the course. The written appeal should include documentation that verifies the nature of the extenuating circumstances necessitating the student’s excessive absences. The dean or program director’s decision is final. Should a student’s absences exceed 15%, the XF may not be appealed.

## COURSE AUDIT

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.

## UNSATISFACTORY ACADEMIC PERFORMANCE

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 enrolled in a double-failed course will not be allowed to withdraw from the course in order to prevent a third failure and thus avoid dismissal. If a student utilizes the college withdrawal option when repeating a twice-failed course, the college withdrawal will result in dismissal from the College except in the cases of medical and/or family emergencies. Support documentation will be required for reinstatement.

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 permanently dismissed from the College.

The College reserves the right to establish remediation plans for students who fail to progress academically. Remediation plans may alter the total number of hours required for completion of the degree. A student has until the end of the first week of the new trimester to appeal a grade from the previous trimester.

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).

Students enrolled in trimester one of the Doctor of Chiropractic degree program must attain a GPA of 1.75 or higher to remain enrolled in the Doctor of Chiropractic degree program. Permanent dismissal will be automatic for students earning lower than a GPA of 1.75 in trimester one.

Dismissal from the College may be appealed to the Scholastic Regulations Committee if the student believes there were extenuating circumstances (not related to academic ability). The written appeal should include appropriate supporting documentation and be submitted to the Scholastic Regulations Committee by the deadline listed in the academic calendar—which is within the first five business days of the trimester in which the dismissal becomes effective. Students appealing a dismissal from the College meet with the Scholastic Regulations Committee to present their circumstances and documentation. The Committee hears a student’s appeal one time, and its decision is final.

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

- \* If the student is in the clinic sequence of coursework and fails a course twice, he/she will be enrolled in a zero-credit clinic continuity internship and will not be allowed to continue the regular clinic until the failed class has been successfully completed.

resolve an “I.” The grade must be turned in no later than Friday of the first week of class each term.

This policy applies to students enrolled in

- **The M.S. degree program**

A grade of “I” (incomplete) is evaluated as an “F” and must be removed within four weeks during the next term of enrollment if the student’s overall grade point average drops below a “B” as a result of the “I” grade(s). The evaluations of academic progress of students who register with “I” grades still on their records can result in academic warning or suspension.

## INCOMPLETE COURSEWORK

This policy applies to students enrolled in

- **The A.A. degree program**
- **The B.S. degree program**
- **The D.C. degree program**

An instructor may issue an “I” (incomplete) to a student at the end of a term if that student was performing at a level where there was a mathematical possibility of passing 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 Academic Records and Support within 24 hours of the time a student completes all course requirements to

## ACADEMIC WARNING AND ACADEMIC PROBATION

This policy applies to students enrolled in

- **The A.A. degree program**
- **The B.S. degree program**
- **The D.C. degree program**

- If a student’s term GPA falls below 2.0, he or she will be placed on academic concern.
- If the student’s term GPA falls below 2.0 *at any other point* in his or her academic career at Cleveland Chiropractic College, he or she will be placed on academic warning.
- If the student’s term GPA falls below 2.0 *for a third time*, he or she will be placed on academic probation.
- If the student’s term GPA falls below 2.0 *for a fourth time*, he or she will be dismissed from the College.
- A student who fails to earn a minimum 1.75 GPA in his/her first trimester in the D.C. program will be permanently dismissed.

If a student believes there were extenuating circumstances that led to Academic Concern, Academic Warning, Academic Probation 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 dismissal is granted, the student may re-enroll for one trimester under Academic Probation. If the student's trimester grade point average again falls below 2.0, he/she will be permanently dismissed without the option to reapply to the D.C. program at either campus.

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

This policy applies to students enrolled in

- **The M.S. degree program**

A graduate student with regular status in a graduate program who drops below a "B" average (at any time after earning 12 semester hours) will have earned academic warning. This status must be removed by raising the overall average to a "B" or better during the 12 hours of graduate work immediately following the period in which the status was incurred. Failure to do so will result in the student being dropped from the program.

## PROGRAM CHANGE

Students currently enrolled in a program at Cleveland Chiropractic College may change program status upon submission of a completed Intent to Change Program form and the approval of the Scholastic Regulations Committee. If approved, the change in status will initiate upon the subsequent term. Certain status changes have conditions that apply as listed below.

### **D.C. only to B.S./D.C. Concurrent:**

Application is submitted prior to the fifth trimester of the D.C. curriculum. Only applicants who are within eight hours of completing Part I B.S. coursework will be approved. Please note that students are responsible to obtain all remaining coursework. The College is not obligated to accommodate a program change.

### **D.C. 10-Trimester to D.C. 12-Trimester:**

#### *Voluntary*

A student in the accelerated 10-trimester progression may move voluntarily to the standard 12-trimester progression at the beginning of any trimester. The student will be placed on a transitional schedule for the time period necessary to fully transition to a standard 12-trimester schedule of courses.

#### *Required*

D.C. fully admitted students may enroll in either the accelerated 10-trimester or standard 12-trimester progression. However, students entering on the 10-trimester program must maintain prescribed academic standards. Students not meeting these standards will be enrolled/transitioned into the 12-trimester progression by the College. The College does not guarantee completion of coursework within 10 trimesters and anticipated graduation date may be affected for students having any type of academic difficulty (course withdrawal and/or failure). To stay on the 10-trimester progression students must:

- pass all coursework with a "C" or better in their first six trimesters
- complete all coursework attempted, no withdrawals
- maintain Good Standing, academically
- maintain a GPA of 2.5 or above

### **D.C. 12-Trimester to D.C. 10-Trimester:**

There is one opportunity to move from the standard 12-trimester progression to the accelerated 10-trimester progression. This opportunity occurs at the conclusion of the five of 12 trimester. Students in good academic standing and meeting the required standards for the 10-trimester progression (see above section), may petition the Scholastic Regulations Committee within one month before the end of the five of 12 trimester requesting permission to change from the 12-trimester progression to the 10-trimester progression. The Scholastic Regulations Committee will evaluate the student's probability of success in the 10-trimester program based on past performance and render a decision.

### **Other Program Changes:**

Depending on the program change desired, students may be required to apply to the program through admissions. Please check with admissions and/or the program administrator for more information.

#### **Note:**

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

## EXAMINATIONS

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. In most courses, students must earn a minimum 70% on the comprehensive final examination in order to progress in the curriculum. Details related to this requirement can be found in course syllabi. 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. If documentation is not provided in advance, this may forfeit the student's right to take the make-up examination(s). 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.

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.

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 instructor and his/her supervisor.

In cases where a student presents a valid reason for missing the final examination, the student will be permitted a make-up opportunity. 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 director of academic records and support 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 course requirements shall be made by the instructor's supervisor with a report to the director of academic records and support.

## GRADES AND QUALITY POINTS

Grade	Quality Points	Interpretation
A	4	Excellent
B	3	Above average
C	2	Satisfactory
D	1	Unacceptable (not passing)
F	0	Failed
XF	0	Failed (dropped due to excessive absenteeism)
I	0	Incomplete
W	0	Withdrawal
P	0	Passing
T	0	Transfer
AU	0	Audit
CR	0	Transfer or Advance Placement Credit

## GRADING SCALE

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

Grade	Percentage Correct
A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	less than 60

## ACADEMIC GOOD STANDING

This policy applies to students enrolled in

- **The M.S. degree program**

A graduate student must have a cumulative grade point average of not less than 3.0 on all graduate work undertaken at the College in order to be in good standing.

## GRADE APPEAL

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, written appeal may be directed to the instructor's immediate supervisor. This final written

appeal must be submitted within five 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 Academic Records and Support 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 Academic Records and Support no later than the day after the decision is reached.

## DEGREE COMPLETION TIME

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, five calendar years (15 trimesters) for the B.S. degree and 2.5 calendar years (7.5 trimesters) for the A.A. degree. A student in good standing who fails to complete the degree in the maximum allowable time may pursue readmission to the same program one time. The student must pursue readmission to the College as outlined in the catalog, and advanced standing based on initial enrollment is not available. The Scholastic Regulations Committee considers the totality of the student's academic history in determining whether or not to allow the student to start the degree program over. The decision of the committee is final.

A student who transfers from another doctor of chiropractic degree program is also subject to the six-year time limit. The six years begins on the date of the student's initial matriculation to chiropractic college and runs continuously regardless of the student's enrollment status.

A student in good standing who believes extenuating circumstances are responsible for the failure to complete the degree in the maximum allowable time may submit a written request for an extension with supporting documentation to the Scholastic Regulations Committee. The request will be heard once and the decision of the committee is final.

This policy applies to students enrolled in

- **The M.S. degree program**

The maximum period of time allowed for completion of the M.S. degree program is five calendar years (15 trimesters) from the date of initial matriculation.

A student in good standing who believes extenuating circumstances are responsible for failure to complete the M.S. degree in the maximum allowable time may submit a written request for an extension with supporting documentation to the director of the M.S. degree program.

## GRADUATION REQUIREMENTS

### Associate of Arts in Biological Sciences Degree Requirements/Bachelor of Science in Biology Degree Requirements

Cleveland Chiropractic College confers the degrees Associate of Arts in Biological Sciences and Bachelor of Science in Human Biology upon individuals who meet the following requirements.

1. Completion of a minimum of 60 semester units for the A.A. degree and a minimum of 124 semester units with no course grades less than "C" for the B.S. degree.
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 undergraduate 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.)
7. Participation in the graduation ceremony in no way implies conferring of a degree. Degrees are conferred upon satisfactory completion of all course requirements and settlement of all financial obligations to the College.

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 term in which graduation is to occur.

## Master of Science Degree in Health Promotion Requirements

The Master of Science degree in Health Promotion is conferred on the individual who:

1. Meets all the stipulated academic requirements for the degree and has been a resident student at Cleveland for at least five trimesters of study.
2. Has successfully completed all the required courses and competency exam or thesis with a cumulative B average.\*
3. At least 75% of all hours taken in the program must have been completed with a grade of "B."
4. Has supplied evidence of sitting for the CHES (Certified Health Education Specialist) Examination or other health-related professional certification
5. Is in good academic standing.
6. Is recommended for the degree by the faculty advisor.
7. Has met all financial obligations.

\* Only the competency-based option is available at this time. Thesis options may be available at the discretion of the program advisor.

### *Commencement Information*

Commencement will be held three times a year at the end of the fall, spring, and summer trimesters. Students attending commencement must obtain a cap, gown, and hood through the Student Services office at least six weeks in advance. Additional details on commencement are available in Student Services. Students must submit an Application for Candidacy and Degree not later than the first week of the trimester in which they plan to graduate. This application is available through the College of Graduate Studies.

### *Application for Candidacy*

Admission to the College of Graduate Studies does not imply admission of a student to candidacy for a degree. Admission to Candidacy is contingent upon the recommendation of the student's department and the approval of the graduate dean. The application for admission to candidacy for the M.S. degree in health promotion should be filed after 12 semester hours of graduate credit have been earned at Cleveland Chiropractic College. It should be approved by the time of registration for the semester in which requirements for the degree are completed. The application is available from the College of Graduate Studies. The forms must be submitted to the office of the College of Graduate Studies in order to obtain appropriate signatures.

### ***Application for Degree***

Each candidate for the M.S. degree must apply for graduation at the College of Graduate Studies office. The form, "Application for Degree," is available from the College and must be completed in duplicate.

### ***Graduation Fee***

This payment must be made to the College of Graduate Studies. A student who is removed from graduation status may be issued a refund less a processing fee. Students who are removed from graduation status must reapply for graduation.

### **Doctor of Chiropractic Degree Requirements**

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

1. A minimum of three and one-third calendar years (five academic years of eight months each) of attendance at a chiropractic college.
2. Completion of not less than the final 25% of the total credits required for the degree 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 time frame. Most transfer students will be placed on special schedules and are encouraged to consult their academic advisor regarding their degree completion time.
9. Complete payment of all indebtedness to the College. (Official transcripts and the diploma will not be released until this occurs.)

According to the *2010-11 Occupational Outlook Handbook, Chiropractic*, "Employment is projected to grow much faster than average. Job prospects should be good. Employment of chiropractors is expected to increase 20 percent between 2008 and 2018, much faster than the average for all occupa-

tions." The graduation rate at Cleveland Chiropractic College is 82.75 percent.

## **ACADEMIC HONORS**

### **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 enrolled in a minimum of 12 credit hours for the specified trimester to be considered.
2. The student must not have had any grade less than "B" during the specified trimester.
3. The student's trimester grade point average must be 3.40 or higher.
4. 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)	
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 nine trimesters of coursework (trimesters one through nine) or 11 trimesters of coursework (trimesters 1-11), five of which must be completed at the College. Transfer students must complete five trimesters for honors consideration at the graduation. There must be a minimum of 2,200 clock hours for the D.C. students, and for the undergraduate students, a minimum of credit hours that are part of the residency requirements completed at Cleveland Chiropractic College.

## COURSE WITHDRAWAL

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.

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

1. Obtain the appropriate form from [www.cleveland.edu](http://www.cleveland.edu), the academic advisor or the Office of Academic Records and Support.
2. Complete the form and obtain the necessary signatures.
3. Return the completed, signed form to the Office of Academic Records and Support. The date of the withdrawal will be the date the form is submitted to the Office of Academic Records and Support.

A student may withdraw from a particular course only once. 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 schedule conflict, etc., then the grade will not be a "W." Complete withdrawal from the College modifies this policy.

If a student utilizes the College withdrawal option when repeating a twice-failed course, the College withdrawal will result in dismissal from the College except in the cases of medical and/or family emergencies. Support documentation will be required for reinstatement.

Students may not withdraw from more than four courses within an academic year without obtaining approval from the Scholastic Regulations Committee.

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.

The College will move any student who fails or withdraws from a course to the 12-trimester program.

## COLLEGE WITHDRAWAL

A student wishing to withdraw from the College during or after a trimester must consult and obtain a College withdrawal form from his/her advisor or from the director of academic records and support prior to withdrawal, and must complete and return the College withdrawal form to the Office of Academic Records and Support prior to departure and/or termination of class attendance. Signatures are required on the College withdrawal form from the Office of Financial Aid, the Finance Office and the Library. The form must then be turned in to the Office of Academic Records and Support for final signatures and processing of the form. 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 ensure 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 "XF" 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 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 make one written appeal of such a withdrawal to the Scholastic Regulations Committee. The appeal will be heard once and the Committee's decision is final.

A student may withdraw from or be withdrawn from the College a maximum of two times. The third withdrawal will result in permanent 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 once, and the decision of the Committee is final.

## LEAVE OF ABSENCE

Leave of absence from the College is defined as voluntary non-enrollment 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 after enrollment in a trimester.

A student must apply in writing to the Scholastic Regulations Committee to request approval of a leave of absence. Students seeking re-admission following a leave of absence must apply in writing to the Scholastic Regulations Committee and must receive committee approval prior to re-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 period of time for each leave of absence for the D.C. program is one to two trimesters in any one-year period, and no more than five trimesters in total. For the B.S. degree program leaves may be granted for one trimester for any one-year period of time and no more than three trimesters total.

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.

Leaves of Absence due to being called to active military duty are not subject to these policies. Students should inform the Scholastic Regulations Committee in writing when taking a leave of absence due to military duty.

## RE-ADMISSION

### For the B.S. degree program

A student who has been dismissed from the B.S. program for disciplinary reasons will not be accepted back to Cleveland Chiropractic College. Students who were dismissed for academic reasons may reapply only one time. In order to be considered for re-admittance, the student must meet all the following criteria:

- Demonstrate via official transcript that he/she has completed at least 15 additional semester credit hours of applicable coursework at another institution with a GPA of 2.5 or higher, to include at least one science course.
- Demonstrate completion of at least one program designed to enhance learning and/or study skills.
- Wait at least two trimesters before re-applying.

The Scholastic Regulations Committee will evaluate the application for re-admittance and the decision of the committee is final. The totality of the student's academic history will be taken into consideration in making this decision.

### For the M.S. degree program

A student who has been dismissed from the M.S. program for disciplinary reasons will not be accepted back to the Cleveland College of Graduate Studies. A student seeking readmission to the College of Graduate Studies can initiate consideration for readmission by completing an application for admission in Graduate Studies and communicating with the academic unit of the new program. The graduate faculty of the new academic unit will consider the request for readmission upon receipt of the new application, will identify in a written request to the director of the program the compelling reasons for readmission to the College of Graduate Studies, and will state the conditions required of the student upon readmission if readmission is granted by the director. If readmission is granted, specific conditions of the readmission will be stipulated in the readmission letter to the student.

### For the D.C. degree program

A student who has been dismissed from the D.C. program for disciplinary reasons will not be accepted back to Cleveland Chiropractic College. Any student who has previously been enrolled in the College must reapply as a returning student. Re-admission is initiated by the student

through the Office of Academic Records and Support, and the Scholastic Regulations Committee evaluates the student's request. If the student has taken off more than one term, she/he must meet the entrance requirements applicable to the entering class at the time of re-admission.

A student who has been absent from the College for one trimester or less will receive credit for past courses taken at the College. For those students who have been absent from the College for more than one trimester, a transcript evaluation will be conducted and the student's proficiency in either didactic or clinical coursework may need to be demonstrated before the student receives credit or progresses in the curriculum. Students returning after more than a one-term absence may be placed on a special schedule.

Re-admission to the Doctor of Chiropractic degree program is not available to a fully-admitted student who was dismissed from the College system for academic reasons. A student dismissed for academic reasons may apply for re-admission as a bachelor's degree student. In such cases, if the student was originally enrolled as a dual-degree-seeking student, the credits earned toward the dual degree will be applied toward the bachelor's degree only. If the student was originally enrolled as a doctor of chiropractic only student, credits toward the bachelor's degree will be awarded on an individual basis after evaluation by the dean or director of the degree program.

## **LABORATORY PARTICIPATION**

Part of the learning experience of students includes participation in laboratory settings. Therefore, students are required to participate in all laboratory exercises; 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**

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 to the Scholastic Regulations Committee.

## **PROGRESS REPORTS AND ACADEMIC RECORDS**

Grades for examinations and courses may be posted at the discretion of individual instructors in accordance with the College's FERPA policy (see page 32 of this document or consult the website).

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 Academic Records and Support.

# PERSONNEL

## **Board of Directors**

Charles A. Eddy, D.C., Chairman  
Ernst Anrig, D.C., Vice Chairman  
Timothy E. Meng, D.C., Secretary/Treasurer  
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Daniel J. Fahnestock, D.C.  
The Honorable Anna Ho  
Edward D. McKenzie, D.C.  
Rosemarie A. Wilson, D.C.

## ***Emeritus Members***

Gloria Lee-Ford, D.C.  
Ethelbert Stalling, D.C. (deceased)  
G. Richard Wheatley, D.C. (deceased)

## **Cleveland College Foundation**

Elizabeth Cleveland, B.B.A., M.S.W., Executive Director

## ***Board of Directors***

Timothy E. Meng, D.C., Chairman  
Ernst Anrig, D.C., Vice Chairman  
Daniel J. Fahnestock, D.C., Secretary/Treasurer  
Larry J. Matney, D.C.  
L. Russell Matthias, D.C.

## **Administration**

President, Carl S. Cleveland III, B.S., D.C.  
Chief Operating Officer, Jeffrey D. Karp, B.A., M.B.A.  
Provost, Ashley Cleveland, M.A., D.C.

Vice President of Campus Relations, D. Clark Beckley, D.C.  
Dean of Pre-clinical Education, Paul Barlett, Ph.D.  
Dean of Clinical Education, Julia Bartlett, D.C.  
Dean of Undergraduate Studies,  
Timothy D. Schoof, M.S., M.B.A., Ed.S., Ed.D.  
Assistant to the President, Marjorie Bradshaw, B.A.  
Controller, Marla Cope, B.S.  
Director of Student Services, Jalonna Bowie, B.S.W.  
Director of Financial Aid, Caprice Calamaio  
Director of Admissions, Melissa Denton, B.S.  
Director, Master of Science in Health Promotion,  
Karen Doyle, Ph.D.  
Director of Academic Records and Support, David Foose,  
B.S., M.A.  
Director of Facilities Management, Frank Haney, A.A., B.S.B.A.  
Director of Human Resources, J. Dale Marrant, M.B.A.,  
S.P.H.R.  
Director of Communications, Alan Morgan, B.S.  
Director of Corporate Relations and Institutional Assessment  
Christena Nicholson, P.N., A.S., B.S., D.C.  
Director of Research, Mark T. Pfefer, R.N., M.S., D.C.  
Director of Library, Marcia M. Thomas, M.A.  
Department Chair, Basic Sciences, Jill Davis, B.A., M.A., D.C.  
Associate Dept. Chair, Clinical Sciences, Robert P. Moore, D.C.  
Department Chair, Chiropractic Sciences,  
Thomas K. Nichols, B.B.A., D.C.  
Department Chair, Diagnostic Sciences,  
Michael Whitehead, B.S., D.C., D.A.C.B.R.  
Community Outreach Representative, Linda J. Gerdes

# FACULTY

- Steve Agocs . . . . . Assistant Professor  
B.A., University of Northern Iowa, 1997  
D.C., Palmer College of Chiropractic, 2000
- Nathan Bailey . . . . . Clinician  
D.C., Cleveland Chiropractic College, Kansas City, 2005
- Paul B. Barlett . . . . . Professor  
B.S., University of Akron, 1977  
M.S., University of Akron, 1979  
Ph.D., Ohio State University, 1984
- Julia Bartlett . . . . . Professor  
D.C., Northwestern Health Sciences University, College of Chiropractic,  
1989  
B.S., Northwestern Health Sciences University, 2002
- Charles Bates . . . . . Assistant Professor  
D.C., Los Angeles College of Chiropractic, 1998
- D. Clark Beckley . . . . . Distinguished Clinical Professor  
D.C., Cleveland Chiropractic College, Kansas City, 1975
- Lawrence D. Beem . . . . . Professor  
D.C., Cleveland Chiropractic College, Kansas City, 1970
- Bryan M. Bond . . . . . Associate Professor  
B.Sc., University of Waterloo, 1992  
B.S., National University of Health Sciences, 1995  
D.C., National University of Health Sciences, 1997
- James R. Bond . . . . . Clinician  
B.A., Ottawa University, 1983  
D.C., Cleveland Chiropractic College, Kansas City, 1987
- Geracimo Enrique Bracho . . . . . Associate Professor  
B.S., University of Zulia, Venezuela, 1976  
M.S., University of California, Davis, 1982  
Ph.D., University of California, Davis, 1987
- Ashley E. Cleveland . . . . . Professor  
B.A., Stephens College, 1991  
D.C., Cleveland Chiropractic College, Kansas City, 1995  
M.A., University of Missouri–Kansas City, 1998
- Carl S. Cleveland III . . . . . President  
B.S., University of Missouri–Kansas City, 1970  
D.C., Cleveland Chiropractic College, Kansas City, 1975
- Jill M. Davis . . . . . Professor  
B.A., Coe College, 1988  
M.A., University of Kansas, 1992  
D.C., Cleveland Chiropractic College, Kansas City, 2007
- Deborah J. Denno . . . . . Clinician  
A.S., Lake Land Junior College, 1986  
D.C., Logan College of Chiropractic, 1989
- Charles F. Dorlac . . . . . Associate Professor  
B.A., St. Louis University, 1970  
M.A., University of Missouri–Kansas City, 1972  
Ph.D., University of Missouri–Kansas City, 1981
- Karen Doyle . . . . . Assistant Professor  
B.S., University of Texas, 1982  
M.S., University of Central Missouri, 1990  
Ph.D., University of Kansas, 2001
- Kenneth L. Elkins . . . . . Professor  
B.S., Bethany Nazarene College, 1965  
M.S., University of Oklahoma, 1968
- Laurence J. Franken . . . . . Instructor  
B.S., Kansas State University, 1989  
M.S., Baker University, 1995  
M.S., Walden University, 2006  
Ph.D., Walden University, 2011
- David Fray . . . . . Instructor  
D.C., Cleveland Chiropractic College, Kansas City, 1975
- Mark H. Gilgus . . . . . Instructor  
B.B.A., University of Missouri–Kansas City, 1975  
J.D., University of Missouri–Kansas City, 1978
- Brittany Gorres-Martens . . . . . Instructor  
B.S., South Dakota State University, 2005  
Ph.D., University of Kansas, 2011
- Sheldon D. Guenther . . . . . Instructor  
B.S., University of Wyoming, 1984  
D.C., Cleveland Chiropractic College, Kansas City, 2001
- Kim R. Hamilton . . . . . Professor  
D.C., Cleveland Chiropractic College, Kansas City, 1992
- Ned U. Heese . . . . . Assistant Professor  
D.C., Logan College of Chiropractic, 1974
- Kirk Iodice . . . . . Instructor  
B.S., University of North Carolina, 2004  
D.C., Logan College of Chiropractic, 2007
- Sabiha Jawaid . . . . . Assistant Professor  
B.Sc., Karachi University, 1975  
M.Sc., Karachi University, 1975  
M. Phil., Karachi University, 1980  
Ph.D., Aberdeen University, Scotland, 2000
- Tobi Jeurink . . . . . Instructor  
B.S., Pittsburg State University, 1997  
D.C., Cleveland Chiropractic College, Kansas City, 2001
- Stephen P. Larsen . . . . . Professor  
B.S., Texas Christian University, 1961  
M.S., Texas Christian University, 1965  
Ph.D., North Texas State University, 1972

## FACULTY....CONTINUED

- John McGlaughlin . . . . . Associate Professor  
B.S., Southwest Baptist University, 1986  
M.A., University of Missouri–Kansas City, 2001
- Aftab Merchant . . . . . Associate Professor  
M.B.B.S., University of Sindh, 1988  
Fellow, College of Physicians and Surgeons Pakistan
- Michael D. Mitchael . . . . . Clinician  
B.S., Park College, 1991  
D.C., Cleveland Chiropractic College, Kansas City, 1992
- Michael D. Moore . . . . . Associate Professor  
A.A., Palmer Junior College, 1979  
D.C., Palmer College of Chiropractic, 1982
- Robert P. Moore . . . . . Associate Professor  
D.C., Cleveland Chiropractic College, Kansas City, 1995
- Kevin R. Mott . . . . . Instructor  
B.A., State University of New York, 2002  
D.C., Cleveland Chiropractic College, Kansas City, 2006
- Thomas K. Nichols . . . . . Professor  
D.C., Palmer College of Chiropractic, 1977  
B.B.A., Baker University, 1993
- Christena V. Nicholson . . . . . Associate Professor  
P.N., Missouri Vocational Technical School, Practical Nursing, 1974  
A.S., Triton College, 1989  
B.S., National University of Health Sciences, 1992  
D.C., National University of Health Sciences, 1993
- Mark T. Pfefer . . . . . 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
- Roxana Prendes . . . . . Instructor  
B.A., Kean University, Union, New Jersey, 1993
- Daniel Redwood . . . . . Professor  
B.A., State University of New York at Buffalo, 1970  
D.C., Palmer College, 1979
- Debra K. Robertson-Moore . . . . . Assistant Professor  
B.S., Cleveland Chiropractic College, Kansas City, 1996  
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B.S., West Texas A & M University, 1986  
M.B.A., University of Phoenix, 1999
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B.S., University of Missouri–Kansas City, 1986  
B.A., Park College, 1990  
M.S., University of Missouri–Kansas City, 1990  
M.B.A., Rockhurst College, 1994  
Ed.S., University of Missouri–Kansas City, 2000  
Ed.D., University of Missouri–Kansas City, 2003
- Max Joseph Skidmore, Jr. . . . . Instructor  
B.S., Southwest Missouri State University, 1987  
M.A., University of Missouri–Kansas City, 2000  
M.F.A., University of Missouri–Kansas City, 2004
- Thomas G. Smallridge . . . . . Instructor  
B.S.Ed, Central Missouri State University, 1969  
M.A., Central Missouri State University, 1970
- Edward Smith . . . . . Instructor  
B.A., Dartmouth College, 1980  
M.D., Dartmouth Medical School, 1986  
M.A., University of Missouri–Kansas City, 2005
- Katherine B. Smith . . . . . Clinician  
D.C., Cleveland Chiropractic College, Kansas City, 1983
- Richard Strunk . . . . . Assistant Professor  
D.C., New York Chiropractic College, 1995  
M.S., Palmer College of Chiropractic, 2006
- Erin Stubblefield . . . . . Clinician  
A.S., Garden City Community College, 2000  
B.S., York College, 2002  
D.C., Palmer College of Chiropractic, 2006
- Robyn Stuewe . . . . . Instructor  
B.S., Kansas State University, 1993  
M.S., University of Alabama, 2007
- Corey Sullivan . . . . . Assistant Professor  
B.S., Emporia State University, 1999  
D.C., Palmer College of Chiropractic, 2003
- Marcia M. Thomas . . . . . 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
- William E. Tuttle . . . . . Professor  
D.C., Cleveland Chiropractic College, Kansas City, 1980
- Nathan L. Uhl . . . . . Assistant Professor  
B.S., Iowa State University, 1999  
D.C., Cleveland Chiropractic College, Kansas City, 2004
- Adi S. Virji . . . . . Associate Professor  
Bachelor of Pharmacy, University of Bombay, 1963  
Ph.D., University of London, 1967
- G. Michael Whitehead . . . . . Professor  
B.S., Logan College of Chiropractic, 1978  
D.C., Logan College of Chiropractic, 1979
- Jon David Wilson . . . . . Instructor  
B.S., Cleveland Chiropractic College, Kansas City, 2002  
D.C., Cleveland Chiropractic College, Kansas City, 2003

## Academic Calendar

## Academic Calendar

## Academic Calendar

# INDEX

Academic Policies.....	82	Doctor of Chiropractic Degree Program .....	16, 62
Academic Good Standing.....	87	Doctor of Chiropractic Program Policies.....	80
Academic Honors.....	89	Educational Assistance .....	28
Academic Programs.....	50	Elective Hours.....	51
Academic Policies and Standards.....	82	Eligibility Criteria for Financial Aid.....	26
Academic Warning and Academic Probation.....	84	Employment .....	28
Admissions.....	12	English as a Second Language (ESL) Policy.....	28
Alternative Laboratory Experience.....	92	Enrollment Status and Class Standing.....	27
Associate of Arts in Biological Sciences/Bachelor of Science in Human Biology .....	54	Environment.....	30
Associate of Arts in Biological Sciences Degree Program/Bachelor of Science in Human Biology Degree Program .....	12	Examinations .....	86
Associate of Arts in Biological Sciences Curriculum .....	51	Faculty .....	94
Attendance .....	82	Financial Aid.....	25
Bachelor of Science in Human Biology Curriculum.....	52	Financial Aid Appeal.....	27
Campus Media/Publications .....	31	Financial Aid Good Standing.....	27
College Withdrawal.....	90	Financial Aid Probation .....	27
Concurrent Enrollment Program for High School Students.....	12	Financial Aid Reinstatement .....	27
Counseling.....	28	Financial Aid Warning .....	27
Course Additions .....	82	Financial Information .....	23
Course Audit.....	83	General information.....	6
Course Description .....	50	Grade Appeal .....	87
Course Numbering and Classification System.....	50	Grades and Quality Points .....	86
Course Requirements and Descriptions.....	50	Grading Scale.....	86
Course Withdrawal .....	90	Graduate Studies .....	59
Degree Completion Time.....	87	Graduation Requirements .....	88
Disclaimer.....	2	Health Insurance.....	29
Doctor of Chiropractic Curriculum .....	65	Health Services.....	29
Doctor of Chiropractic Degree course descriptions .....	70	Housing Accommodations .....	29
		Incomplete Coursework.....	84

Ineligible for Title IV Aid .....	27	Recreational Facilities .....	32
International Students .....	21	Religious Life .....	29
Internship Program .....	79	Research Program.....	81
Laboratory Participation.....	92	Return of Title IV Student Aid .....	26
Leave of Absence .....	91	Satisfactory Academic Progress (SAP).....	26
Lecture/Online Hybrid Courses .....	50	Scholarships .....	25
Master of Science in Health Promotion Degree Program .....	16	Student Council.....	31
Non-Degree-Seeking Students.....	22	Student Life .....	28
Off-campus Community Interactions .....	31	The College.....	6
Orientation .....	28	The President's Message .....	4
Parking.....	29	Tuition, Fees and Payment Policies.....	23
Personnel.....	93	Undergraduate Studies .....	51
Policies and Procedures .....	32	Unsatisfactory Academic Performance.....	83
Preceptorship Program .....	79	Veterans Benefits .....	27
Program Change .....	85	Vocational Rehabilitation .....	27
Progress Reports and Academic Records.....	92	Welcome .....	5
Re-admission.....	91		