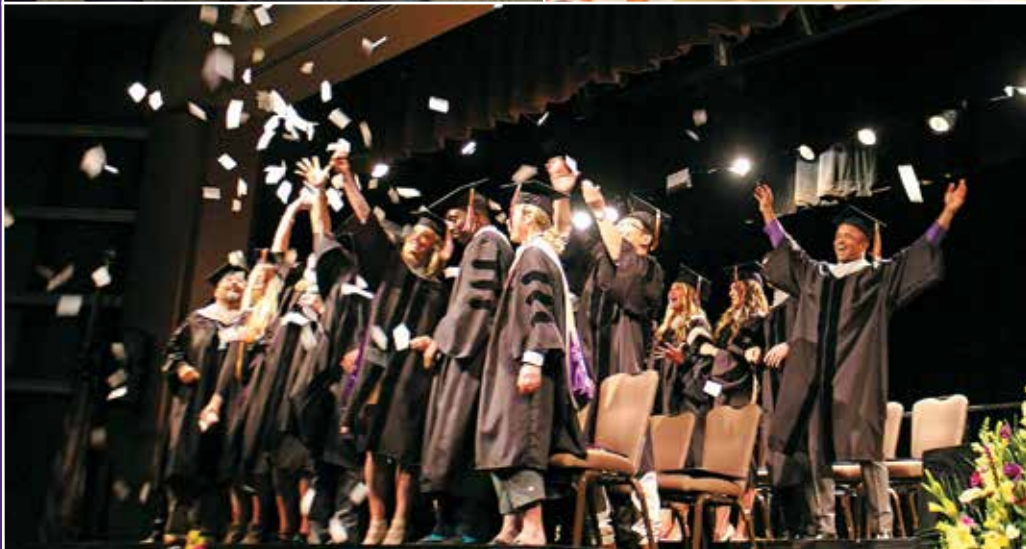




# PALMER

College of Chiropractic

2017-2018 Catalog



*The Trusted Leader in Chiropractic Education®*

# PALMER COLLEGE OF CHIROPRACTIC CATALOG 2017-2018\*

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Palmer College of Chiropractic**

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This version of the catalog for Palmer College of Chiropractic can be found on our website: *[www.palmer.edu](http://www.palmer.edu)*.  
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*Throughout this Catalog as a matter of convenience and consistency, the above corporate and tradenames will be more generally referred to as Palmer College of Chiropractic, Palmer College or the College unless denoting a particular campus.*

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# WELCOME

Welcome to Palmer College of Chiropractic, *The Trusted Leader in Chiropractic Education*<sup>®</sup>.

As you read through this catalog, you'll discover a great deal about the founding institution of chiropractic, our campuses and the exciting career that awaits you as a future Palmer graduate.

Whether you plan to attend our campus in Davenport, Iowa; San Jose, Calif.; or Port Orange, Fla.; Palmer College is proud to offer learning opportunities that are challenging, interactive and delivered by faculty who are among the best in the profession.

The College is home to the largest chiropractic outpatient clinic system, the largest chiropractic research center in the world, and the profession's most extensive chiropractic library. Whichever campus you select, you'll have access to some of the most advanced technology in the classrooms and health centers. Additionally, the Palmer Center for Business Development offers free learning modules, online resources and a professional network dedicated to promoting business skills and entrepreneurship among our students and alumni. All of this adds up to greater access to information and more opportunities for skill development, which give Palmer graduates greater opportunities for success in the profession.

When you graduate, you'll join a distinguished group of more than 28,000 Palmer alumni, who comprise one-third of all chiropractors in the world and help millions of patients worldwide. Our Continuing Education and Events Department provides our graduates the opportunity for continued growth in contemporary clinical practices. We're pleased to graduate the next generation of chiropractic leaders to build a strong future for the profession and the health-care system.

We invite you to visit one of our campuses to talk with our faculty, staff and students. To schedule a campus tour or obtain more information about any aspect of the College's educational programs, please visit [www.palmer.edu/campusvisit/](http://www.palmer.edu/campusvisit/), call our toll-free number: (800) 722-3648, or email [admissions.ia@palmer.edu](mailto:admissions.ia@palmer.edu).

We look forward to seeing you at Palmer College of Chiropractic.



# GENERAL INFORMATION

## CHIROPRACTIC

Chiropractic, the world's foremost natural health-care science, is rooted in history as far back as the ancient Greeks. But most significantly, in the late 1800s, the spine and nervous system were given specialized, intense research and study. Daniel David (D.D.) Palmer was a man with an investigative nature whose intellect focused on the healing arts. After years of studying human health and disease, he formed a hypothesis and systematized the knowledge upon which the modern chiropractic science, art and philosophy are based.

Chiropractic concerns itself with the relationship between structure (primarily the spine) and function (primarily coordinated by the nervous system) of the human body and how that relationship affects the restoration and preservation of health.

Chiropractic employs neither drugs nor surgery. It's concerned with the entire environment of the body and is based on a properly functioning nervous system, which begins with the brain and courses through the spinal cord encased within the spinal column. No part of the body escapes the dominance of the nervous system. Spinal biomechanical dysfunction—improper function of the spine due to slight misalignments—can cause a state of poor health in an area far removed from the spine and spinal cord itself and can reduce the ability of the body to adapt to an ever-changing environment. The slightest malfunction of the spine may alter the regular transmission of nerve impulses, preventing that portion of the body from responding with its full inherent capacity.

The chiropractic student, during five rigorous academic years of study, normally completed in three-and-one-third calendar years, is trained to know all structures and functions of the human body and to recognize the interrelationship of all parts.

Chiropractic education centers on the concept of health, not disease. Chiropractors provide a highly appealing primary health care approach because they don't perform surgery or prescribe medicine.

Chiropractic is increasingly sought as the public's

demand for health maintenance grows. If, however, a Doctor of Chiropractic determines a patient requires attention from another branch of the health-care professions, that recommendation or referral is encouraged.

Upon receiving the Doctor of Chiropractic Degree, most graduates enter private practice. Others may elect to become an associate of an established chiropractor or other health-care professional or work within the military, while some may decide to enter chiropractic education in a teaching, research or administrative capacity. No matter the choice, the individual is a participant in and contributor to the world's health care delivery system. According to the American Chiropractic Association, D.C.s treat more than 30 million people annually.

We invite you to explore a profession that focuses on lifetime health rather than short-term disease treatment.

The College has developed and refined its guiding documents over the years, which provide the institution with principles to guide its actions as well as set high standards for excellence and achievement. These documents are approved by the Board of Trustees and are thoughtfully updated as circumstances require.

## IDENTITY STATEMENT

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

## CHIROPRACTIC PILLARS

Doctors of Chiropractic:

- Integrate evidence, clinical experience, and patient values and preferences
- Deliver expert chiropractic adjustments, manipulation and other manual treatments
- Embody a tradition of caring, effectiveness and patient satisfaction
- Collaborate and coordinate care with other health professionals
- Enhance patient quality of life and performance

- Promote vitality, wellness and patient empowerment
- Improve quality of life without drugs or surgery
- Offer readily accessible care

## MISSION

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

## VISION

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

## VALUES

The Values of the Palmer College Community include:

- Academic excellence
- Business acumen
- Collaboration
- Community health
- Critical thinking
- Diversity
- Evidence-based chiropractic practice
- Heritage and tradition
- Justice, ethics and integrity
- Life-long learning
- Open and direct communication
- The philosophy, science and art of chiropractic

## PHILOSOPHY STATEMENT

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

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

and the expression of health, which may result in symptoms, infirmity and disease.

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

## PRACTICE PARADIGM

Chiropractic focuses on neurological and musculoskeletal integrity, and aims to favorably impact health and well-being, relieve pain and infirmity, enhance performance, and improve quality of life without drugs or surgery. The Doctor of Chiropractic is a primary care provider for the prevention, diagnosis and conservative management of spine-related disorders and associated locomotor conditions. Serving the patient's best interest in a professional and ethical manner, the Doctor of Chiropractic employs experience and the best available evidence to make clinical decisions, deliver care and manage identified health concerns and conditions. In addition, doctors of chiropractic comply with the laws and regulations governing chiropractic practice in the applicable jurisdiction, including documentation, coding and billing practices.

The practice of chiropractic includes clinically necessary:

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

- Administration of manual therapeutic procedures such as chiropractic adjustment, manipulation, mobilization or soft tissue techniques – as indicated by the history and clinical examination;
- Use of complementary measures, such as passive modalities, active exercise and rehabilitation, nutritional counseling and supplementation, bracing, strapping and orthoses, and other procedures allowed under respective chiropractic practice acts; and
- Promotion of health, wellness and disease prevention by evaluating relevant indicators and risk factors, and by providing care directed at mitigating health risks and encouraging healthy lifestyles.

## THE PALMER EDUCATIONAL PRINCIPLES

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

- Davenport, Iowa
- Port Orange, Fla.
- San Jose, Calif.

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

1. Palmer College embraces the philosophy that life is intelligent and that the human body possesses an inherent potential to maintain itself in a natural state of homeostasis through its innate/inborn intelligence. Moreover, the science of chiropractic emphasizes the relationship between structure and function, primarily that between the spinal column and the nervous system. Implicit within this statement is the significance of the nervous system to health and the effect of the subluxation complex upon the nervous system and, therefore, the body.
2. Palmer College is a learning community. The College is dedicated to developing, sustaining and refining a vertically and horizontally integrated chirocentric curriculum where excellence in

teaching and learning is realized throughout the academic and the clinical experience. As the premier institution of chiropractic education, Palmer College is dedicated to offering students an exceptional education through a curriculum that is dynamic in nature. Palmer College encourages students to be health care professionals who make a difference in the community and in the world because they have learned to observe, think, question, imagine, serve and speak out based on the ethics they embrace and the education they have acquired. Palmer College exists to serve students and to promote student growth and development.

3. Palmer College encourages its students to become life-long learners. Students interact with administrators, faculty, staff and alumni, exposing them to the excitement of learning and discovery.
4. Through persistent professional leadership and competency development, students learn to appreciate and understand the complexity and diversity of the world in which we live and work. As Doctors of Chiropractic, they'll have high expectations of their own efforts and they'll see learning as extending far beyond the classroom and clinic to their life responsibilities as health care professionals. Palmer College is dedicated to teaching students how to learn.
5. Palmer College expects faculty to be effective teachers, productive scholars and focused academicians. The three are inextricably intertwined. Effective teaching over a career can only be maintained through productive scholarship. In its various forms, scholarship enhances excellence in the classroom and the clinic. Focused academicians, demonstrating mastery of a chosen field, inspire student learning. At Palmer, the faculty are competent academicians who pursue teaching as one type of scholarship. Having creative scholars who teach and teachers who are creative scholars fosters a learning atmosphere that's unique in chiropractic education.
6. Palmer College is committed to developing the finest chiropractic clinicians. Students are encouraged to focus on wellness promotion, health assessment, diagnosis and the chiropractic management of the patient's health care needs.

Palmer succeeds because its graduates are inspired by a broader vision using the knowledge and abilities they've acquired to form values and to serve the common good. Students train their minds, sensibilities and abilities for a lifetime of critical, independent thought and commitment to personal, professional and community service.

7. Palmer College is committed to the advancement of the chiropractic profession. The College community of administrators, faculty, staff, alumni and students are encouraged to communicate and collaborate with others in the profession. The exchange of ideas and synergistic effect of collaborations leads to greater accomplishments for the profession than would be possible through individual efforts. The College is dedicated to advancing awareness and appreciation of chiropractic and chiropractic education around the world by the most efficient and effective means.
8. Palmer College is dedicated to the welfare and success of its students. Through the Palmer learning experience, students are prepared to develop and refine:
  - Lifelong learning skills and habits
  - Critical thinking skills
  - Written, verbal and listening communication skills
  - Leadership qualities and management skills
  - A sense of service to patients, the profession and the community
  - A consistent application of ethics in their practice of chiropractic
  - An ability to make substantive contributions to the interdisciplinary health care environment
  - An ability to make a contribution to the development of a rational system of "wellness" health care
  - An ability to apply evidence-based reasoning in determining the needs of their patients
  - An ability to be successful in current and emerging business management and reimbursement systems

## THE FIVE STRATEGIC DIRECTIONS OF THE COLLEGE

### **Direction 1: Student Learning**

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

### **Direction 2: Health Care Delivery**

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

### **Direction 3: Service**

Promote campus engagement, community service and professional participation.

### **Direction 4: Resources and Support**

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

### **Direction 5: Advancing Knowledge through Research**

Improve human health by advancing knowledge through research.

## INSTITUTIONAL POLICIES

The College's Board of Trustees delegates to the Administration the authority to develop, institute and enforce institutional policies and processes to govern the College's operations. These Institutional Policies apply to the Davenport, Iowa; Port Orange, Fla.; and San Jose, Calif., campuses. Institutional Policies Handbook may be accessed online at: [www.palmer.edu/HandbookPolicies/](http://www.palmer.edu/HandbookPolicies/)

## ACCREDITATION/LICENSURE

The Doctor of Chiropractic Degree Program at Palmer College of Chiropractic's Davenport, Iowa; Port Orange, Fla.; and San Jose, Calif.; campuses is awarded programmatic accreditation by The Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ 85258-4321. Telephone: (480) 443-8877,   
website: [www.cce-usa.org](http://www.cce-usa.org).

The College's campuses are regionally accredited by The Higher Learning Commission. The Commission can be reached by mail at 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 or by phone at 1-800-621-7440.

The College's, Davenport, Iowa, campus is exempt from State of Iowa registration requirements for postsecondary institutions under Iowa Code Section 261B.11(1)(f),; however, the College has voluntarily registered the Davenport, Iowa, campus with the Iowa College Student Aid Commission as part of the Commission-approved interstate reciprocity agreement (SARA) application process. Any questions a student may have regarding this catalog may be directed to: Department of Accreditation & Licensure Compliance 1000 Brady Street, Davenport, IA 52803. (563) 884-5151

The College's Port Orange, Fla., campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the College's Port Orange, Fla., campus may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, or the toll-free telephone number (888) 224-6684.

The College's San Jose, Calif., campus is a private institution approved to operate by the Bureau for Private Postsecondary Education. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0181

*website: [www.bppe.ca.gov](http://www.bppe.ca.gov)*

(916) 431-6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about The College's San Jose, Calif., campus with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website: *[www.bppe.ca.gov](http://www.bppe.ca.gov)*.

Contact information for each campus is located on page 1.

## APPROVALS

The College is approved for training of veterans under Title 38 of the United States Code, by the Iowa State Department of Public Instruction of Veterans' Affairs, and by the Florida Department of Veterans' Affairs for the Veterans Administration of the United States. The College is approved by the United States Immigration and Naturalization Service for attendance by non-immigrant students.

Palmer College of Chiropractic is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) which allows the College to do business in the current SARA-member states and the District of Columbia. SARA enables the College to offer distance education in the member states.

In addition, participation in this organization and individual state authorizations allow Palmer students to take part in supervised field experiences in 49 US states and the District of Columbia.

## COLLEGE FINANCIAL INFORMATION

Certain financial information pertaining to the College budget and other finances is available to the public. Certain types of information may be obtained through the office of the Vice Chancellor for Administration, Palmer College of Chiropractic, 1000 Brady Street, Davenport, IA 52803.

# DISCLAIMERS, DISCLOSURES AND ACKNOWLEDGMENTS

## INSTITUTIONAL INFORMATION DISCLOSURE

Disclosure of required institutional information is available to enrolled and prospective students. Information available includes, but is not limited to the following:

1. Financial assistance information via the Office of Financial Planning.
2. Services available to students with disabilities are available on the College website and in the Student Handbook.
3. Completion rates are available on the College website and via the Registrar in the Student Administrative Services Office.
4. Institutional policies regarding copyright infringement are available in the Student Handbook.
5. Institutional security policies and crime statistics are available on the College website.
6. Student body diversity is posted on the College website.
7. Policies regarding drug and alcohol use can be located on the College website or in the Student Handbook.
8. Family Educational Rights and Privacy Act (FERPA) information is available in the Student Handbook.

Additional institutional information may be found in this Catalog and in the Student Handbook. (Sources: The Higher Education Opportunity Act 2008 and U.S. Department of Education, Office of Postsecondary Education, Code of Federal Regulation [34 CFR Subtitle B, Chapter VI website: [www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title34/34tab\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title34/34tab_02.tpl))

## STATE COMPLAINT PROCESS POLICY

In accordance with federal law (see 34 C.F.R., Section 600.9), Palmer College of Chiropractic students may file complaints about the College with the state board or commission that governs postsecondary educational

activity. The appropriate state boards/commissions, as well as contact information and links to pertinent websites, are provided below.

### IOWA

Iowa College Student Aid Commission  
603 E. 12th Street, 5th Floor  
Des Moines, IA 50319  
<https://www.iowacollegeaid.gov/content/constituent-request-review>

### FLORIDA

Florida Commission On Independent Education  
325 W. Gaines Street, SUITE 1414  
Tallahassee, FL 32399-0400  
<http://www.fldoe.org/policy/cie/file-a-complaint.stml>

### CALIFORNIA

California Bureau Of Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
P.O. BOX 980818  
Sacramento, CA 95798-0818  
[https://www.dca.ca.gov/webapps/complainthelp/online\\_complaint.php](https://www.dca.ca.gov/webapps/complainthelp/online_complaint.php)

## CONSUMER INFORMATION

The College discloses consumer Information in accordance with the Higher Education Act of 1965 (HEA, as amended by the Higher Education Opportunity Act of 2008 (HEOA). Such disclosures are provided to help consumers find and access available Information and may be accessed online at: [www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official\\_College\\_Documents/Financial\\_Aid/consumer-Information.pdf](http://www.palmer.edu/uploadedFiles/Pages/Marketing/Publications/Official_College_Documents/Financial_Aid/consumer-Information.pdf)

## INFORMATIONAL PURPOSES

Information in the Palmer College of Chiropractic (College) Catalog, Student Handbook and other publications and notices placed on official College bulletin boards including its portal and/or website is provided for general informational purposes only.

## NO LEGAL ADVICE INTENDED

Nothing contained in the College's Catalog, Student



Handbook and other publications and notices placed on official College bulletin boards including its portal and/or website constitutes or is intended to convey legal advice; is not to be acted upon as such; and is not a substitute for obtaining legal advice from a qualified attorney. Students should not act (or omit action) or rely on any information in this document as a substitute for seeking the advice of an attorney. No employee of the College is licensed by any authority governing the practice of law.

## **COMPLIANCE WITH COLLEGE REGULATIONS**

Students, as a condition of admission, agree to abide by all College regulations contained in the College's Catalog, Student Handbook, other publications and notices placed on official College bulletin boards including its portal and/or website. Further, it is the sole responsibility of each student to read such regulations thoroughly and become familiar with its contents.

## **COMPLIANCE WITH LAWS**

Students, as a condition of admission, agree to abide by all local, state and federal laws.

## **LEGAL IMMIGRATION STATUS**

International students, as a condition of admission, agree to abide by all United States immigration laws. Further, it is the sole responsibility of each student to thoroughly read and comply with such laws and seek assistance from the United States Citizenship and Immigration Services (USCIS) and/or the advice of a qualified attorney for legal assistance as needed.

## **LINKS TO NON-PALMER WEBSITES**

The College's Catalog, Student Handbook and other publications and notices placed on official College bulletin boards including its portal and/or website may directly or indirectly provide links to non-Palmer websites for convenience. Such links if accessed are at the user's own risk. The inclusion of any link in College publications does not imply an association or relationship between the College and sponsor of the linked website; does not constitute or imply any endorsement, approval or sponsorship of the linked website by the College or the endorsement, approval or sponsorship of the College by the sponsor of the linked website. The links do not imply legal authority

to use any protected rights of others reflected in the links. The College does not assume any responsibility for the content, accuracy or completeness of material presented directly or indirectly in linked websites.

## **STATE AUTHORIZATION FOR OUT-OF-STATE PRECEPTORSHIPS/ FIELD TRAINING AND OTHER OPERATIONS**

Federal and state regulations require that all institutions of higher education comply with existing state laws regarding operational presence and distance learning. These regulations are continuously evolving and the College makes every effort to maintain compliance. As a condition of authorization in specific states, the College is required to post consumer contact information. This information can be accessed on the College's website at: [www.palmer.edu/Accreditation/](http://www.palmer.edu/Accreditation/).

# HISTORY OF PALMER COLLEGE OF CHIROPRACTIC

The history of chiropractic education began at the Palmer School of Chiropractic, started by the profession's founder, Daniel David (D.D.) Palmer. The science, art and philosophy of chiropractic evolved from D.D. Palmer's years of independent research and study of human health and disease. Following the successful application of his knowledge to initial patients in 1895, he began teaching others in Davenport, Iowa. The first classes of the Palmer School and Cure (later known as the Palmer Infirmary and Chiropractic Institute, the Palmer School of Chiropractic and, finally, Palmer College of Chiropractic) were held in 1897.

Palmer is chiropractic's first college. Palmer College created the foundation for this dynamic profession and is known as *The Trusted Leader in Chiropractic Education*®.

In many ways, the history of chiropractic is the story of four generations of Palmers; Daniel David Palmer, usually called D.D.; his son, Bartlett Joshua Palmer, D.C., called B.J., and B.J.'s wife, Mabel Heath Palmer, D.C.; B.J. and Mabel's son, David D. Palmer, D.C., often called Dr. Dave; his wife, Agnes Mae High Palmer, D.C.; and their daughters, Bonnie Palmer McCloskey, Jenny Wren Palmer Sutton, H.C.D. (Hon.), and Vickie Anne Palmer, H.C.D. (Hon.). Each of the Palmer daughters has served the College and Board of Trustees in various roles.

One of D.D. Palmer's early students was his son, Dr. Bartlett Joshua Palmer. Upon completing the course of study, B.J. (as he came to be known throughout the world) headed the school from 1906 until his death in 1961. One of B.J.'s first acts was to incorporate the school and change the name to Palmer School of Chiropractic, which was chartered in 1907.

During B.J.'s years of leadership, international attention was brought to the chiropractic profession and the school. His drive, creativity and capacity for attracting strong faculty and administrators propelled the school forward. By 1920, three major buildings—Administration, D.D. Palmer Memorial and B.J. Palmer Hall—had been constructed. The first X-ray equipment in the chiropractic profession was in full use in the classroom and the patient clinic. Clinical research also was underway.

Dr. Mabel Heath Palmer, B.J.'s wife and a Palmer graduate, was the treasurer of the school and a faculty member. She earned the title First Lady of chiropractic for her untiring devotion to chiropractic, the school and its students. After her death in 1949, B.J. continued to accomplish new goals for the school and brought the curriculum to 4,320 hours in four academic years by 1950. To honor his wife, he constructed the Mabel Heath Palmer Laboratories in 1952.

With B.J. Palmer's death in 1961, the Palmer presidency passed to his son, Dr. David Daniel Palmer. As did his father and grandfather before him, Dr. Dave, as he was known, brought his own brand of leadership to Palmer.

Referred to as The Educator, David D. Palmer, D.C., was the son of Drs. B.J. and Mabel Heath Palmer. Born on the Palmer campus and raised among the faculty and students, Dr. Dave became president of Palmer in 1961. Dr. Dave graduated from the prestigious Wharton School of Finance & Commerce at the University of Pennsylvania in 1929. While at the Wharton School he focused on business, law and economics. He went on to attain his doctor of chiropractic degree from Palmer in 1938.

He's recognized for changing the name of Palmer School of Chiropractic to Palmer College of Chiropractic, for forming the Palmer College of Chiropractic International Alumni Association, making significant progress toward official accreditation, establishing non-profit status for the College, and for modernizing the campus. He died in 1978.

At the time of Dr. David Palmer's death, his dreams were still materializing. The College was accredited by the Council on Chiropractic Education in 1979 and by the North Central Association of Colleges and Schools in 1984.

On Oct. 17, 1980, Palmer College acquired Northern California College of Chiropractic, which became today's Palmer West campus in San Jose, Calif. Twenty-two years later, on Oct. 4, 2002, the College made it possible for even more students to learn the art, science and philosophy of chiropractic by opening the Palmer Florida campus in Port Orange, Fla.



It was while Vickie Anne Palmer, H.C.D., was chairman of the Palmer Board of Trustees that the concept of Palmer's multi-campus system was developed. Known as The Refiner of chiropractic, Vickie Anne Palmer has built on her family heritage by providing leadership to the chiropractic mission.

Like her sisters, Bonnie Palmer McCloskey and Jenny Wren Palmer Sutton, H.C.D. (Hon.), Vickie Anne Palmer grew up on the Palmer campus and has served the College and Board of Trustees in various roles.

She joined the Palmer Board of Trustees in 1978 and was elected chairman in 1987. As Board chairman, she was instrumental in developing the concept of Palmer's multi-campus system, which today includes three campuses. In 2008, she officially concluded her 21-year tenure as chairman, though she continues to serve on the Board as secretary general and as a member of the Executive Committee.

Palmer College has spawned legends and led the way for the growth of the profession and chiropractic education. It has sent more than 40,000 alumni out to practice throughout the world. One third of the world's chiropractors are Palmer graduates. The halls and corridors echo the voices of the past and the present.

Science and technology blend with rich tradition at Palmer, no matter which campus you choose for your chiropractic education. Palmer has created the foundation for this dynamic profession and is a leader in the field of health care.

To learn more about the history of Palmer College of Chiropractic, visit [www.palmer.edu](http://www.palmer.edu).

# STUDENT AFFAIRS

## BOOKSTORES

The College bookstores, which are open weekdays and most Saturdays, stock required texts, study guides, instruments, office supplies, logo apparel and gifts. Book rentals also are available. A book and accessory buyback program is offered at the end of each term. Every effort is extended to secure instructional materials at the lowest possible cost to the students.

## EXTRACURRICULAR ACTIVITIES

The College recognizes the importance of organized student activities as an integral part of the Doctor of Chiropractic program. Student clubs, whether athletic, academic, social, political or clinical in their focus, provide a valuable adjunct to the Palmer student experience. Student organizations provide a framework for students within which they may develop their own special talents and interests.

Recreational and sporting events are organized either as intramurals within the College or with outside community leagues. Social events are planned throughout each academic term on an individual basis.

The Student Council on the Davenport, Iowa, and Port Orange, Fla., campuses and the Associated Student Government on the San Jose, Calif., campus function as a communications network between the students, the faculty and administration. Student representatives have voting positions on various College committees. Representatives are elected from each class to serve on these student governing bodies.

All students are members of the Palmer Student Alumni Foundation (PSAF). Its purpose is to ease the transition from student to doctor. The Student International Chiropractors Association (SICA) and the Student American Chiropractic Association (SACA) also prepare students for professional practice.

College-sanctioned newspapers, The Beacon on the Davenport, Iowa, campus, The Triune on the Port Orange, Fla., campus and The Bartlett on the San Jose, Calif., campus, are edited and published by students.

Contact the Student Services Office for more information.

## PALMER ALERT NOTIFICATION SYSTEM

The College uses the Palmer Alert emergency notification system in order to efficiently inform current students and employees on all three campuses in the event of an emergency situation or if a campus will be closed due to adverse weather conditions or other reasons. Once registered, individuals may receive notification via landline phones, cellular phones, email and text messaging through Palmer Alert.

## PALMER CENTER FOR BUSINESS DEVELOPMENT

The Palmer Center for Business Development is dedicated to promoting entrepreneurship and innovation through educational programs that bridge academic training, clinical skills and business. The Center's educational programs are supplemental to the Doctor of Chiropractic curriculum and are offered at no charge to current students and alumni. The Center incorporates instruction, mentoring and support from outstanding chiropractors, business professionals and business school faculty with expertise in new business development. Workshop topics range from chiropractic-specific details such as office flow and additional sources of practice income to business details involving financing and marketing.

The Center also maintains the Palmer CareerNetwork, an "online virtual career center" that includes:

- Employment opportunities
- Practices and equipment for sale
- Online library
- Optimal Resume (a resume-building system)
- Interview Stream (a mock-interview program)
- Locus (a chiropractic demographic system)
- Palmer Professional Network

Visit the Center's business library for resources regarding general aspects of business as well as challenges specific to beginning and building a successful career in a variety of chiropractic professions.

## STUDENT ACADEMIC SUPPORT CENTERS

Academic Support Services assists you in understanding and adapting to the academic challenges of a chiropractic education. Our goal is to help you develop skills and strategies that contribute to a successful and satisfying educational experience.

Academic Consultants are available to clarify the College's academic policies, practices and procedures. The Academic Consultants can also discuss a variety of academic options and policies, including:

Criteria for satisfactory academic progress

- Minimum requirements for financial aid eligibility
- Individualized curricular schedule options that allow you to proceed through the curriculum at a more personalized pace
- Information about on-campus academic support services
- Information about off-campus personal counseling and wellness resources
- Assistance with general questions regarding the academic program and how to access other departments' services
- Advice about preparation and planning for National Board Exams

For more information about the Student Academic Support Center, visit [www.palmer.edu](http://www.palmer.edu).

## STUDENT DISABILITY SUPPORT CENTER

The College values the diverse talents and abilities students bring to chiropractic education and promotes diversity by striving to provide greater access to qualified students with disabilities.

The College makes reasonable academic adjustments for qualified students or applicants with disabilities on an individual basis. Individuals are provided reasonable and necessary academic adjustments and/or accommodations.

The College invites and encourages timely voluntary self-identification by students with disabilities. Students themselves must identify the need for academic adjustments and/or accommodations and give adequate notice of the need.

Any qualified applicant or student with a disability who requires a reasonable academic adjustment to perform the academic and technical standards requisite to admissions and/or participation in the College's educational program and activities is to contact any of the following individuals to request an accommodation:

### DAVENPORT CAMPUS:

Alex Margrave, D.C.

Student Academic Support Centers

Also serving as Disability Services Coordinator

Student Disability Support Center

1000 Brady Street

Davenport, Iowa, IA 52803

(563) 884-5655

[margrave\\_a@palmer.edu](mailto:margrave_a@palmer.edu)

### FLORIDA CAMPUS:

Victor Hidalgo, M.S.

Academic Counselor

Also serving as Disability Services Coordinator

Office of Student Services

4777 City Center Parkway

Port Orange, FL 32129

(386)-763-2780

[victor.hidalgo@palmer.edu](mailto:victor.hidalgo@palmer.edu)

### WEST CAMPUS:

Lonnie Contreras

Director of Campus Administration

Also serving as Disability Services Coordinator designee

90 E. Tasman Drive

San Jose, CA 95134

(408) 944-6011

[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

While the College strives to accommodate students as fully as possible, reasonable academic adjustments and/or accommodations do not include measures which fundamentally alter the academic program or compromise essential requirements and/or technical standards of the College.

## STUDENT HANDBOOK

The Palmer College of Chiropractic Student Handbook is found on the Palmer website at [www.palmer.edu](http://www.palmer.edu). In addition to including information on various programs and services provided by the College, the handbook

also serves as the student's reference guide for the rules and regulations that govern the instructional and extracurricular programs at the College. Students are responsible for reviewing the handbook to familiarize themselves with all policies and procedures. The handbook is updated every two years. All students are responsible for reviewing each new edition for policy revisions and procedural updates.

## STUDENT HEALTH

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

## STUDENT ORIENTATION

Prior to the beginning of each academic term, the College conducts a new student orientation for the incoming class. The program features presentations by Palmer faculty, staff and students regarding College goals, policies and procedures, campus life, clubs and extracurricular activities. All new students are required to attend.

## STUDENT PORTALS

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

## STUDENT SERVICES

The College provides support, services and resources for students to meet personal and professional goals.

This includes the following:

- Campus clubs and organizations
- Career advising
- Financial Planning
- Intramural Activities
- Palmer Center for Business Development
- Registrar Services
- Student Academic Support
- Student off-campus housing
- Student Services

## WIRELESS COMPUTER ACCESS

The College offers wireless networks for student use. On the Davenport, Iowa, campus, access is provided in West Hall, including all West Hall classrooms and faculty offices; the David D. Palmer Health Sciences Library; the Academic Health Center, including the Davenport Clinic and Welcome Center; the Campus Center, including the Cafeteria and Student Union; and in common areas, including West Hall Courtyard, Friendship Court, the Skywalk, and the World of Chiropractic Court. The Port Orange, Fla., and San Jose, Calif., campuses have wireless networks that provide convenient access anywhere on campus. Palmer students must log in with their full Palmer email addresses and password to access the wireless network.

# ABOUT PALMER

Palmer College of Chiropractic is the first and largest chiropractic college in the world. One-third of all practicing chiropractors are Palmer graduates who contribute to the health and well-being of people around the globe. At Palmer College you will explore and expand your boundaries in the science, art and philosophy of chiropractic and In-Service to others, preparing for a satisfying career and lifelong learning.

## THE CAMPUSES

The College's worldwide reputation for excellence draws students from many foreign countries, giving an international flavor to its campuses. About eight percent of the student body comes from outside the United States, and Palmer alumni currently practice in more than 40 nations. Nearly one out of every three chiropractors in the world is a Palmer graduate.

The Davenport, Iowa, campus is located in the largest of the municipalities collectively known as the Quad Cities. Palmer College and the Quad-City community are vibrant, active places with plenty of things to do. The Quad Cities is a thriving community of 376,000 straddling the Mississippi River and is within a few hours' drive of Des Moines, Chicago, Minneapolis and St. Louis.

The Quad Cities is easily accessible by car, bus or plane. Two major highways, Interstate 80 and

Interstate 74, intersect in the Quad Cities. The Quad-City International Airport in Moline is just 15 minutes from the campus. Amtrak rail service is an hour away. Overland bus transportation serves the area.

The College sits on a bluff overlooking the Mississippi River, only a few blocks from downtown Davenport, Iowa. The campus is close to banking, shopping and entertainment facilities.

The Port Orange, Fla., campus is adjacent to Daytona Beach on Florida's eastern shore, four hours north of Miami and an hour east of Orlando. Port Orange is a city of more than 50,000 people, with expanding industry, good schools, 17 parks, five libraries and a performing arts center. World-famous attractions are nearby, including Walt Disney World, Daytona

International Speedway, the Kennedy Space Center, pro sports teams and beaches.

Palmer's San Jose, Calif., campus offers a year-round mild climate that is especially conducive to a number of outdoor activities. Off campus, students will find much to do in or near the San Francisco Bay Area. The excellent climate (and health-conscious lifestyle of the people who live there) results in many opportunities for outdoor recreation. Popular parks and recreational destinations such as Yosemite, Lake Tahoe, Big Basin, Big Sur and Napa Valley are reasonably close for weekend excursions.

The city of San Jose has been rated as one of the safest major metropolitan areas in the country. Festivals, fairs, museums and art galleries abound in the Bay Area, accessible by the 28-mile Santa Clara County Light Rail System. Students may enjoy the rich multicultural environment, with a wide range of choices of music, art and dining. The cities of San Francisco and Santa Cruz offer further opportunities for enrichment and entertainment and are located less than a one-hour drive from the campus.

## CAMPUS VISITS

The College provides visits at all three of its campuses. To schedule a visit, go to [www.palmer.edu/campusvisit](http://www.palmer.edu/campusvisit) or contact the Office of Admissions/Enrollment at the chosen campus.

Davenport, Iowa: (800) 722-3648

Port Orange, Fla.: (866) 585-9677

San Jose, Calif.: (866) 303-7939

A visit to a Palmer campus includes an opportunity for interaction with Palmer faculty and a tour of the campus and its clinics. Typically visitors have lunch with current students, a one-on-one meeting with an Office of Admissions/Enrollment representative and obtain information from Student Services, Financial Planning and Office of Admissions/Enrollment.

Chiropractic care also is available for students during a visit. In addition, visitors to the Davenport campus will receive information about the Undergraduate and Graduate Studies departments.

## RESEARCH

The College recognizes that chiropractic is an applied science, subject to and guided by the results of scientific research. Our mission includes conducting research.

Faculty members engage in scholarly activity as an integral part of their commitment to excellence in teaching and scholarship. There are more than a dozen faculty devoted to research across the three campuses, as well as nearly twice that many professional staff members acting in support.

Students gain valuable experience by participating in research under the guidance of a faculty mentor. The College offers interested students the opportunity to gain research experience through the research honors program. The College also offers a master's degree in clinical research.

Established in 1995, the Palmer Center for Chiropractic Research (PCCR) is the largest research effort in the chiropractic educational community. The PCCR administers and coordinates scholarly research efforts at all three campuses.

The William and Jo Harris Building, located on the Davenport campus, houses the PCCR's administrative offices, laboratory facilities and the Office of Data Management and Biostatistics.

The PCCR has received approximately \$36 million in federal funding since 2000 through the National Institutes of Health (NIH), Health Resources and Services Administration (HRSA), and the Department of Defense (DoD).

## FACILITIES

Palmer College is comprised of a main campus located in Davenport, Iowa, and two branch campuses in Port Orange, Fla., and San Jose, Calif. Each campus maintains multiple classrooms and laboratories, as well as library facilities. In addition, each student-friendly environment provides a bookstore, computer labs, food service areas and student common areas. Each location is unique in its own right and appropriate to the region, setting and needs of its students.

The Davenport, Iowa, location is steeped in history from the turn of the century. The original three

buildings built in 1920 have expanded to 15 buildings, occupying 21 acres. The Davenport campus houses academic, clinic and student services as well as centralized administrative services for all three campuses. The Palmer Center for Chiropractic Research, the historic Palmer Family Residence and Vickie Anne Palmer Hall also are located here. The Davenport campus houses two clinics for patient care, as well as a satellite clinic in Illinois and two community-based outreach clinics.

In 2002, the College's Florida campus opened its doors on 24 acres in the heart of Port Orange, a family-oriented community with more than 50,000 residents. Since then, Palmer has constructed three buildings; two housing academic, student and administrative services. The Standard Process Student Center was opened in 2012. A fourth building formerly known as the Allen Green Civic Center has been the home of the health center for patient care. There is an additional outreach clinic nearby.

The San Jose campus is located in a two-story building on five acres. The campus location, in the heart of Silicon Valley, offers all the amenities and appeal of an urban environment. The layout of the campus building provides convenient access to academic, student services and administrative services. The Campus Health Center is also located at this site. The campus has a network of community-based outreach clinics providing more sites for patient care.

The College strives to maintain and update all of the campus properties on a regular basis. The Facilities departments on all three campuses are available for any student to express concerns they might have.

## CLINICS

Clinical education supports the College's mission by pursuing excellence in patient care and chiropractic education. This includes scholarship, which contributes to institutional research efforts. In doing so, the clinical education develops the intellectual, ethical and professional attributes of students in a learning-oriented environment. By offering experiential learning opportunities, Palmer clinical education prepares graduates for contemporary chiropractic practice. Clinic faculty challenge interns to develop their clinical skills through the critical evaluation of each patient by using a Mentor Model. This allows faculty



to guide and direct interns through the transition from student to intern to doctor. The Davenport, Iowa, clinic system is composed of five clinics. Two of these clinics are located on campus, while the other three are located in the neighboring Quad-Cities area. The Academic Health Center (AHC) and the Moline Clinic satellite are excellent facilities that serve as the primary focus for patient care. Both facilities include a community outpatient clinic and digital radiology; chiropractic rehabilitation services are located at the AHC and Campus Health Center.

The Campus Health Center provides care to members of the campus community. The community outreach clinics provide chiropractic care at no or low cost to individuals of the community who cannot afford chiropractic care elsewhere. Care is offered in conjunction with facilities provided by the Salvation Army of the Quad Cities.

The Port Orange, Fla., campus operates a community outpatient clinic that also serves the chiropractic care needs of students and employees. The Florida campus also operates a dual-function satellite clinic, serving both fee-for-service outpatients and low to no-cost care for people who meet financial need requirements. The Port Orange campus also maintains a network of outreach satellite clinics with various Daytona Beach area social service agencies to provide care for economically or socially disadvantaged residents.

The San Jose, Calif., campus clinic houses technique labs and the student clinic. The Tasman Drive campus includes an outpatient clinic. The campus also operates a network of outreach satellite clinics with San Jose community organizations. This network provides care for economically or socially disadvantaged residents of the South Bay area.

Students on each campus may participate in internships/rotations through the Palmer Capstone Programs Office. Qualified students may gain clinical and business experience in chiropractic private practices through field training and preceptorship programs, or gain clinical experience with a staff chiropractor in a multidisciplinary environment at a Department of Defense military treatment facility or Veterans Health Administration medical center with whom Palmer has a formal affiliation. Davenport and Port Orange students can participate in an on-campus program during which they serve as Clinical Teaching

Assistants to assist faculty clinicians and other interns with clinical services.

## **LIBRARIES**

The David D. Palmer Health Sciences Library provides a comprehensive range of services and resources for the faculty, students and staff on each campus. Each campus library holds a core collection of material in support of the curriculum. There are unique materials in the collection on each campus which may be shared throughout the College. The David D. Palmer Health Sciences Library's Special Collections is recognized as holding the most comprehensive collection of material in the profession. The special collections and College archives are housed on the Davenport campus and can be accessed via the Library's Special Services Website. The Library provides access to a large number of chiropractic and other health-science searchable electronic databases. From the Library's home page, the book and print journal collections may be searched with the online catalog. Off-campus access is provided through a proxy server. The Library also provides study areas, PC workstation areas and print and photocopy stations. Library policies, staff information, and hours are accessible through the Library home page.

## **CENTER FOR TEACHING AND LEARNING**

The Center for Teaching and Learning provides a variety of resources and services to enhance the teaching and learning process at Palmer's Davenport campus. In addition to peer review and professional development programs for faculty, the Center also offers technology resources and production services to support curriculum delivery. Resources, training and support for computerized presentations, production of audiovisual aids, website development and other classroom presentation needs are available to faculty. Some of these services are also available to students.

## **MUSEUM AND OSTEOLOGICAL COLLECTIONS**

### **(DAVENPORT)**

Exhibits of the Palmer Family Chiropractic History Museum are located throughout Vickie Anne Palmer Hall. The exhibits can be viewed Monday through Friday from 8 a.m. to 4:30 p.m. when the College is in session. It is open on weekends by appointment. The

collections include chiropractic analysis instruments, adjusting tables and chairs and memorabilia from chiropractic's century of development. Additional exhibits, including the osteological collection, are located in the B.J. Palmer Classroom and David D. Palmer Health Sciences Library buildings and throughout the hallways on all three campuses.

The Palmer Family Residence is located on the Davenport campus and houses the Palmer Family's collections gathered from around the world. The Courtyard to the Residence features statuary from Asia. The Courtyard is open daily from 8 a.m. to 4:30 p.m., and the Residence is open for tours by appointment.

The Palmer Foundation for Chiropractic History oversees the Museum, Residence and all historic exhibits.

## HOUSING

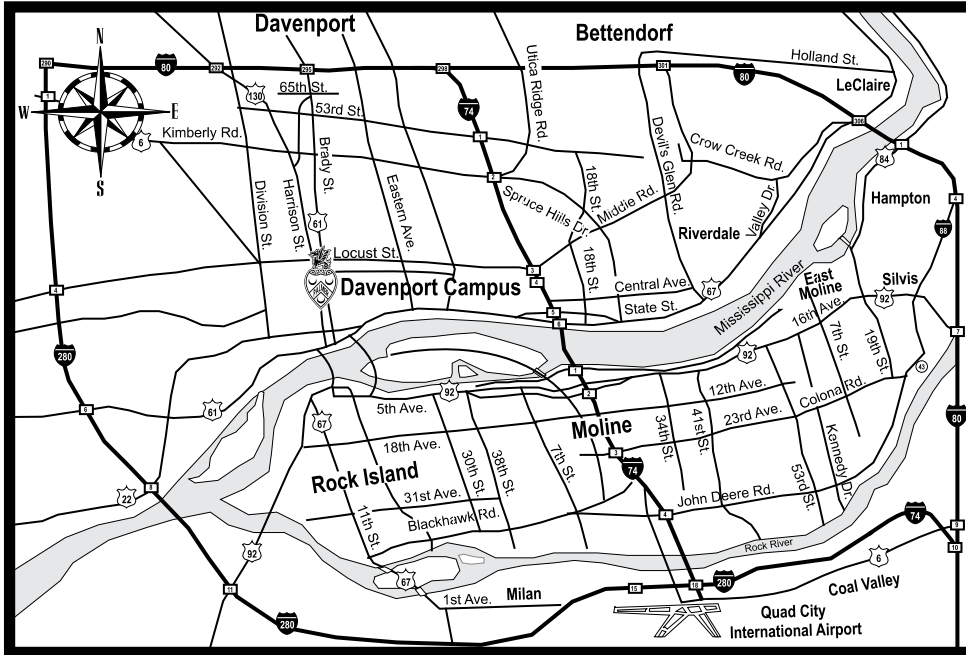
Starting your new educational career and relocating can be an exciting adventure. While the College does not have campus dormitories, the Student Services Department has listings and information on housing in the surrounding areas of each campus. Some locations may offer discounted rates to Palmer students.

The College owns a number of properties near the Davenport campus that can be rented by Palmer students, which are managed by Bluffstone. Bluffstone has a housing office near campus with a representative available to assist students. Students who need assistance locating housing can find a listing of available off-campus housing at [www.palmer.edu/housing](http://www.palmer.edu/housing). Due to the frequent changes in the availability and price of specific properties, the College maintains these listings online. Students may also contact Student Services for additional assistance. As a non-residential graduate program, the College offers resources to aid students in finding housing, but leaves the responsibility of securing housing to each student.

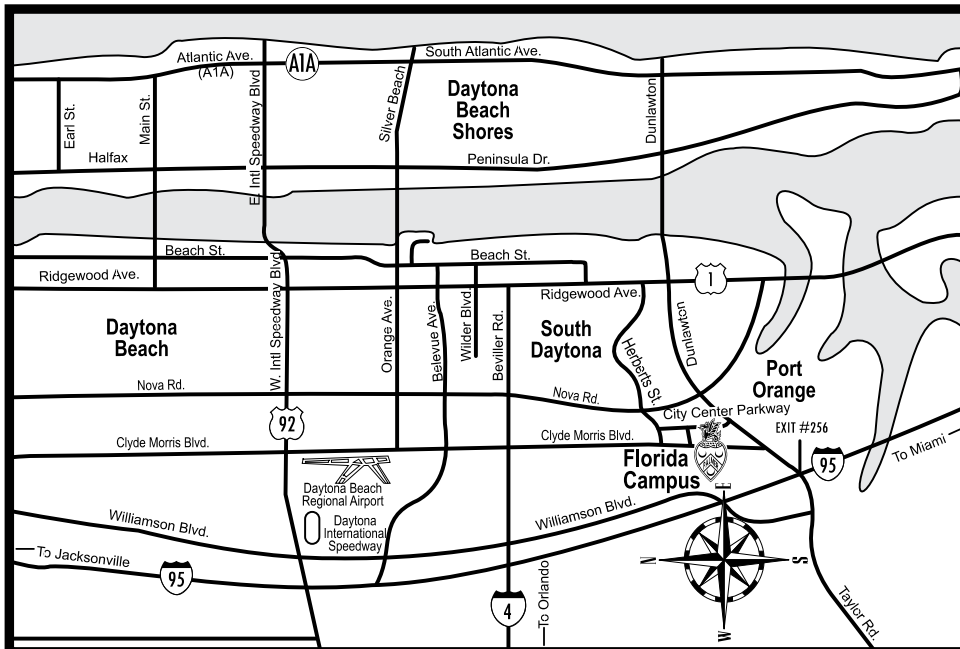


# MAPS

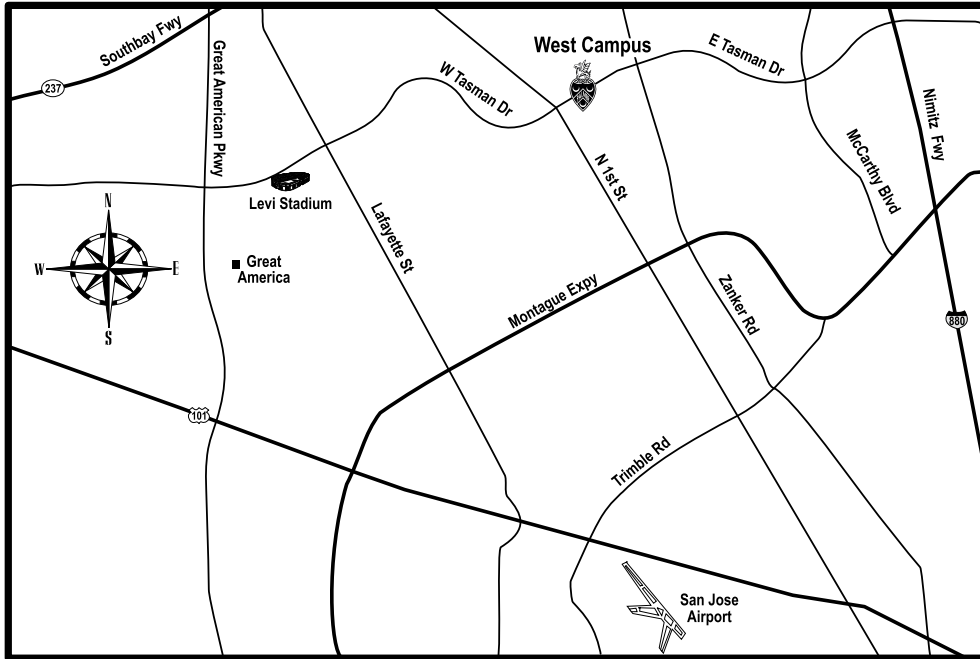
## DAVENPORT, IOWA, CAMPUS AREA MAP



## PORT ORANGE, FLA., CAMPUS AREA MAP



# SAN JOSE, CALIF., CAMPUS AREA MAP



# ACADEMIC CALENDAR - DAVENPORT CAMPUS

## FALL TRIMESTER 2016-2017

Oct. 31.	New Student Orientation/ Faculty In-Service
Nov. 1	Classes begin
Nov. 7	Last day student registration
Nov. 24-25	Thanksgiving Recess/No classes
Dec. 16	Term Midpoint/Last day to drop a course or withdraw from term
Dec. 19	Winter recess (first day)
Jan. 2	Winter recess (last day)
Jan. 3	Classes resume
Jan. 16	Martin Luther King Jr. Day/No classes
Feb. 15	Classes end
Feb. 17-23	Final exams
Feb. 23	Graduation clearance and rehearsal
Feb. 24	Graduation

## SPRING RECESS 2017

February 25 – March 5, 2017

## SPRING TRIMESTER 2017

March 6	New Student Orientation/ Faculty In-Service
March 7	Classes begin
March 13	Last day student registration
March 17-19	National Board Written Exams/ No classes
March 20	Faculty In-Service
April 14-17	Spring Recess/No classes
April 25	Term Midpoint/Last day to drop a course or withdraw from term
May 29	Memorial Day/No classes
June 7	Classes end
June 9-15	Final exams
June 15	Graduation clearance and rehearsal
June 16	Graduation

## SUMMER RECESS

June 17 – July 9, 2017

## SUMMER TRIMESTER 2017

July 10	New Student Orientation/Faculty In-Service
July 11	Classes begin
July 17	Last day student registration

Aug. 29	Term Midpoint/Last day to drop a course or withdraw from term
Sept. 4	Labor Day Recess/No classes
Sept. 18	Founder's Day
Oct. 11	Classes end
Oct. 13-19	Final exams
Oct. 19	Graduation clearance and rehearsal
Oct. 20	Graduation

## FALL RECESS

October 21 – 29, 2017

## FALL TRIMESTER 2017-2018

Oct. 30.	New Student Orientation/ Faculty In-Service
<b>Oct. 31</b>	<b>Classes begin</b>
Nov. 6	Last day student registration
Nov. 23-24	Thanksgiving Recess/No classes
Dec. 19	Term Midpoint/Last day to drop a course or withdraw from term
Dec. 24	Winter recess (first day)
Jan. 6	Winter recess (last day)
Jan. 8	Classes resume
Jan. 15	Martin Luther King Jr. Day/No classes
Feb. 14	Classes end
Feb. 16-22	Final exams
Feb. 22	Graduation clearance and rehearsal
Feb. 23	Graduation

## SPRING RECESS 2018

February 24 – March 4, 2018

## SPRING TRIMESTER 2018

March 5	New Student Orientation/ Faculty In-Service
March 6	Classes begin
March 12	Last day student registration
Mar 30-Apr 2	Spring Recess/No classes
April 24	Term Midpoint/Last day to drop a course or withdraw from term
May 28	Memorial Day/No classes
June 6	Classes end
June 8-14	Final exams
June 14	Graduation clearance and rehearsal
June 15	Graduation

## SUMMER RECESS

June 16 – July 8, 2018

## SUMMER TRIMESTER 2018

July 9	New Student Orientation/ Faculty In-Service
July 10	Classes begin
July 16	Last day student registration
Aug. 29	Term Midpoint/Last day to drop a course or withdraw from term
Sept. 3	Labor Day Recess/No classes
Sept. 18	Founder's Day
Oct. 10	Classes end
Oct. 12-18	Final exams
Oct. 18	Graduation clearance and rehearsal
Oct. 19	Graduation

## FALL RECESS

October 20 – 28, 2018

## FALL TRIMESTER 2018-2019

Oct. 29	New Student Orientation/ Faculty In-Service
Oct. 30	Classes begin
Nov. 5	Last day student registration
Nov. 22-23	Thanksgiving Recess/No classes
Dec. 18	Term Midpoint/Last day to drop a course or withdraw from term
Dec. 23	Winter recess (first day)
Jan. 6	Winter recess (last day)
Jan. 7	Classes resume
Jan. 21	Martin Luther King Jr. Day/No classes
Feb. 13	Classes end
Feb. 15-21	Final exams
Feb. 21	Graduation clearance and rehearsal
Feb. 22	Graduation

## SPRING RECESS 2019

February 23 – March 3, 2019

## SPRING TRIMESTER 2019

March 4	New Student Orientation/ Faculty In-Service
March 5	Classes begin
March 11	Last day student registration
April 23	Term Midpoint/Last day to drop a course or withdraw from term
April 19-22	Spring Recess/No classes
May 27	Memorial Day/No classes
June 5	Classes end

June 7-13	Final exams
June 13	Graduation clearance and rehearsal
June 14	Graduation

## SUMMER RECESS

June 15 – July 14, 2019

## SUMMER TRIMESTER 2019

July 15	New Student Orientation/ Faculty In-Service
July 16	Classes begin
July 22	Last day student registration
Sept. 2	Labor Day Recess/No classes
Sept. 3	Term Midpoint/Last day to drop a course or withdraw from term
Sept. 18	Founder's Day
Oct. 16	Classes end
Oct. 18-24	Final exams
Oct. 24	Graduation clearance and rehearsal
Oct. 25	Graduation

## FALL RECESS

October 26 – November 3, 2019

## FALL TRIMESTER 2019-2020

Nov. 4	New Student Orientation/ Faculty In-Service
Nov. 5	Classes begin
Nov. 11	Last day student registration
Nov. 28-29	Thanksgiving Recess/No classes
Dec. 23	Winter recess (first day)
Jan. 5	Winter recess (last day)
Jan. 6	Classes resume
Jan. 7	Term Midpoint/Last day to drop a course or withdraw from term
Jan. 20	Martin Luther King Jr. Day/No classes
Feb. 19	Classes end
Feb. 21-27	Final exams
Feb. 27	Graduation clearance and rehearsal
Feb. 28	Graduation

## SPRING RECESS 2020

February 29 – March 8, 2020

## SPRING TRIMESTER 2020

March 9	New Student Orientation/ Faculty In-Service
March 10	Classes begin
March 16	Last day student registration
April 10-13	Spring Recess/No classes

April 28 Term Midpoint/Last day to drop a course or withdraw from term  
 May 25 Memorial Day/No classes  
 June 10 Classes end  
 June 12-18 Final exams  
 June 18 Graduation clearance and rehearsal  
 June 19 Graduation

**SUMMER RECESS**

June 20 – July 12, 2020

**SUMMER TRIMESTER 2020**

July 13 New Student Orientation/  
Faculty In-Service  
 July 14 Classes begin  
 July 20 Last day student registration  
 Sept. 1 Term Midpoint/Last day to drop a course or withdraw from term  
 Sept. 7 Labor Day Recess/No classes  
 Sept. 18 Founder’s Day  
 Oct. 14 Classes end  
 Oct. 16-22 Final exams  
 Oct. 22 Graduation clearance and rehearsal  
 Oct. 23 Graduation

**FALL RECESS**

October 24 – November 1, 2020

**FALL TRIMESTER 2020-2021**

Nov. 2 New Student Orientation/  
Faculty In-Service  
 Nov. 2 Classes begin  
 Nov. 9 Last day student registration  
 Nov. 26-27 Thanksgiving Recess/No classes  
 Dec. 19 Winter recess (first day)  
 Jan. 3 Winter recess (last day)  
 Jan. 4 Classes resume  
 Jan. 5 Term Midpoint/Last day to drop a course or withdraw from term  
 Jan. 18 Martin Luther King Jr. Day/No classes  
 Feb. 17 Classes end  
 Feb. 19-25 Final exams  
 Feb. 25 Graduation clearance and rehearsal  
 Feb. 26 Graduation

**SPRING RECESS 2021**

February 27 – March 7, 2021

**SPRING TRIMESTER 2021**

March 8 New Student Orientation/  
Faculty In-Service

March 9 Classes begin  
 March 15 Last day student registration  
 April 2-5 Spring Recess/No classes  
 April 27 Term Midpoint/Last day to drop a course or withdraw from term  
 May 31 Memorial Day/No classes  
 June 9 Classes end  
 June 11-17 Final exams  
 June 17 Graduation clearance and rehearsal  
 June 18 Graduation

**SUMMER RECESS**

June 19 – July 11, 2021

**SUMMER TRIMESTER 2021**

July 12 New Student Orientation/  
Faculty In-Service  
 July 13 Classes begin  
 July 19 Last day student registration  
 Aug. 31 Term Midpoint/Last day to drop a course or withdraw from term  
 Sept. 6 Labor Day Recess/No classes  
 Sept. 18 Founder’s Day  
 Oct. 13 Classes end  
 Oct. 15-21 Final exams  
 Oct. 21 Graduation clearance and rehearsal  
 Oct. 22 Graduation

**FALL RECESS**

October 23 – October 31, 2021

**FALL TRIMESTER 2021-2022**

Nov. 1 New Student Orientation/  
Faculty In-Service  
 Nov. 2 Classes begin  
 Nov. 8 Last day student registration  
 Nov. 25-26 Thanksgiving Recess/No classes  
 Dec. 18 Winter recess (first day)  
 Jan. 2 Winter recess (last day)  
 Jan. 3 Classes resume  
 Jan. 4 Term Midpoint/Last day to drop a course or withdraw from term  
 Jan. 17 Martin Luther King Jr. Day/No classes  
 Feb. 16 Classes end  
 Feb. 18-24 Final exams  
 Feb. 24 Graduation clearance and rehearsal  
 Feb. 25 Graduation

**SPRING RECESS 2022**

February 26 – March 6, 2022

# ACADEMIC CALENDAR - FLORIDA CAMPUS

## WINTER QUARTER - 2017

Jan. 9	New Student Orientation/ Faculty In-Service
Jan. 10	Classes begin
Jan. 16	Martin Luther King Jr. Day/No classes
Jan. 17	Last day student registration
Feb. 14	Term Midpoint/Last day to drop a course or withdraw from term
March 13-16	Lab finals week
March 16	Classes end
March 20-23	Final exams
March 24	Graduation

## SPRING RECESS

March 25 – April 2, 2017

## SPRING QUARTER - 2017

April 3	New Student Orientation/ Faculty In-Service
April 4	Classes begin
April 10	Last day student registration
April 14-17	Spring Recess/No classes
May 10	Term Midpoint/Last day to drop a course or withdraw from term
May 29	Memorial Day/No Classes
June 5-9	Lab finals week
June 9	Classes end
June 12-15	Final exams
June 16	Graduation

## SUMMER RECESS

June 17 – July 09, 2017

## SUMMER QUARTER - 2017

July 10	New Student Orientation/ Faculty In-Service
July 11	Classes begin
July 17	Last day student registration
Aug. 14	Term Midpoint/Last day to drop a course or withdraw from term
Sept. 04	Labor Day Recess/No classes
Sept. 11-15	Lab finals week
Sept. 15	Classes end
Sept. 18-21	Final exams
Sept. 22	Graduation

## FALL RECESS

September 23 – October 1, 2017

## FALL QUARTER – 2017

Oct. 2	New Student Orientation/ Faculty In-Service
Oct. 3	Classes begin
Oct. 9	Last day student registration
Nov. 7	Term Midpoint/Last day to drop a course or withdraw from term
Nov. 23-24	Thanksgiving Recess/No Classes
Dec. 4-8	Lab finals week
Dec. 8	Classes end
Dec. 11-14	Final exams
Dec. 15	Graduation

## WINTER RECESS

December 16, 2017 - January 7, 2018

## WINTER QUARTER - 2018

Jan. 8	New Student Orientation/ Faculty In-Service
Jan. 9	Classes begin
Jan. 15	Martin Luther King Jr. Day/No classes
Jan. 16	Last day student registration
Feb. 13	Term Midpoint/Last day to drop a course or withdraw from term
March 12-16	Lab finals week
March 16	Classes end
March 19-22	Final exams
March 23	Graduation

## SPRING RECESS

March 24 – April 2, 2018

## SPRING QUARTER - 2018

April 3	New Student Orientation/ Faculty In-Service
April 4	Classes begin
April 10	Last day student registration
May 9	Term Midpoint/Last day to drop a course or withdraw from term
May 28	Memorial Day/No Classes
June 4-8	Lab finals week
June 8	Classes end
June 11-14	Final exams
June 15	Graduation

**SUMMER RECESS**

June 16 – July 08, 2018

**SUMMER QUARTER - 2018**

- July 9 New Student Orientation/  
Faculty In-Service
- July 10 Classes begin
- July 16 Last day student registration
- Aug. 14 Term Midpoint/Last day to drop  
a course or withdraw from term
- Sept. 3 Labor Day Recess/No classes
- Sept. 10-14 Lab finals week
- Sept. 14 Classes end
- Sept. 17-20 Final exams
- Sept. 21 Graduation

**FALL RECESS**

September 22 – September 30, 2018

**FALL QUARTER – 2018**

- Oct. 1 New Student Orientation/  
Faculty In-Service
- Oct. 2 Classes begin
- Oct. 8 Last day student registration
- Nov. 6 Term Midpoint/Last day to drop  
a course or withdraw from term
- Nov. 22-23 Thanksgiving Recess/No Classes
- Dec. 3-7 Lab finals week
- Dec. 7 Classes end
- Dec. 10-13 Final exams
- Dec. 14 Graduation

**WINTER RECESS**

December 15, 2018 - January 6, 2019

**WINTER QUARTER - 2019**

- Jan. 7 New Student Orientation/  
Faculty In-Service
- Jan. 8 Classes begin
- Jan. 14 Last day student registration
- Jan. 21 Martin Luther King Jr. Day/No classes
- Feb. 12 Term Midpoint/Last day to drop  
a course or withdraw from term
- March 11-15 Lab finals week
- March 15 Classes end
- March 18-21 Final exams
- March 22 Graduation

**SPRING RECESS**

March 23 – March 31, 2019

**SPRING QUARTER - 2019**

- April 1 New Student Orientation/  
Faculty In-Service
- April 2 Classes begin
- April 8 Last day student registration
- April 19-22 Spring Recess/No classes
- May 7 Term Midpoint/Last day to drop  
a course or withdraw from term
- May 27 Memorial Day/No Classes
- June 3-7 Lab finals week
- June 7 Classes end
- June 10-13 Final exams
- June 14 Graduation

**SUMMER RECESS**

June 15 – July 14, 2019

**SUMMER QUARTER - 2019**

- July 15 New Student Orientation/  
Faculty In-Service
- July 16 Classes begin
- July 22 Last day student registration
- Aug. 20 Term Midpoint/Last day to drop  
a course or withdraw from term
- Sept. 2 Labor Day Recess/No classes
- Sept. 16-20 Lab finals week
- Sept. 20 Classes end
- Sept. 23-26 Final exams
- Sept. 27 Graduation

**FALL RECESS**

September 28 – October 6, 2019

**FALL QUARTER – 2019**

- Oct. 7 New Student Orientation/  
Faculty In-Service
- Oct. 8 Classes begin
- Oct. 14 Last day student registration
- Nov. 12 Term Midpoint/Last day to drop  
a course or withdraw from term
- Nov. 28-29 Thanksgiving Recess/No Classes
- Dec. 9-13 Lab finals week
- Dec. 13 Classes end
- Dec. 16-19 Final exams
- Dec. 20 Graduation



**WINTER RECESS**

Dec. 21, 2019 – Jan.12, 2020

**WINTER QUARTER - 2020**

- Jan. 13 New Student Orientation/  
Faculty In-Service
- Jan. 14 Classes begin
- Jan. 20 Martin Luther King Jr. Day/No classes
- Jan. 21 Last day student registration
- Feb. 18 Term Midpoint/Last day to drop  
a course or withdraw from term
- March 16-20 Lab finals week
- March 20 Classes end
- March 23-26 Final exams
- March 27 Graduation

**SPRING RECESS**

March 28 –April 5, 2020

**SPRING QUARTER - 2020**

- April 6 New Student Orientation/  
Faculty In-Service
- April 7 Classes begin
- April 10-13 Spring Recess/No classes
- April 14 Last day student registration
- May 12 Term Midpoint/Last day to drop  
a course or withdraw from term
- May 25 Memorial Day/No Classes
- June 8-12 Lab finals week
- June 12 Classes end
- June 15-18 Final exams
- June 19 Graduation

**SUMMER RECESS**

June 20 – July 12, 2020

**SUMMER QUARTER - 2020**

- July 13 New Student Orientation/  
Faculty In-Service
- July 14 Classes begin
- July 20 Last day student registration
- Aug. 18 Term Midpoint/Last day to drop  
a course or withdraw from term
- Sept. 7 Labor Day Recess/No classes
- Sept. 14-18 Lab finals week
- Sept. 18 Classes end
- Sept. 21-24 Final exams
- Sept. 25 Graduation

**FALL RECESS**

September 26 – October 4, 2020

**FALL QUARTER – 2020**

- Oct. 5 New Student Orientation/  
Faculty In-Service
- Oct. 6 Classes begin
- Oct. 12 Last day student registration
- Nov. 10 Term Midpoint/Last day to drop  
a course or withdraw from term
- Nov. 26-27 Thanksgiving Recess/No Classes
- Dec. 7-11 Lab finals week
- Dec. 11 Classes end
- Dec. 14-17 Final exams
- Dec. 18 Graduation

**WINTER RECESS**

December 19, 2020 - January 10, 2021

**WINTER QUARTER - 2021**

- Jan. 11 New Student Orientation/  
Faculty In-Service
- Jan. 12 Classes begin
- Jan. 18 Martin Luther King Jr. Day/No classes
- Jan. 19 Last day student registration
- Feb. 16 Term Midpoint/Last day to drop  
a course or withdraw from term
- March 15-19 Lab finals week
- March 19 Classes end
- March 22-25 Final exams
- March 26 Graduation

**SPRING RECESS**

March 27 – April 5, 2021

**SPRING QUARTER - 2021**

- April 6 New Student Orientation/  
Faculty In-Service
- April 7 Classes begin
- April 13 Last day student registration
- May 12 Term Midpoint/Last day to drop  
a course or withdraw from term
- May 31 Memorial Day/No Classes
- June 7-11 Lab finals week
- June 11 Classes end
- June 14-17 Final exams
- June 18 Graduation



## SUMMER RECESS

June 19 – July 11, 2021

## SUMMER QUARTER - 2021

July 12 New Student Orientation/  
Faculty In-Service  
July 13 Classes begin  
July 19 Last day student registration  
Aug. 17 Term Midpoint/Last day to drop  
a course or withdraw from term  
Sept. 6 Labor Day Recess/No classes  
Sept. 13-17 Lab finals week  
Sept. 17 Classes end  
Sept. 20-23 Final exams  
Sept. 24 Graduation

## FALL RECESS

September 25 – October 3, 2021

## FALL QUARTER – 2021

Oct. 4 New Student Orientation/  
Faculty In-Service  
Oct. 5 Classes begin  
Oct. 11 Last day student registration  
Nov. 9 Term Midpoint/Last day to drop  
a course or withdraw from term  
Nov. 25-26 Thanksgiving Recess/No Classe  
Dec. 6-10 Lab finals week  
Dec. 10 Classes end  
Dec. 13-16 Final exams  
Dec. 17 Graduation

## WINTER RECESS

December 18, 2021 - January 9, 2022

# ACADEMIC CALENDAR - WEST CAMPUS

## WINTER QUARTER - 2017

Jan. 6	New Student Orientation
Jan. 9	Classes begin
Jan. 10	Challenge examinations
Jan. 13	Petitions for graduation for March 2017 graduates due in Registrar's Office
Jan. 13	Last day student registration for Winter Quarter 2017
Jan. 16	Martin Luther King Jr. Day/No classes
Feb. 14	Term Midpoint/Last day to drop a course or withdraw from term
Feb. 20	President's Day/No classes
Mar. 9	Graduation rehearsal
Mar. 10	Graduation/Regular school schedule
Mar. 10-16	Lab finals week
Mar. 16	Classes end
Mar. 17-19	National Board Exams/No classes
Mar. 20	Faculty Institute Day/No classes
Mar. 21-23	Final exams

## SPRING RECESS

March 25 – April 2, 2017

## SPRING QUARTER - 2017

Mar. 31	New Student Orientation
April 3	Classes begin
April 4	Challenge examinations
April 7	Petitions for graduation for June 2017 graduates due in Registrar's Office
April 7	Last day student registration
April 14	Spring Recess/No classes
May 9	Term Midpoint/Last day to drop a course or withdraw from term
May 29	Memorial Day/No classes
June 5-9	Lab finals week
June 7	Graduation rehearsal
June 8	Graduation/Regular school schedule
June 9	Classes end
June 12	Faculty Institute Day/ No classes
June 13-15	Final exams

## SUMMER RECESS

June 17 – July 9, 2017

## SUMMER QUARTER - 2017

July 7	New Student Orientation
July 10	Classes begin
July 11	Challenge examinations
July 14	Petitions for graduation for September 2017 graduates due in Registrar's Office
July 14	Last day student registration
Aug. 15	Term Midpoint/Last day to drop a course or withdraw from term
Sept. 4	Labor Day/No classes
Sept. 11-15	Lab finals week
Sept. 14	Graduation rehearsal
Sept. 15	Graduation/Regular school schedule
Sept. 15	Classes end
Sept. 18	Faculty Institute Day/No classes
Sept. 19-21	Final exams

## FALL RECESS

September 23 – October 1, 2017

## FALL QUARTER – 2017

Sept. 29	New Student Orientation
Oct. 2	Classes begin
Oct. 3	Challenge examinations
Oct. 6	Petitions for graduation for December 2017 graduates due in Registrar's Office
Oct. 6	Last day student registration
Nov. 3	Term Midpoint/Last day to drop a course or withdraw from term
Nov. 23-24	Thanksgiving recess/No classes
Dec. 4-8	Lab finals week
Dec. 7	Graduation rehearsal
Dec. 8	Graduation/Regular school schedule
Dec. 8	Classes end
Dec. 11	Faculty Institute Day/ No classes
Dec. 12-14	Final exams

## WINTER RECESS

December 16, 2017 - January 7, 2018

## WINTER QUARTER - 2018

Jan. 5	New Student Orientation
Jan. 8	Classes begin
Jan. 9	Challenge examinations
Jan. 12	Petitions for graduation for March 2018 graduates due in Registrar's Office

Jan. 12 Last day student registration  
 Jan. 15 Martin Luther King Jr. Day/No classes  
 Feb. 13 Term Midpoint/Last day to drop a course  
 or withdraw from term  
 Feb. 19 President's Day/No classes  
 Mar. 12-16 Lab finals week  
 Mar. 15 Graduation rehearsal  
 Mar. 16 Graduation/Regular school schedule  
 Mar. 16 Classes end  
 Mar. 19 Faculty Institute Day/No classes  
 Mar. 20-22 Final exams

**SPRING RECESS**  
 March 24 – April 1, 2018

**SPRING QUARTER - 2018**

March 29 New Student Orientation  
 March 30 Spring Recess  
 April 2 Classes begin  
 April 3 Challenge examinations  
 April 6 Petitions for graduation for June 2018  
 graduates due in Registrar's Office  
 April 6 Last day student registration  
 May 8 Term Midpoint/Last day to drop a course  
 or withdraw from term  
 May 28 Memorial Day/No classes  
 June 4-8 Lab finals week  
 June 7 Graduation rehearsal  
 June 8 Graduation/Regular school schedule  
 June 8 Classes end  
 June 11 Faculty Institute Day/ No classes  
 June 12-14 Final exams

**SUMMER RECESS**  
 June 16 – July 8, 2018

**SUMMER QUARTER - 2018**

July 6 New Student Orientation  
 July 9 Classes begin  
 July 10 Challenge examinations  
 July 13 Petitions for graduation for September  
 2018 graduates due in Registrar's Office  
 July 13 Last day student registration  
 Aug. 14 Term Midpoint/Last day to drop a course  
 or withdraw from term  
 Sept. 3 Labor Day/No classes  
 Sept. 10-14 Lab finals week  
 Sept. 13 Graduation rehearsal  
 Sept. 14 Graduation/Regular school schedule  
 Sept. 14 Classes end

Sept. 17 Faculty Institute Day/No classes  
 Sept. 18-20 Final exams

**FALL RECESS**  
 September 22 – September 30, 2018

**FALL QUARTER – 2018**

Sept. 28 New Student Orientation  
 Oct. 1 Classes begin  
 Oct. 2 Challenge examinations  
 Oct. 5 Petitions for graduation for December  
 2018 graduates due in Registrar's Office  
 Oct. 5 Last day student registration  
 Nov. 6 Term Midpoint/Last day to drop a  
 course or withdraw from term  
 Nov. 22-23 Thanksgiving recess/No classes  
 Dec. 3-7 Lab finals week  
 Dec. 6 Graduation rehearsal  
 Dec. 7 Graduation/Regular school schedule  
 Dec. 7 Classes end  
 Dec. 10 Faculty Institute Day/ No classes  
 Dec. 11-13 Final exams

**WINTER RECESS**  
 December 15, 2018 - January 6, 2019

**WINTER QUARTER - 2019**

Jan. 4 New Student Orientation  
 Jan. 7 Classes begin  
 Jan. 8 Challenge examinations  
 Jan. 11 Petitions for graduation for March 2019  
 graduates due in Registrar's Office  
 Jan. 11 Last day student registration  
 Jan. 21 Martin Luther King Jr. Day/No classes  
 Feb. 12 Term Midpoint/Last day to drop a  
 course or withdraw from term  
 Feb. 18 President's Day/No classes  
 Mar. 11-15 Lab finals week  
 Mar. 14 Graduation rehearsal  
 Mar. 15 Graduation/Regular school schedule  
 Mar. 15 Classes end  
 Mar. 18 Faculty Institute Day/No classes  
 Mar. 19-21 Final exams

**SPRING RECESS**  
 March 23 – March 31, 2019

## **SPRING QUARTER - 2019**

March 29	New Student Orientation
April 1	Classes begin
April 2	Challenge examinations
April 5	Petitions for graduation for June 2019 graduates due in Registrar's Office
April 5	Last day student registration
April 19	Spring Recess/No classes
May 7	Term Midpoint/Last day to drop a course or withdraw from term
May 27	Memorial Day/No classes
June 3-7	Lab finals week
June 6	Graduation rehearsal
June 7	Graduation/Regular school schedule
June 7	Classes end
June 10	Faculty Institute Day/ No classes
June 11-13	Final exams

## **SUMMER RECESS**

June 15 – July 14, 2019

## **SUMMER QUARTER - 2019**

July 12	New Student Orientation
July 15	Classes begin
July 16	Challenge examinations
July 19	Petitions for graduation for September 2019 graduates due in Registrar's Office
July 19	Last day student registration
Aug. 20	Tem Midpoint/Last day to drop a course or withdraw from term
Sept. 2	Labor Day/No classes
Sept. 16-20	Lab finals week
Sept. 19	Graduation rehearsal
Sept. 20	Graduation/Regular school schedule
Sept. 20	Classes end
Sept. 23	Faculty Institute Day/No classes
Sept. 24-26	Final exams

## **FALL RECESS**

September 28 – October 6, 2019

## **FALL QUARTER – 2019**

Oct. 4	New Student Orientation
Oct. 7	Classes begin
Oct. 8	Challenge examinations
Oct. 11	Petitions for graduation for December 2019 graduates due in Registrar's Office
Oct. 11	Last day student registration
Nov. 12	Term Midpoint/Last day to drop a course or withdraw from term

Nov. 28-29	Thanksgiving Recess/No classes
Dec. 9-13	Lab finals week
Dec. 12	Graduation rehearsal
Dec. 13	Graduation/Regular school schedule
Dec. 13	Classes end
Dec. 16	Faculty Institute Day/ No classes
Dec. 17-19	Final exams

## **WINTER RECESS**

December 21, 2019 - January 12, 2020

## **WINTER QUARTER - 2020**

Jan. 10	New Student Orientation
Jan. 13	Classes begin
Jan. 14	Challenge examinations
Jan. 17	Petitions for graduation for March 2020 graduates due in Registrar's Office
Jan. 17	Last day student registration
Jan. 20	Martin Luther King Jr. Day/No classes
Feb. 17	President's Day/No classes
Feb. 18	Term Midpoint/Last day to drop a course or withdraw from term
Mar. 16-20	Lab finals week
Mar. 19	Graduation rehearsal
Mar. 20	Graduation/Regular school schedule
Mar. 20	Classes end
Mar. 23	Faculty Institute Day/No classes
Mar. 24-26	Final exams

## **SPRING RECESS**

March 28 – April 5, 2020

## **SPRING QUARTER - 2020**

April 3	New Student Orientation
April 6	Classes begin
April 7	Challenge examinations
April 10	Spring Recess
April 13	Petitions for graduation for June 2020 graduates due in Registrar's Office
April 13	Last day student registration
May 12	Term Midpoint/Last day to drop a course or withdraw from term
May 25	Memorial Day/No classes
June 8-12	Lab finals week
June 11	Graduation rehearsal
June 12	Graduation/Regular school schedule
June 12	Classes end
June 15	Faculty Institute Day/ No classes
June 16-18	Final exams

**SUMMER RECESS**  
June 20 – July 12, 2020

**SUMMER QUARTER - 2020**

July 10	New Student Orientation
July 13	Classes begin
July 14	Challenge examinations
July 17	Petitions for graduation for September 2020 graduates due in Registrar's Office
July 17	Last day student registration
Aug. 18	Term Midpoint/Last day to drop a course or withdraw from term
Sept. 7	Labor Day/No classes
Sept. 14-18	Lab finals week
Sept. 17	Graduation rehearsal
Sept. 18	Graduation/Regular school schedule
Sept. 18	Classes end
Sept. 21	Faculty Institute Day/No classes
Sept. 22-24	Final exams

**FALL RECESS**

September 26 – October 4, 2020

**FALL QUARTER – 2020**

Oct. 2	New Student Orientation
Oct. 5	Classes begin
Oct. 6	Challenge examinations
Oct. 9	Petitions for graduation for December 2020 graduates due in Registrar's Office
Oct. 9	Last day student registration
Nov. 10	Term Midpoint/Last day to drop a course or withdraw from term
Nov. 26-27	Thanksgiving Recess/No classes
Dec. 7-11	Lab finals week
Dec. 10	Graduation rehearsal
Dec. 11	Graduation/Regular school schedule
Dec. 11	Classes end
Dec. 14	Faculty Institute Day/ No classes
Dec. 15-17	Final exams

**WINTER RECESS**

December 19, 2020 - January 10, 2021

**WINTER QUARTER - 2021**

Jan. 8	New Student Orientation
Jan. 11	Classes begin
Jan. 12	Challenge examinations
Jan. 15	Petitions for graduation for March 2021 graduates due in Registrar's Office
Jan. 15	Last day student registration

Jan. 18	Martin Luther King Jr. Day/No classes
Feb. 15	President's Day/No classes
Feb. 16	Term Midpoint/Last day to drop a course or withdraw from term
Mar. 15-19	Lab finals week
Mar. 18	Graduation rehearsal
Mar. 19	Graduation/Regular school schedule
Mar. 19	Classes end
Mar. 22	Faculty Institute Day/No classes
Mar. 23-25	Final exams

**SPRING RECESS**

March 27 – April 4, 2021

**SPRING QUARTER - 2021**

April 1	New Student Orientation
April 2	Spring Recess
April 5	Classes begin
April 6	Challenge examinations
April 9	Petitions for graduation for June 2021 graduates due in Registrar's Office
April 9	Last day student registration
May 11	Term Midpoint/Last day to drop a course or withdraw from term
May 31	Memorial Day/No classes
June 7-11	Lab finals week
June 10	Graduation rehearsal
June 11	Graduation/Regular school schedule
June 11	Classes end
June 14	Faculty Institute Day/ No classes
June 15-17	Final exams

**SUMMER RECESS**

June 19 – July 11, 2021

**SUMMER QUARTER - 2021**

July 9	New Student Orientation
July 12	Classes begin
July 13	Challenge examinations
July 16	Petitions for graduation for September 2021 graduates due in Registrar's Office
July 16	Last day student registration
Aug. 17	Term Midpoint/Last day to drop a course or withdraw from term
Sept. 6	Labor Day/No classes
Sept. 13-17	Lab finals week
Sept. 16	Graduation rehearsal
Sept. 17	Graduation/Regular school schedule
Sept. 17	Classes end
Sept. 20	Faculty Institute Day/No classes
Sept. 21-2	Final exams

## FALL RECESS

September 25 – October 3, 2021

## **FALL QUARTER – 2021**

Oct. 1 New Student Orientation  
Oct. 4 Classes begin  
Oct. 5 Challenge examinations  
Oct. 8 Petitions for graduation for December  
2021 graduates due in Registrar's Office  
Oct. 8 Last day student registration  
Nov. 9 Term Midpoint/Last day to drop a course  
or withdraw from term  
Nov. 25-26 Thanksgiving Recess/No classes  
Dec. 6-10 Lab finals week  
Dec. 9 Graduation rehearsal  
Dec. 10 Graduation/Regular school schedule  
Dec. 10 Classes end  
Dec. 13 Faculty Institute Day/ No classes  
Dec. 14-16 Final exams

## WINTER RECESS

December 18, 2021 - January 9, 2022

# ACADEMIC PROGRAMS

## DOCTOR OF CHIROPRACTIC DEGREE PROGRAM MISSION STATEMENT

The mission of the Doctor of Chiropractic Program is to advance chiropractic by promoting learning, delivering health care, engaging our communities and advancing knowledge through research.

## DOCTOR OF CHIROPRACTIC DEGREE PROGRAM

The Doctor of Chiropractic (D.C.) degree program is the foundation of the educational experience at Palmer College of Chiropractic. The course of study prepares graduates to succeed as primary care professionals for spinal health and well-being.

The curriculum is focused on building core clinical competencies and outcomes called Palmer Abilities, which include patient evaluation skills, patient management skills, philosophy and history of chiropractic, integrating basic science into the practice of chiropractic, critical thinking and problem solving, effective communication, moral reasoning and professional ethics, professional growth and lifelong learning, health care in social and community contexts, and business management skills. The first year of the program is devoted to developing basic science knowledge; the second year to developing clinical science knowledge and skills; and the third and fourth years to applying acquired knowledge and skills in community clinical environments.

Instructional methods include technology-supported lecture, lab, small group interactive sessions, and peer and service learning. The curriculum includes coursework in anatomy, physiology, pathology, public health, chiropractic philosophy, radiology, diagnosis, technique (chiropractic manual procedures), associated clinical sciences (geriatrics, pediatrics, obstetrics and gynecology) and business and practice management.

A variety of technique electives are also offered to complement the study of adjustive procedures included in the core curriculum. A large number of student clubs comprise a co-curriculum of auxiliary education in technique, philosophy, research, evidence-based

care, sports management, toastmasters, and health and fitness, to name a few. The Palmer Center for Business Development offers additional business education and assistance in locating job opportunities and opening, managing and growing a successful chiropractic practice.

Each campus features a professional outpatient clinic, which provides a fertile environment for student interns to train under the tutelage of an experienced faculty mentor. A clinical preceptorship is available to student interns in their final term of enrollment in which “on-the-job” field training occurs in field doctors’ offices or Department of Defense/Veteran’s Administration (DoD/VA) facilities. Most preceptorships offer additional opportunities for students to observe the business operations of a private chiropractic practice.

The degree of Doctor of Chiropractic is awarded based upon successful completion of the required course of study in accordance with the standards of the College, which meet or exceed those of its accrediting agencies. To earn a D.C. degree from the College, a student must satisfy all academic, clinical and ethical requirements and complete not less than the final 25 percent of the total credits required in residence at the College. Up to 75 percent of the total credits may be awarded through advanced standing.

## SELECTION OF CANDIDATES

Candidates for admission are selected based on several factors, which may include cumulative grade point average (GPA), total number of credits completed, prerequisite GPA, letters of recommendation and personal profiles/essays. Personal interviews may be conducted. We recommend that you apply as early as possible. Your Admissions Representative will discuss term availability upon receipt. Applications are accepted and reviewed year round.

Applications are reviewed on an individual basis. Candidates are selected based on availability in upcoming terms. Submission of your application in a timely manner will assist us with meeting your preferred term request.



An offer of acceptance into the Doctor of Chiropractic Program is considered official by the College only when made by way of a written letter sent directly from a representative of the Office of Enrollment/Admissions to the applicant.

## LICENSURE REQUIREMENTS

Due to the various licensure requirements in each of the 50 U.S. states, as well as in other countries, it is strongly recommended that applicants contact the respective Board of Examiners regarding pre-chiropractic educational requirements in states and countries where they may consider practicing after graduation. Some states, such as Florida, require a bachelor's degree.

In addition, most licensing boards require a criminal background check prior to licensure. The prerequisites for admission to the Palmer D.C. degree program are established in compliance with the standards, rules and guidelines for the Council on Chiropractic Education (CCE). Neither acceptance for admission into the program nor the subsequent earning of a doctor of chiropractic degree guarantees that a state or foreign country will grant a graduate a license to practice chiropractic. Each state and foreign country, through its legislative and administrative process, defines the standards of competency and scope of practice of chiropractic within its jurisdiction. Such standards may include, but are not limited to, the pre-chiropractic and chiropractic education of the applicant for licensure. State boards may accept or require passing of National Board examinations as part of their licensing procedure. Information on state and international licensing requirements is available from the Federation of Chiropractic Licensing Board website at: [www.FCLB.org](http://www.FCLB.org) or individually from each state board licensing office.

## TECHNICAL STANDARDS POLICY

The College defines the purpose and practice of chiropractic.. Recognizing that the academic, clinical, social and personal preparation for the practice of chiropractic requires both mental and physical abilities, the College requires that all qualified students admitted to the Doctor of Chiropractic degree program must be able to perform the following essential functions with or without reasonable accommodation:

- Candidates must have sufficient use of sense of

vision, hearing and somatic sensation necessary to perform the chiropractic and general physical examination, including the procedures of inspection, palpation, auscultation and the review of radiographs as taught in the curriculum.

- Candidates must have sufficient physical strength and coordination to stand alone and perform the common chiropractic examination and adjusting procedures as taught in the curriculum.
- Candidates must have sufficient physical strength and coordination of both upper extremities necessary to apply chiropractic adjustments as taught in the curriculum.

The College does not discriminate on the basis of disability in the admissions process. After a candidate has been admitted to the chiropractic degree program, the College invites and encourages voluntary self-identification of students with disabilities. The College seeks to accommodate students with disabilities on an individual basis if supported by specific information and assessment data documented by appropriate licensed professionals.

The Doctor of Chiropractic degree, in and of itself, does not entitle the recipient to practice chiropractic. Those who earn the degree must apply for a license to practice in the jurisdiction of their choice.

## TECHNICAL STANDARDS PROCEDURE

Individuals may self-identify as having a disability at four different stages in the education process:

1. Prospective applicant for admission;
2. Actual applicant for admission;
3. After acceptance as a student but prior to attending classes; or
4. While currently attending classes.

Students and applicants are invited and encouraged to voluntarily self-identify disabilities that may affect them in an academic environment. The College has always related to its students as responsible adults with the independent right to make such life decisions. One of those responsibilities is to work with the Disability Services Coordinator in requesting reasonable accommodations, academic adjustments and/or



auxiliary aids and services pursuant to the procedures set forth in the Handbook for Students and Applicants with Disabilities.

Individuals who self-identify their disabilities during any of the four stages referenced above shall be referred to the Disability Services Coordinator. The Coordinator will work in concert with the Disability Steering Committee whenever a question arises as to an individual's ability to meet the requirements of the technical standards.

In considering a self-identifying individual with a disability, the Coordinator and/or the Committee may require an interview with the individual to determine if he/she meets the technical standards sufficient to complete the curriculum. The Coordinator and the committee may request supporting documentation to be provided by the self-identifying individual from an appropriate licensed professional.

Professionals who provide documentation of disabilities will be asked to identify what academic adjustments or reasonable accommodations, if any, would be required.

The Coordinator will serve in a systems role to ensure compliance with this policy.

## **NATIONAL BOARD EXAMINATIONS**

National Board examinations are divided into two sections: written examinations (Part I, II, III and Physiotherapy) and practical examinations (Part IV). The written examinations are administered several times per year at multiple test sites in the United States and Canada by the National Board of Chiropractic Examiners, while the practical examinations are administered at multiple sites in the United States in May and November. Davenport, Iowa, and Port Orange, Fla., campuses serve as test sites for all national board examinations. The San Jose, Calif., campus serves as a test site for all national board examinations except practical examinations (Part IV).

Tests also are given in several foreign countries. For information on exam dates and administration sites, visit the National Board of Chiropractic Examiners website: [www.NBCE.org](http://www.NBCE.org).

## **NBCE PASS RATES**

Palmer College posts the overall weighted averages

of the four (4) most recent years' National Board of Chiropractic Examiners (NBCE) examinations Parts I, II, III, and IV success rates which represent the percentage of graduates who have successfully completed all Parts of the NBCE examinations within six months post-graduation. In some instances, the Canadian Chiropractic Examining Board Part C exam data are used in lieu of NBCE Part IV data. Success rate data can be found on the Palmer website at [www.palmer.edu/about-us/accreditation/nbce](http://www.palmer.edu/about-us/accreditation/nbce).

## **CHIROPRACTIC DEGREE REQUIREMENTS**

Candidates for the Doctor of Chiropractic degree complete a minimum of five academic years (eight months each of classroom work) in the prescribed curriculum. The Davenport, Iowa, campus operates on a trimester system, with an academic program consisting of 10 trimesters that can be completed in 3.35 calendar years, which is equal to five academic years. Assuming a normal completion rate and fulfillment of all graduation requirements, students should expect to graduate within 10 trimesters (40 months) of their matriculation date.

The Port Orange, Fla., and San Jose, Calif., campuses operate on a quarter system, with academic programs that consist of 13 quarters that can be completed in 3.25 calendar years, which is equal to 4.33 academic years. Assuming a normal completion rate and fulfillment of all graduation requirements, students should expect to graduate within 13 quarters (39 months) of their matriculation date.

Students transferring from other accredited chiropractic colleges must complete a minimum 25 percent of the prescribed curriculum while in residence at the College. The final academic year prior to graduation must be at the Palmer campus conferring the degree.

## **CLINIC CAPSTONE PROGRAMS**

### **PRECEPTORSHIP PROGRAM**

The Intern Preceptorship Program involves a clinical educational experience in a preceptor's chiropractic practice during the student's last term. This optional program is not a substitution for service in the Palmer Chiropractic Clinics (the Clinics), but rather allows for an additional opportunity for the student after fulfilling the campus clinical quantitative and qualitative requirements.

During this program, the intern is supervised and practices under the guidance of a chiropractic field doctor contracted with the College as extension faculty and within the laws of the state in which the preceptor resides. The intern must also periodically report to the College.

The Post-Graduate Preceptor Program involves service in the preceptor's practice after the student graduates but prior to state licensure. The intern is supervised and practices under the guidance of the chiropractic field doctor.

### **PALMER DOD/VA CHIROPRACTIC ROTATION PROGRAM**

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

### **RESIDENCY PROGRAMS**

#### **(DAVENPORT)**

Additional studies at the College are offered through two post-graduate residency programs on the Davenport, Iowa, campus.

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

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

## **ADDITIONAL ACADEMIC DEGREES**

### **(DAVENPORT)**

#### **MASTER OF SCIENCE DEGREE**

A Master of Science degree in Clinical Research is offered through the Division of Graduate Studies. For more information, see the Graduate Studies section of this catalog.

#### **BACHELOR OF SCIENCE DEGREE**

To meet the challenges of a growing chiropractic profession, Palmer's Davenport, Iowa, campus offers students the opportunity to earn a Bachelor of Science degree in general science in addition to the Doctor of Chiropractic degree. For more information on the bachelor's program, see the Undergraduate Studies section of this catalog.

#### **ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science in Chiropractic Technology degree is offered through the Department of Undergraduate Studies on the Davenport, Iowa, campus. For more information, see the Undergraduate Studies section of this catalog.

# TUITION AND FEES

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

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

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

## TUITION DELINQUENCY AND DEFERMENT

### Deferment by Due Date

For certain approved loans, the due date for tuition is deferred when students sign an agreement in the Student Administrative Services Office, and if the loans conform to all of the following conditions:

- The loan will completely cover the unpaid balance of tuition.
- The loan was procured through the Financial Planning Office or from a foreign government.
- The approval of the loan was presented to the Financial Planning Office (if procured through that office) or to the Student Administrative Services Office (if procured from a foreign government) on or before the 10th day of classes. The tuition due date for such students is as agreed upon in the tuition and fees deferment agreement.

The term “loan” shall also include grants in which the College is the recipient of the checks(s).

## TUITION DELINQUENCY AND ITS CONSEQUENCES

Any student who hasn't paid his/her tuition in full on or before the 10th day of classes, or has not completed the payment agreement, is considered delinquent.

Delinquent students are assessed a finance charge and may be removed from the class roll. Reinstatement will be determined by Student Administrative Services.

All balances unpaid 30 days from the date of service will be assessed a one percent per month (12 percent annual percentage rate) finance charge on the unpaid balance. There will be no exceptions.

Tuition and fees are due in full by the 10th day of classes. If students do not plan to pay in full by the 10th day of classes, a payment agreement must be completed and returned by that date. Failure to complete such an agreement could result in removal from the class roll and restriction from registration for future trimesters.

Students will not be given time credit for class attendance until their tuition is paid in full.

## TUITION REFUNDS

The College must engage its faculty, carry on its administrative functions, provide the physical plant and the laboratories and make other financial plans to correspond with the number of students enrolled. When students withdraw from the College or drop a course, they leave a vacancy that cannot be filled that academic term. The following rules concerning refunds protect the College and its commitment to other students from losses when students withdraw or drop a course. Exceptions will be made only under emergency conditions determined by the College.

## FEDERAL RETURN OF TITLE IV FUNDS REFUND POLICY

Institutions are required to determine the percentage of Title IV financial aid “earned” by the student and to return the unearned portion to the appropriate federal student aid program when a student withdraws from

the College. This calculation process is based on the number of days the student attended as outlined in the Federal Return of Title IV Funds Procedures below.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. This calculation is based on the number of days the student attended as outlined in the Return of Federal Financial Aid Funds Process below determining “earned” versus “unearned” aid.

## FEDERAL RETURN OF TITLE IV FUNDS PROCEDURE

The return of financial aid funds policy follows these steps:

1. Determine the percentage of the enrollment period completed by the student. If the calculated percentage is equal to or greater than 60%, the student has “earned” all aid for the enrollment period and no adjustment in financial aid occurs. The refund amount is calculated by using the first calendar day of the academic term as the first day of attendance.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

2. Apply the percentage completed to the Title IV aid awarded to determine the student’s eligibility for financial aid prior to the withdrawal.

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

3. Determine the amount of unearned financial aid to be returned to the appropriate Title IV financial aid program.

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

- If the aid already disbursed equals the earned aid, no further action is required.
  - If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student.
  - If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
4. Distribute the responsibility to return funds between the institution and the student. The return of federal financial aid is based on the type of financial aid disbursed and occurs in the

following order:

- Direct Unsubsidized Stafford Loan
- Direct (Subsidized) Stafford Loan
- Perkins Loan
- Direct PLUS Loan (for graduate students)
- Direct PLUS Loan (for parents of undergraduate students)
- Pell Grant
- FSEOG
- Student

If the type of financial aid the student is responsible for returning is a loan, the student is typically not required to immediately repay the amount since the grace period for the loan (generally six months) is invoked. Occasionally, a loan must be fully cancelled and the loan amount will appear on the student’s billing account. A loan repayment grace period for Federal loans will begin on the day of the student’s withdrawal from Palmer College of Chiropractic. Students should contact their lender if they have questions regarding their grace period or repayment status. For examples regarding the application of the Return of Title IV Funds procedures, the student should contact the Office of Financial Planning.

For students not borrowing federal funds, any amount due to the student will be refunded within 30 days from the date the College determines the student’s withdrawal.

## TIMEFRAME FOR RETURNING FUNDS

The institution must return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew. Notification to the student will be sent stating what the institution will be returning and their obligations. Students return their share of unearned aid attributable to a loan under the terms and conditions of the loan promissory note. Students have 45 days once notified to resolve any grant overpayment by one of the following two ways:

1. repay the overpayment in full to the institution;
2. sign a repayment agreement with the institution.

If a student refuses to make payment or payment arrangements on any Title IV program, Palmer College of Chiropractic is required to report the overpayment to the Department of Education.

## POST-WITHDRAWAL DISBURSEMENTS

A student who earned more aid than was disbursed prior to withdrawal could be due a post-withdrawal disbursement. Disbursements must be made from available grant funds before loans. Palmer College of Chiropractic will contact a withdrawn student prior to making a post-withdrawal disbursement of loan funds to determine if those funds are still required by the student, and if so explain the student's obligation to repay those funds. Any portion of a post-withdrawal disbursement not credited to the student's account will be offered (in writing or electronically) as a cash disbursement to the student within 30 days of the withdrawal date. The student has 14 calendar days to respond to the Office of Financial Planning. Palmer College of Chiropractic will return the post-withdrawal disbursement to the Department of Education if no response is received within the 14-day timeframe or funds are declined by the student (or parent in the case of a Parent PLUS loan).

## WITHDRAWALS

Students who withdraw from the College may experience a reduction in their financial aid and may be required to refund or repay a portion of their financial aid. The process for determining if and how much aid may need to be repaid can be found under the Federal Return of Title IV Funds Procedures section.

If a student withdraws, the College is responsible for notifying the student's Federal loan lender of the date of the withdrawal via the National Student Clearinghouse. The student is responsible for notifying the private or alternative loan lender of the date of the withdrawal. A loan repayment grace period for Federal loans will begin on the day of the student's withdrawal from the College. Students should contact their lender if they have questions regarding their grace period or repayment status.

For information on withdrawal procedures, see Withdrawal from the College within the Academic Affairs section.

## UNOFFICIAL WITHDRAWALS

Per federal regulations, schools are required to review students who received federal financial aid and did not pass any courses. An assessment must be made to determine whether the student earned the non-passing

grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending classes may be required to repay a portion of the federal financial aid for that academic term. If it is determined that a student never began attendance in some or all courses, aid may be cancelled completely.

Federal financial aid recipients who are not attending class are identified at the term midpoint by course instructors. If a student is identified as not attending one or more courses, they will receive an email from the Registrar outlining the College's policy on official and unofficial withdrawals. Students no longer attending class are encouraged to officially drop individual courses or withdraw entirely through the Office of the Registrar.

If a student follows College procedures and withdraws officially, they will have an official withdrawal date and their financial aid refund calculation will be completed according to the Federal Return of Title IV Funds Procedure above.

At the end of each term, all federal financial aid recipients who receive no passing grades (any combination of F, I, or W) will be reviewed to determine if the non-passing grade was earned while attending or due to no longer attending class. The Registrar will contact each course instructor to determine the last date of attendance or academic activity. Students will also be given the opportunity to provide documentation of attendance or academic activity.

The midpoint of the academic term is used to calculate the amount of federal financial aid refund the student owes unless a later date of academic activity can be verified by the student or instructor. If no attendance or academic activity can be verified by the instructor or student, it will be assumed the student did not ever attend the class. If half-time attendance or academic activity cannot be verified, all aid may be cancelled.

If academic activity beyond the midpoint of the academic term can be verified in even a single course by the student or an instructor and it can be verified the student began attendance in all courses, the amount of financial aid the student is required to repay may be reduced. If academic activity beyond the 60% point of the academic term can be verified in even a single course by the student or an instructor and the student



began attendance in all courses, the student may not need to repay any financial aid.

If a student unofficially withdraws, any refund owed to a federal financial aid program is the student’s responsibility and will appear as a charge on the student’s billing account. Students with outstanding balances on their billing account cannot register for classes, and cannot receive official transcripts.

## DROPPING COURSES

Dropping a course is defined as removing one or more, but not all, courses currently scheduled. The return of federal financial aid is based on the type of financial aid disbursed and occurs in the order listed within the Federal Return of Title IV Funds Procedure.

The College will refund 100 percent of institutional charges for the period of enrollment for which the student was charged if a student drops a course or courses on or before the end of the add/drop period.

The College will refund at least 50 percent of the tuition charges if the student drops a course or courses between the end of the add/drop period and the end of the first 25 percent (in time) of the period of enrollment for which the student was charged.

The College will refund at least 25 percent of the tuition charges if the student drops a course or courses between the end of the first 25 percent (in time) and the end of the first 50 percent (in time) of the period of enrollment for which the student was charged.

## TITLE IV DEFAULT RATES

All three Palmer campuses combined:

2012 .....	3.1%
2011 .....	3.3%
2010 .....	3.4%
2009 .....	3.5%

## TUITION AND FEES

### DOCTOR OF CHIROPRACTIC (D.C.) PROGRAM

#### DAVENPORT CAMPUS:

##### Trimester tuition for terms one through seven:

Trimester tuition for students registered between 16

and 21 credit hours is \$11,293 for the 2016-2017 academic year. Students registered for fewer than 16 hours will be charged \$706 per credit hour. Students registered for more than 21 credit hours will be charged \$11,293 plus \$706 per each additional credit hour above 21 hours.

##### Trimester tuition for terms eight through ten:

Students registered in clinic practicum courses are charged a flat rate for the clinic course as follows: Clinic I: \$5,656; Clinic II: \$4,939; Clinic III: \$8,469. In addition to the clinic practicum charge, each non-clinic practicum credit hour registered will be charged \$706 per credit hour.

#### FLORIDA CAMPUS:

##### Quarter tuition for terms one through nine:

Quarter tuition for students registered between 16 and 21 credit hours is \$8,431 for the 2016-2017 academic year. Students registered for fewer than 16 hours will be charged \$535 per credit hour. Students registered for more than 21 credit hours will be charged \$8,431 plus \$535 per each additional credit hour above 21 hours.

##### Quarter tuition for terms ten through thirteen:

Students registered in clinic practicum courses are charged a flat rate for the clinic course as follows: Clinic II: \$6,949; Clinic III: \$6,949; Clinic IV: \$6,949; Clinic V: \$6,949. In addition to the clinic practicum charge, each non-clinic practicum credit hour registered will be charged \$535 per credit hour.

#### WEST CAMPUS:

##### Quarter tuition for terms one through nine:

Quarter tuition for students registered between 16 and 21 credit hours is \$8,431 for the 2016-2017 academic year. Students registered for fewer than 16 hours will be charged \$527 per credit hour. Students registered for more than 21 credit hours will be charged \$8,431 plus \$527 per each additional credit hour above 21 hours.

##### Quarter tuition for terms ten through thirteen:

Students registered in clinic practicum courses are charged a flat rate for the clinic course as follows: Clinic II: \$2,107; Clinic III: \$6,323; Clinic IV: \$6,323; Clinic V: \$6,323. In addition to the clinic practicum charge, each non-clinic practicum credit hour registered will be charged \$527 per credit hour.

## CLINICAL ENRICHMENT PROGRAM FEES

### DAVENPORT CAMPUS:

Clinical-enrichment courses are \$213 per elective.

### FLORIDA CAMPUS:

All clinical enrichment courses are \$141 per elective.

A drop fee of \$10 will be assessed on all registered clinical-enrichment courses dropped at least 21 days before the course's first scheduled class day. A \$50 drop fee will be assessed for all registered Clinical-enrichment courses that are dropped less than 21 days from the course's first scheduled class day.

## NON-REFUNDABLE FEES DOCTOR OF CHIROPRACTIC DEGREE PROGRAM

Application fee (one-time fee) .....	\$100
Tuition deposit .....	\$200
Enrollment fee.....	\$150
Activity fee (per term).....	\$20
Liability insurance assessed at the start of fifth term .....	\$245
Self-remediation exam.....	\$100

## FEES APPLICABLE TO ALL PROGRAMS

Payment of delinquent tuition (APR service fee on monthly unpaid balances) 12%	
Collection fee on non-sufficient funds check .....	\$25
Duplicate diploma .....	\$30
Transcript fee .....	\$5

Transcripts cover courses taken at Palmer College of Chiropractic only. No official document is issued to anyone with outstanding obligations to the College. Non-payment of tuition when due may result in the discontinuance of registration, the loss of eligibility for registering for the following term, a hold on records (transcripts, grades, etc.), or all of the preceding.

## BACHELOR OF SCIENCE DEGREE PROGRAM

Trimester tuition for students completing courses in the B.S. degree program is \$220 per credit hour for the 2016-2017 academic year.

Nonrefundable Fees:	
Application fee .....	\$50

Evaluation fee .....	\$100
Graduation and record fee .....	\$100
Activity fee (per term).....	\$20

## ASSOCIATE OF APPLIED SCIENCE IN CHIROPRACTIC TECHNOLOGY PROGRAM

Trimester tuition for students registered for 14 to 22 credit hours is \$2,938 for the 2016-2017 academic year. Students registered for fewer than 14 credit hours or more than 22 credit hours will be charged \$220 per credit hour.

### Nonrefundable Fees:

Application fee .....	\$50
Tuition deposit .....	\$50
Graduation fee.....	\$100
Duplicate diploma .....	\$30
Lab fee (per term).....	\$15
Activity fee (per term).....	\$20

## MASTER OF SCIENCE DEGREE PROGRAM

Trimester tuition for students completing courses in the program is \$447 per credit hour for the 2016-2017 academic year.

### Nonrefundable Fees:

Application fee .....	\$50
Evaluation fee .....	\$100
Graduation fee.....	\$81
Activity fee (per term).....	\$20

## ESTIMATED COST OF BOOKS AND EQUIPMENT PER ACADEMIC TERM

### DOCTOR OF CHIROPRACTIC DEGREE PROGRAM

During each academic term, the student will be required to purchase textbooks and supplies for use in the academic program. The cost of textbooks and supplies per academic term is estimated to be:

Davenport, Iowa .....	\$555
Port Orange, Fla. ....	\$670
San Jose, Calif.....	\$620

Students on each campus will be required to purchase diagnostic equipment prior to entering the clinical portion of the academic program. Cost for the



equipment may vary based upon the campus and curriculum. The academic term in which the equipment is required will also vary from campus to campus. The student budget will be adjusted accordingly for the academic term and the purchase of the equipment.

The estimated cost of equipment is as follows:

Davenport, Iowa.....	\$1,400
Port Orange, Fla. ....	\$1,250
San Jose, Calif.....	\$1,500

## CHECKS

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

## LIBRARY FINES

Students are sent a courtesy reminder via College email prior to the due date. Students are responsible for all fines, fees and replacement costs and untimely renewals.

## FINES AND CHARGES

Fines and charges will be posted to the student's account and a hold will be placed on registration/graduation until payment is rendered. Outstanding fines will be paid at the Student Administrative Services Office.

### (WEST CAMPUS ONLY)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## STUDENT TUITION RECOVERY FUND

The state of California requires that the following information is included in the College catalog:

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau of Private Postsecondary Education.

*You must pay\* the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

*\*Note: Palmer College of Chiropractic West pays the STRF on behalf of all eligible students. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:*

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

*However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.*

# FINANCIAL AID/SCHOLARSHIPS

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

Students applying for financial aid must be officially accepted for admission before any financial aid can be awarded. Students must remain in acceptable academic standing and meet the minimum cumulative GPA requirements to maintain aid eligibility.

## FINANCIAL AID/SCHOLARSHIP INFORMATION

The following information is available to students on [www.palmer.edu](http://www.palmer.edu), the Palmer Portal and in the Financial Planning Office:

Financial assistance programs

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

## HOW AID IS DETERMINED

The campus-based programs Federal Work-Study, Federal Perkins Loans and Federal Supplemental Educational Opportunity Grant (undergraduate students only) are need-based student financial aid programs. Under each program, the College must determine whether or not a student has financial "need." The College determines a student's financial need by subtracting his/her expected contribution (the amount the student may reasonably be expected to contribute toward the student's educational cost) from the student's cost of attendance budget. The Financial Planning Office also considers outside sources of aid or benefits (such as scholarships, fee waivers and tuition reimbursement) in determining the student's financial need. Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA).

Annual loan limits are awarded over an academic year (nine months or three quarters on our Port Orange, Fla., and San Jose, Calif., campuses, and eight months or two trimesters on our Davenport, Iowa, campus) while campus-based programs are awarded on a 12-month basis.

## ELIGIBILITY

Students interested in applying for scholarships must meet the criteria established for the scholarship and continue to maintain satisfactory academic progress.

To qualify as an eligible student for all of the federal aid programs, you must meet all of the following requirements:

- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security number (unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau);
- Be registered with the Selective Service if you are a male aged 18-25;
- Have a high school diploma or a General Education Development (GED) certificate or pass an exam approved by the U.S. Department of Education;
- Not have been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid;
- Be enrolled or accepted for enrollment as a regular student working toward a degree;
- Demonstrate financial need (except for certain loans);
- Maintain satisfactory academic progress as defined by the College;
- Not be in default on any loan or owe a refund on any grant made to you under Title IV of the Higher Education Act of 1965 at this or any other institution; and
- Certify that you will use federal student aid only for educational purposes.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The Financial Planning Office is required by federal regulations to monitor that all enrolled students are making Satisfactory Academic Progress (SAP) towards completion of their degree. All students are monitored for SAP regardless of their eligibility or intent to receive financial aid. A student who does not meet the SAP requirements may lose eligibility to receive Federal Title IV aid including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Direct Stafford Loans (subsidized or unsubsidized), Federal Direct PLUS Loans, Federal Work-Study and all sources of Institutional Aid including Endowed and Gift Scholarships.

A new student is considered to be meeting SAP requirements upon admission into a degree program. The academic records of all students are reviewed at the end of every term to determine if SAP requirements are being met. All periods of a student's enrollment, whether or not the student received aid, are included in the SAP review. A student who does not meet any one of the eligibility criteria (stated below) is determined to not be making SAP towards completion of their degree.

Students may continue to receive financial aid by meeting all of the following criteria which have been established as the minimum standards for making SAP.

### SATISFACTORY ACADEMIC PROGRESS ELIGIBILITY CRITERIA

**Minimum cumulative grade point average requirement:** A student must maintain a minimum cumulative grade point average (GPA) to retain financial aid eligibility. A minimum cumulative GPA of 2.0 must be earned for all undergraduate students and students in the Doctor of Chiropractic Program. A student enrolled in the Master of Science in Clinical Research Program must maintain a cumulative GPA of 3.0. Transfer: A transfer student's GPA earned on classes accepted for transfer credit toward degree requirements is not included in the calculation of cumulative GPA.

**Minimum cumulative pace requirement (credit hour completion rate):** The cumulative rate of credit hours successfully completed as a percentage of cumulative credit hours attempted is a measure of the pace at which a student is progressing toward a degree. A

student must successfully complete at least 67 percent of cumulative attempted hours by the end of each term. A student is deemed to have successfully completed a course in which a grade of A, B, C or P is earned. For the Master of Science in Clinical Research Degree Program, a student is deemed to have successfully completed a course in which a grade of A, B or S is earned. Credits attempted will be the total of those credits for which a student is registered at the conclusion of the add/drop period as defined by the College. Transfer: Credits accepted by Palmer toward degree requirements are included as both credit hours successfully completed and credit hours attempted in the calculation of pace.

**Maximum time frame requirement:** The maximum number of credit hours allowable to complete a degree is 150 percent of the credit hours normally required to complete the degree program. Transfer: Credits accepted by Palmer toward degree requirements are included in the computation of maximum time frame.

## ACADEMIC STANDING

A student who meets the above criteria but is placed on Academic Warning, Academic Probation or Academic Management Contract by the Academic Standing Committee does not meet the SAP requirements.

## TREATMENT OF COURSE WITHDRAWALS, INCOMPLETES, REPEATED COURSES AND ELECTIVES

**Withdrawals (W or AW):** Courses dropped before the conclusion of the add/drop period that no longer appear on the student's transcript will not count as a course attempted. Courses dropped after the add/drop period for which the student receives a "W" or "AW" grade, will count as a course attempted.

**Incompletes (I):** If a student has an incomplete grade in a course at the time of SAP review and the outcome of the grade in that course will affect whether or not a student meets the SAP eligibility criteria, the student record will not be reviewed for SAP, and financial aid will be on hold until the incomplete grade has been processed into a final grade.

**Repeated courses:** For courses repeated, only the most recent grade is included in the cumulative GPA. All repeated courses will be included in attempted hours.

**Electives:** Elective classes that are not counted towards a student's degree program are not included in the SAP review. This includes bachelor classes taken while enrolled in the Doctor of Chiropractic Program. If an elective is a part of the degree program requirements, it will be included in the SAP review.

## SATISFACTORY ACADEMIC PROGRESS STATUSES

**Financial Aid Eligible:** This status is assigned to a student who meets the SAP eligibility criteria. A student with this assigned status is eligible to receive financial aid.

**Financial Aid Warning:** A student that does not meet the SAP eligibility criteria is placed on Financial Aid Warning for the term following the deficiency. A student is eligible to receive financial aid during the warning period. At the end of the warning period, a student's performance will be reviewed against the SAP eligibility criteria and if found to be in compliance will be assigned the Financial Aid Eligible status. If a student again does not meet the SAP eligibility criteria (including the repetition of an Academic Warning status) the student will have the opportunity to appeal. See the section below titled "SAP Appeals."

**Financial Aid Probation:** A student who has been placed on Financial Aid Warning status and does not meet the SAP eligibility criteria at the end of that term, but who submits a SAP appeal that is granted by the Financial Aid Appeals Committee, is considered to be on Financial Aid Probation for the following term. A student is eligible to receive financial aid during the probation period. At the end of the probation period, a student's performance will be reviewed against the SAP eligibility criteria and if found to be in compliance will be assigned the Financial Aid Eligible status. If a student does not meet the SAP eligibility criteria, the student will be placed on the Financial Aid Termination status.

**Financial Aid Termination:** A student who does not meet the SAP eligibility criteria at the conclusion of the Financial Aid Warning period and who either fails to appeal or has the appeal denied, will be placed on Financial Aid Termination. Additionally, a student who does not meet the SAP eligibility criteria at the conclusion of the Financial Aid Probation period will

be placed on Financial Aid Termination. Financial aid cannot be received while on this status. In order to return to Financial Aid Eligible status, the student must correct the identified deficiencies.

## SATISFACTORY ACADEMIC PROGRESS APPEALS

A student who does not meet the SAP eligibility criteria at the conclusion of the term in which the student was put on a Financial Aid Warning status may file a written appeal. The student must clearly explain the extenuating circumstances as to why the SAP eligibility criteria was not met and provide proper documentation to support the extenuating circumstances. Circumstances may include (but are not limited to) significant medical issues or death of an immediate family member. The appeal must also include an explanation of what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

Students will have the option of attending/enrolling in classes when an appeal is necessary. However, financial aid eligibility will not be calculated and released unless the appeal is approved. If the appeal is denied, the student is responsible for any balance owed to the College. The appeal must be submitted to the Financial Planning Office by the deadline specified by the department. The Financial Aid Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at Palmer. The Committee may request additional information or documentation as needed and will advise the student of the final determination.

An appeal will only be granted if it can be determined that the student will be able to meet SAP eligibility criteria after the subsequent period. If it is determined that circumstances beyond the student's control prohibit the student from making SAP, at the Committee's discretion, an academic plan may be developed with the student to ensure that the student is able to meet SAP eligibility criteria by a specific point in time.

## SPECIAL CIRCUMSTANCES

**Academic Program Change:** After a student begins enrollment in an academic program, the student

may switch to another academic program offered by the College. Any credits accepted towards the new academic program degree requirements will be included in the calculation of cumulative pace and maximum time frame and excluded from the calculation of cumulative GPA.

Re-Entry after Withdrawal: A student requesting re-entry into the College will return with the SAP status calculated at the time of withdrawal.

## NOTIFICATION

Only students not meeting all satisfactory academic progress eligibility criteria will be notified by the Financial Planning Office.

## STUDENTS' FINANCIAL AID/ SCHOLARSHIP RESPONSIBILITIES

Students have the following responsibilities regarding financial aid/scholarship programs:

- To review and consider all information about financial aid programs before enrollment.
- To complete all application forms accurately and submit them on time to the Financial Planning Office as well as to student loan servicers. Errors can result in delays in receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- To return all additional documentation, verification, corrections and new information requested by either the Financial Planning Office or the agency to which the application was submitted.
- To read and understand all forms required for financial aid and keep copies of same.
- To notify both the lender and the Financial Planning Office of changes in names, address or school status that would affect the student loan.
- To inform the Financial Planning Office of any and all outside scholarships or resources available to assist you in attending the College.
- To be in good academic standing with the College as well as maintaining Satisfactory Academic Progress.

- To apply for aid each school year, since aid programs do not continue from one year to the next.

## COST OF ATTENDANCE (STUDENT BUDGET) 2016-2017 (7/1/2016 – 6/30/2017)

These figures represent a 12-month average of expenses while attending Palmer College of Chiropractic. The estimated costs reflect a modest but adequate standard of living. While there is some allowance for discretionary expenditures, there is no provision for costs not directly related to legitimate educational expenses.

### DOCTOR OF CHIROPRACTIC

#### DAVENPORT CAMPUS:

Tuition, fees, books, supplies.....	\$35,604
Room and board, personal, transportation, miscellaneous.....	\$21,246
<b>TOTAL.....</b>	<b>\$58,850</b>

#### FLORIDA CAMPUS:

Tuition, fees, books, supplies.....	\$36,976
Room and board, personal, transportation, miscellaneous.....	\$26,164
<b>TOTAL.....</b>	<b>\$63,140</b>

#### WEST CAMPUS:

Tuition, fees, books, supplies.....	\$36,284
Room and board, personal, transportation, miscellaneous.....	\$33,160
<b>TOTAL.....</b>	<b>\$69,444</b>

### UNDERGRADUATE

#### DAVENPORT CAMPUS: (ONLY)

Tuition, fees, books, supplies.....	\$9,735
Room and board, personal, transportation, miscellaneous.....	\$20,871
<b>TOTAL.....</b>	<b>\$30,606</b>

## SCHOLARSHIPS/GRANTS

Palmer College of Chiropractic scholarships and grants recognize students with outstanding academic performance, exceptional financial need, extracurricular contributions to the College, and chiropractic community and/or other criteria. Scholarships are made available to students annually



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

## **FEDERAL FINANCIAL AID PROGRAMS**

Each federal aid program falls into one of three categories: grants, loans or employment. Grants are outright gifts of money that are not required to be repaid. Loans must be repaid with interest. Employment allows students to work and to earn money for educational expenses.

All federal aid programs have limits on the total amount of aid students may receive and the number of years they can receive it. It is important to know these limitations to plan the financing of the educational costs not covered by financial aid.

When a student transfers to Palmer from another institution, financial aid does not transfer. The student must check with a financial planning officer to determine the necessary steps to start the financial aid process at the College.

## **FEDERAL STUDENT EMPLOYMENT PROGRAM**

The Student Employment Program is designed to provide employment opportunities for eligible students to help finance their college expenses. Job openings are advertised on campus and students may apply if they are enrolled in classes at least half-time and are making satisfactory academic progress. The maximum yearly work-study award is determined by the Financial Planning Office.

## **FEDERAL PERKINS LOAN**

Perkins Loans are based on financial need and are awarded and borrowed directly from the College using federal funds. The student borrower is required to complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for the award and must complete additional federal and institutional

requirements prior to disbursement of the award. The interest rate is fixed at 5.0%, and there are no loan origination fees. The student borrower does not pay accruing interest while in school at least half-time or during the grace period. There is a nine-month grace period before repayment (after a borrower graduates, leaves school or drops to less than half-time enrollment). The student borrower is required to repay the loan.

## **FEDERAL DIRECT UNSUBSIDIZED LOAN**

The student borrower is required to complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for the award and must complete additional federal and institutional requirements prior to disbursement of the award. This loan is not based on financial need and is available to all eligible students.

The U.S. Department of Education limits the amount of funds a student can borrow annually and over a lifetime. The limit is based on the student borrower's degree program, amount of credits earned toward the degree and dependency status.

The interest rate varies annually, but once the loan is disbursed, the interest rate is fixed for the life of the loan. There is also a loan origination fee. The student borrower is responsible for the interest that accrues from the time the funds are disbursed until the loan is paid in full. There is a six-month grace period before repayment (after the borrower graduates, leaves school or drops below half-time enrollment).

## **DIRECT PLUS LOANS FOR GRADUATE AND PROFESSIONAL DEGREE STUDENTS**

Grad PLUS loans are provided by the U.S. Department of Education to graduate/professional students to pay unmet educational expenses. They may also be used as an alternative to private student loans. The student borrower is required to complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for the award and must complete additional federal and institutional requirements prior to disbursement of the award.

The interest rate varies annually but once the loan is disbursed the interest rate is fixed for the life of the loan. There is also a loan origination fee. The

student borrower is subject to a credit check and the credit check must not result in an adverse credit decision. There is no grace period. Repayment begins 60 days after the loan funds are fully disbursed. In-school deferment is available to postpone payments for borrowers who are enrolled at least half-time. Borrowers should contact their loan servicer for details.

## **FEDERAL FINANCIAL AID PROGRAMS – UNDERGRADUATE STUDENTS ONLY**

### **FEDERAL PELL GRANT**

A Federal Pell Grant, unlike a loan, does not have to be repaid. The award amount depends on the student's financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full fiscal year or less. Students holding a bachelor's degree are not eligible.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

A FSEOG award is reserved for undergraduate students with exceptional financial need. Federal Pell Grant recipients with the lowest Expected Family Contribution (EFC) will be considered first for a FSEOG award.

Similar to the Pell grant, the FSEOG does not have to be repaid.

### **FEDERAL DIRECT SUBSIDIZED LOAN**

The student borrower is required to complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for the award and must complete additional federal and institutional requirements prior to disbursement of the award. Eligibility is based on financial need as determined by the FAFSA.

The U.S. Department of Education limits the amount of funds a student can borrow annually and over a lifetime. The limit is based on the student borrower's degree program, amount of credits earned toward the degree and dependency status.

The interest rate varies annually but once the loan is disbursed the interest rate is fixed for the life of the loan. There is also a loan origination fee. The student

borrower does not pay interest that accrues while the student is in school at least half-time. Interest begins accruing and is the student borrower's responsibility to pay once the student drops below half-time status, withdraws from classes or graduates. There is a six-month grace period before repayment (after the borrower graduates, leaves school or drops below half-time enrollment).

## **FEDERAL DIRECT PLUS LOANS FOR PARENTS OF UNDERGRADUATE STUDENTS**

Parent PLUS loans are provided by the U.S. Department of Education to parents of dependent students to cover educational costs. Parent PLUS loans may be borrowed in addition to or instead of the federal subsidized and federal unsubsidized loans.

The interest rate varies annually but once the loan is disbursed the interest rate is fixed for the life of the loan. There is also a loan origination fee. The parent borrower is subject to a credit check and the credit check must not result in an adverse credit decision. There is no grace period. Repayment begins 60 days after the loan funds are fully disbursed.

There may be forbearance options available to postpone repayment while the student for whom the loan was borrowed is enrolled at least half-time. Borrowers should contact their loan servicer for details.

## **EMPLOYMENT**

Opportunities for employment may exist at the College outside of the Student Employment Program. Job offerings are listed through the Human Resources Office at [www.palmer.edu](http://www.palmer.edu). The College is an EEO AA M/F/Vet/Disabled employer. Applicants who may require access accommodations are encouraged to contact the Human Resources Office.

## **TRANSFER STUDENTS**

Transfer students who would like to receive financial aid should request financial aid information from the Financial Planning Office and complete the required documents. Once documentation is complete and advance standing has been determined, the amount of your award can be determined.



## **VETERANS' BENEFITS**

Veterans eligible to receive monthly benefits (or widows and children of deceased veterans interested in applying for benefits) should contact the Student Administrative Services Office for information on the general features of the V.A. program under which they could receive benefits as students at the College. Students wishing to apply for veterans' educational benefits must contact the Student Administrative Services Office well in advance of the beginning of classes.

The Student Administrative Services Office will provide application forms and information regarding eligibility and certification procedures. For further information or to resolve specific problems, veterans should contact the Department of Veteran Affairs at (888) GIBILL-1 (888- 442-4551) or visit [ww.va.gov/education](http://ww.va.gov/education).

## **VETERANS' STANDARDS OF PROGRESS**

A veteran or eligible person who remains on probation for grade point deficiency below a cumulative 2.00 GPA will have his/her veterans' educational benefits discontinued. A student may be allowed to continue to pursue his/her educational goal when s/he remains on academic probation; however, the student cannot be certified for benefits until the cumulative GPA improves to 2.00.

## **VETERANS' REFUND POLICY**

Palmer has and maintains a policy for the refund of the unused portion of veterans' educational benefits of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued from, at any time prior to the completion of his/her course(s).

# DOCTOR OF CHIRPRACTIC DEGREE ADMISSION REQUIREMENTS

Palmer College of Chiropractic follows guidelines established by the Council on Chiropractic Education (CCE), which is recognized by the U.S. Department of Education for the accreditation of programs and institutions offering the Doctor of Chiropractic degree. The College also is regionally accredited by the Higher Learning Commission and The CCE requires students to have earned 90 semester hours with a 3.0/4.0 cumulative grade point average for admission into a Doctor of Chiropractic degree program. The 90 hours will include a minimum of 24 semester hours in Life and Physical Science courses with at least half of these courses having a substantive laboratory component. Palmer strongly encourages interested students to contact an Admissions Representative.

Applicants who do not meet the CCE Admissions requirements may be eligible under the alternative admissions track plan (AATP). This point of entry requires the applicant file to be reviewed by a committee. Decisions for admissions are determined on a case-by-case basis.

## FOR PROSPECTIVE STUDENTS WITH AN UNDERGRADUATE DEGREE

Palmer considers applicants from all undergraduate majors. A few of our most prevalent undergraduate majors are pre-first professional (such as pre-medicine and pre-dentistry), exercise physiology, athletic training, kinesiology, physical therapy, biology, nursing, health science and chemistry. The College values a diverse, broadly educated student body. We encourage all prospective students with an interest in chiropractic to apply to the Doctor of Chiropractic Degree Program. An applicant does not need to hold a degree in a health- or science-related discipline to succeed. Many students with non-health-science degrees have excelled in the program. Such students hold degrees in disciplines as varied as psychology, marketing, anthropology, management, communications, mathematics, sociology, business, criminal justice, history, liberal studies, engineering, education and religion.

## FOR PROSPECTIVE STUDENTS CURRENTLY PURSUING OR PLANNING AN UNDERGRADUATE EDUCATION

Palmer encourages prospective students to pursue a well-rounded education with coursework that includes 24 science credits, half with labs, that may include biology (human anatomy and physiology, embryology, genetics, microbiology, immunology, cellular biology, exercise physiology and kinesiology), chemistry (general chemistry, organic chemistry, analytical chemistry, biochemistry, toxicology/pharmacology, nutrition and nuclear medicine), and physical sciences (physics, biomechanics and statistics).

## CREDIT BY EXAMINATIONS

A maximum of 20 semester hours is acceptable via College Level Examination Program (CLEP) or other college proficiency exams such as Defense Action for Non-Traditional Educational Support (DANTES); Program Evaluation Procedure (PEP); or New York Board of Regents College Examinations. Such equivalence will only be acceptable if the applicant has had certification of the credits by an institution accredited at the college level by an accrediting organization that is listed as nationally recognized by the U.S. Department of Education. Palmer College of Chiropractic's Davenport, Iowa, campus and Port Orange, Fla., campus institutional code is 6593. The San Jose, Calif., campus institutional code is 4613.

## MILITARY CREDIT

The College will accept up to 12 semester credit hours of non-academic military training as long as the credit has been transcribed by a regionally accredited institution.

## ARTICULATION AGREEMENTS

Articulation Agreements are programs specifically developed for prospective students who intend to pursue a chiropractic education and a bachelor's degree. These agreements are intended to allow for a smooth transition for prospective students who

transfer to one of Palmer's three campuses from their undergraduate institution.

## **3 + 1 PROGRAM**

Through a 3+1 agreement, prospective students complete three years at an undergraduate institution. The first year of academic credits earned at Palmer College will transfer back to the undergraduate institution. Thereby the student is allowed to complete his or her undergraduate degree while finishing the first year of the Doctor of Chiropractic degree program.

## **B.S. AGREEMENT**

B.S. agreements are intended to allow prospective students a smooth transition from an undergraduate institution to the Bachelor of Science Program at the Davenport, Iowa, campus.

## **D.C. CURRICULUM AGREEMENT**

D.C. curriculum agreements are intended to allow prospective students a smooth transition from an undergraduate institution to the Doctor of Chiropractic Degree Program at any of the three campuses.

Current listings of all agreements are located on the Palmer website at: [www.palmer.edu/DualDegreePrograms](http://www.palmer.edu/DualDegreePrograms). For more information, contact the Davenport, Iowa, campus Office of Admissions/Enrollment by calling (563) 884-5656.

## **PREREQUISITE EDUCATION**

Palmer's intensive curriculum demands thorough undergraduate preparation. During the admission process, each candidate is evaluated on academic performance, science courses performance and the total number of hours of college credit completed.

All applicants must furnish proof of having acquired a minimum of 90 semester hours of college credit leading toward a bachelor's degree at an institution or institutions accredited at the college level by an accrediting body that has been listed as nationally recognized by the U.S. Department of Education. The 90 semester hours for all entering students must have a cumulative grade point average of a 3.0 on a 4.0 scale. In situations in which one or more courses have been repeated with equivalent courses at the same institution, the higher grade(s),

regardless of sequencing, may be used for grade point average computation and the other grade(s) may be disregarded. If your grade point average falls below the present CCE minimum, please contact the Office of Admissions/Enrollment.

The required credits must be earned with a grade of 2.00/4.00 or better. Undergraduate credit earned at a nationally accredited college or university must be applicable toward a bachelor's degree.

It is imperative that students research and understand the requirements of the state, province and/or country where they wish to be licensed. Such information is available from the Federation of Chiropractic Licensing Boards' website: [www.fclb.org](http://www.fclb.org).

Council on Chiropractic Education (CCE) standards require eligible applicants to have a 3.0 GPA and 90 total semester hours (135 quarter hours) completed. Students can be accepted under the Alternative Admissions Track Plan language with a 2.75 GPA and committee review. An educational institution may contact the Office of Admissions/Enrollment for assistance and advice concerning its particular scholastic curriculum, as well as the introduction of a pre-chiropractic program at the institution.

# APPLICATION PROCEDURES

The following information is for all applicants to the Doctor of Chiropractic degree program.

1. Prospective students are encouraged to submit an application online clicking [www.palmer.edu](http://www.palmer.edu) apply now or by mailing a paper application to the Office Admissions/Enrollment, along with a non-refundable application fee of \$100. Checks should be made payable to Palmer College of Chiropractic. Although not required, we recommend that interested students should apply at least one year in advance. Upon receipt, an Admissions Representative will contact student to discuss term availability and application process.
  2. Applicants are encouraged to submit their application in a timely manner. All applicants must review the Key Points Documentation prior to submitting an application. Applications are reviewed on an individual basis. Timely applications will assist us with meeting the preferred term request. Availability of space in upcoming terms may be limited. An official offer of acceptance is a written letter sent directly from the Office of Admissions/Enrollment to the applicant.
  3. All official college and university transcripts must be sent directly by the institution to:  
Palmer College of Chiropractic  
Office of Admissions/Enrollment  
1000 Brady Street  
Davenport, Iowa, IA 52803.
- Applicants still attending other colleges should have official transcripts forwarded as soon as they are available. Pre-professional credits must be earned at institutions accredited at the college level by an agency that has been nationally recognized by the U.S. Department of Education, which provides a complete list of National Accrediting Agencies at: <http://www/2/ed.gov/admins/finaid/accred/accreditationpg5.html#NationallyRecognized>.
4. A typewritten essay, no greater than two pages but no less than one page, covering the development of the applicant's interest in chiropractic, career

goals and reason for choosing Palmer College is required.

5. An interview is required. Interviews are often held in conjunction with the campus visit program or may be conducted via the Internet with video-conference software.
6. All applicants must consent to a criminal background check during the admissions process. The cost of obtaining such information is included in the application fee.

The existence of a conviction does not necessarily mean that an applicant will be denied admission to the College and/or its clinical programs. Each case will be evaluated on its facts. Further, at the student's expense, the College may require additional criminal background checks as a condition of continued enrollment.

Any applicant who matriculates into the program has a continuing duty to notify the College if the applicant is convicted of, pleads guilty or no contest to, or forfeits bail for any criminal conduct excluding any minor traffic violations. Further, the College may require additional criminal background checks as a condition of continued enrollment.

7. A nonrefundable \$200 tuition deposit is required in order to be officially admitted. However, that tuition deposit is refundable under California law only to San Jose, Calif., campus applicants. The deposit is applied in full toward the first term's tuition. The balance of the first academic term tuition is due on the tenth day of class. (See Academic Calendar section.)
8. Letters of recommendation are recommended, but not required (either from a doctor of chiropractic and/or a college faculty member). Letters of recommendation should be on letterhead.

*Note:*

*If a prospective student has not filed an official application, the Office of Admissions/Enrollment will hold the application documents in an active file for 60 days. After 60 days without an application, the file will be deactivated and documents will be shredded.*

If a prospective student has filed an official application but does not matriculate at the College in the academic term requested, and the Office of Admissions/ Enrollment is unable to make contact, the applicant's file will be deactivated. All deactivated files are held for one year, then the documents will be shredded. After one year, the prospective student must reapply and resubmit all necessary documents.

Applicants in their discretion are allowed to defer twice into an upcoming term, if space permits. The applicant must notify the Office of Enrollment/ Admissions in writing of such deferral.

Applicants wishing to defer a third and final time must meet with the Senior Director of Admissions or the Campus Enrollment Director. If the director who met with the applicant approves the deferral, the student must matriculate into the requested term or the admission file will be deactivated as provided above.

# ADMISSION PROCEDURES

After the application for admission to the Doctor of Chiropractic Degree Program has been received by the Office of Admissions/Enrollment, initial entry and processing of the application may take up to two weeks. After the initial processing is complete, the applicants will be contacted by his or her assigned Admissions Representative.

Normal processing time for the evaluation of all undergraduate transcripts is two weeks following the date received by the Office of Admissions/Enrollment. However, this process may be longer during high-volume periods, which normally occur one month before a new term begins. This includes terms beginning on all three campuses. It is strongly suggested that prospective students apply one year before their anticipated entry term and submit the required documentation as early as possible to avoid experiencing any detrimental processing delays.

## STATUS AND ACCEPTANCE LEVELS

Upon receipt and review of official credentials and required documentation, applicants may be accepted as follows:

1. Provisional status
2. Early acceptance\*
3. Official acceptance
4. Admit status

Alternative Admissions Track Plan (AATP) students may be required to go to review prior to receiving official acceptance.

*\*Early Acceptance may be awarded under specific guidelines. Contact your Admissions Representative for further information. However, admit status cannot be granted until the applicant has completed all requirements for admission.*

Please note: No student will be allowed to matriculate into the D.C. program without having achieved admit status.

# INTERNATIONAL STUDENTS

In addition to the admissions requirements, international applicants must also consider the following:

All international applicants in F-1 status, planning to attend a U.S. educational institution, must pay a mandatory \$200 (USD) fee for the Student and Exchange Visitor Information System (SEVIS).

If the applicant is from a country where English is not the primary language, the applicant must submit proof of English Proficiency for admission to the Doctor of Chiropractic Degree Program. English Proficiency can be demonstrated in any of the following ways:

1. Passing the Test of English as a Foreign Language (TOEFL) with a score of 61 (IBT) or 500 (PBT). You may contact TOEFL directly to learn the location of the test site nearest you *at*: [www.toefl.org](http://www.toefl.org) To have the TOEFL examination results sent to Palmer, our institutional codes are:
  - a. Iowa campus TOEFL institutional code = 6593
  - b. Florida campus TOEFL institutional code = 5693
  - c. California campus TOEFL institutional code = 4613
2. OR Complete two years in high school where English is the medium of instruction.
3. OR Complete 60 semester hours (which takes approximately two years of study) in a college or university where English is the medium of instruction.
4. OR pass the International English Language Testing System (IELTS) with a minimum cumulative score of 6.5 on the “Academic training” examination. You may contact IELTS directly to learn the location of the test site nearest you *at*: [www.ielts.org](http://www.ielts.org).

The College reserves the right to require additional training in English of prospective students either before or concurrently with their first two terms of enrollment if such training is deemed necessary and appropriate.

It may be necessary that the applicant’s educational credentials showing coursework completed outside the United States or Canada be evaluated by an approved evaluation agency in the United States. Traditionally, the College has recommended a “course by course” World Education Service evaluation (WES). WES, P.O. Box 5087, Bowling Green Station, New York, NY 10274-5087; phone (800) 937-3898; website: [www.wes.org](http://www.wes.org).

The applicant must request that the evaluating agency forward an official copy of the evaluation to the Office of Admissions/Enrollment. Transcripts from some Canadian educational institutions can be evaluated by the Office of Admissions/Enrollment and need not go through an evaluation agency. Please check with the Admissions Department for a current listing. If the applicant is a native of a country with a national chiropractic organization, it may be necessary to request a letter of approval from the organization be mailed to the Office of Admissions/Enrollment. These countries include: Australia, Belgium, Canada, France, Italy, the Netherlands, New Zealand, Norway, South Africa, Sweden and Switzerland. (The name and address of the appropriate approval officer can be obtained from the Office of Admissions/Enrollment.)

The applicant must furnish the College with the Foreign Student Certification of Finances form documenting the applicant’s financial ability to pay for their educational expenses. This form is available from the College and must be returned to the Office of Admissions/Enrollment when completed. The College will need to be notified of any dependents, as the amount of the financial verification provided will increase based on the number of dependents. The applicant will need to complete all sections of the form before returning it.

After the College has received the Certification of Finances form and the tuition deposit, official acceptance will be granted, and the applicant will be sent the U.S. Immigration and Customs Enforcement Form I-20. The I-20 form must be presented to the U.S. Immigration Officer at the United States port of entry. The applicant (except Canadian citizens) must make an appointment with a United States embassy or consulate in his/her own country, to obtain an F-1 student visa.



The applicant must also pay a one-time SEVIS fee before reporting to the embassy/consulate and before traveling to the U.S. port of entry. The I-20 form and other required documents must be presented to the border official at the United States port of entry. The applicant will be authorized to enter the United States in F-1 status and dependents will enter in F-2 status. At the port of entry, the I-94 Arrival/ Departure form will be issued to the student and each dependent. The student is expected to keep the I-94 form in available possession at all times.

Students in F-1 status are permitted to work part-time on campus. F-2 dependents are not allowed to work on or off campus. Off-campus work permits are issued to students at the discretion of the U.S. Citizenship and Immigration Service at the completion of the academic year, if the student can document severe economic hardship. This school is authorized under federal law to enroll non-immigrant students.

# TRANSFER STUDENTS

## DOMESTIC TRANSFERS

A student who has attended another Council on Chiropractic Education (CCE) accredited chiropractic college or doctoral-level health profession program (M.D., D.D.S., D.O., D.P.M., etc.) accredited by an agency nationally recognized by the U.S. Department of Education may request to transfer to Palmer College of Chiropractic. Students accepted for transfer may be eligible to receive advanced standing credit for previously completed coursework. To be eligible to transfer, students must have met the CCE prerequisites at the time of enrollment at their transferring institution, and possess a doctoral-level health profession program cumulative grade point average of 2.50 or better. Requests for transfer below 2.50 cumulative grade point average will be reviewed and determined by the Academic Dean. To transfer and receive advanced placement, students must be in good academic and ethical standing and be eligible to re-matriculate to their transferring institution. Students dismissed from a chiropractic or doctoral-level health profession program are not eligible for transfer consideration. All transfer students are required to fulfill the procedures found in the Application Procedures section of this catalog.

## INTERNATIONAL TRANSFERS

Each international student requesting transfer to Palmer College must first meet admissions requirements. Students admitted to begin the D.C. degree program on the basis of academic credentials from institutions outside the United States must meet the following requirements:

1. Provide evidence of proficiency in reading and writing English, and an understanding of oral communication in English, commensurate with the level of proficiency expectations established by the D.C. degree program for successful completion.
2. Provide evidence of completing 90 undergraduate semester hours, substantially equivalent to that completed by beginning students admitted from U.S. institutions, with no less than a 2.75 grade point average.
3. Provide evidence of proficiency in the subject

matter of each course for which credits are accepted.

4. Provide evidence of having financial resources sufficient to complete at least one full calendar year of full-time attendance in the Doctor of Chiropractic degree program.
5. Meet all applicable legal requirements for study in the United States.

## ADVANCED STANDING

Advanced standing may be granted to a student who completes a graduate level course required by Palmer College of Chiropractic while attending another institution within the last five years. Graduate professional credits earned through an accredited graduate, medical, osteopathic college or CCE-member college may be used for advanced standing. Each course will be individually evaluated and credit will be granted only when approved by the College. For specific procedures and restrictions, contact the College Registrar.

Once the applicant has acquired Advanced Standing Evaluation information from the Office Admissions/Enrollment or campus Registrar, the following applies:

- The transferring student should provide course descriptions and any other documentation (syllabi) describing the course content for those courses in which advanced standing is requested.
- This information must be received by the Office of Admissions/Enrollment no later than one month prior to the beginning of course instruction.
- An official transcript of the course must be on file in the student's records.
- The request will be approved by the Dean for the appropriate grade, hours and course content. The student will then be notified of the results by email.

For international transfers, credit from non-U.S. professional programs must be evaluated by the World Educational Services (WES), or equivalent transcript

evaluator, before applying for transfer. Academic work will be evaluated to determine that prerequisite admissions requirements are met. Once admissions requirements are met, evaluation for advanced standing credits will follow. Credits used to meet admissions requirements cannot be used in granting advanced standing credits.

## **TRANSFER STUDENT AND ADVANCED STANDING CRITERIA:**

- The student must be in good academic and ethical standing at the transferring institution;
- Overall chiropractic or other doctoral-level cumulative GPA must be 2.50 or above; requests to transfer below 2.50 cumulative grade point average will be reviewed and determined by the Academic Dean;
- Previous fulfillment of all CCE prerequisite admissions requirements;
- Transfer credits must be equivalent in credit hours, content and quality to that of Palmer College of Chiropractic; the earned grade is not transferred, and, thus, the course does not affect the student's grade point average at Palmer College of Chiropractic;
- Only credits with a grade of "C" or better are considered for transfer;
- Credits accepted for transfer must have been awarded within five years of the date of admission to Palmer College. Older credits in certain areas may be accepted if the transferring student holds an earned doctorate in one of the health sciences (e.g., D.C., M.D., D.O., D.D.S., D.P.M.) or a graduate degree in an academic discipline closely related to the health sciences;
- Credits used to satisfy the minimum prerequisites for admission may not be used for advanced placement credit;
- Each course will be individually evaluated and credit will be granted only when approved by the College;
- Palmer College transcripts will record transfer courses and credits as issued by the awarding institution, including the name of the awarding institution;
- Students transferring from another chiropractic

program must complete the Chiropractic College Transfer Form available from the Office of Admissions/Enrollment; and

- Students will be placed according to their incoming educational profile (i.e. third term).

In addition to awarding advanced standing credit, the College may offer credit by examination (see Credit by Examination).

In order to receive a degree from Palmer College, a student must have satisfied all academic and clinical requirements, be in good ethical standing, and must have earned not less than the final 25 percent of the total credits required for the D.C. degree from Palmer College of Chiropractic, allowing up to 75 percent of the total credits through advanced standing.

Students wishing to transfer from Palmer College of Chiropractic to another institution must contact that institution directly to determine whether Palmer credits will be accepted. As with any academic program, transferability of credit is at the discretion of the accepting institution.

Students should inquire for further details directly to the Office of the Academic Dean.

## **TRANSFERRING BETWEEN PALMER CAMPUSES**

Students requesting to transfer between Palmer College campuses must meet the same transfer and advanced standing criteria outlined above. The awarding of advanced standing credit varies across the three campuses due to the variation in academic term length and the structure and sequence of academic coursework.

## **UNDERGRADUATE STUDIES PROGRAMS**

Transfer policy is the same as stated under the Doctor of Chiropractic Degree Program with the following exceptions:

- Undergraduate Program transfer credit is accepted for equivalent coursework when a minimal grade of "C" is earned from an institution or institutions accredited at the college level by an accrediting body that is nationally recognized by the U.S. Department of Education;

- B.S. students may transfer 90 credit hours of undergraduate coursework (60 credit hours from freshman/sophomore level and 30 hours from junior/senior level);
- A.A.S.C.T. students may transfer 30 credit hours;
- Official transcripts are required. In addition, students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded.

## **GRADUATE STUDIES PROGRAMS**

- Graduate-level course credits earned prior to matriculation are not eligible for transfer into the M.S. program at Palmer College of Chiropractic.
- Students may transfer up to six (6) credit hours, with prior approval, to fulfill select credit hours.
- Only credits with a grade of “B” or better are considered for transfer.
- Official transcripts are required for transfer credit to be considered. In addition, students may be required to provide a copy of the catalog description and the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria.

# ACADEMIC POLICIES

This section on academic policies is intended to provide students with a working definition of some of the important policies pertaining to academic life at Palmer College of Chiropractic. The Student Handbook, as well as the Academic Affairs Policy Handbook provide further details.

## PREREGISTRATION

Continuing students are required to preregister for the subsequent academic term during the preregistration period, which is scheduled toward the end of each academic term. The schedule for preregistration will be published by the College. All continuing students must preregister during the assigned time periods.

Tuition for all continuing students is due and payable on the tenth day of classes of each new academic term. Any special arrangements must be made with the Student Administrative Services Office prior to that date. Even after the preregistration procedure has been completed, the student is not formally registered for the academic term until all outstanding obligations have been met.

## GRADING SYSTEM

Grades are assigned based on the grading system as follows:

Quality Points	Letter Grade	Interpretation
4	A	Passed with honors.
3	B	Passed with above average performance.
2	C	Passed (fulfilled the objectives of the course). Graduate Studies Interpretation: less than acceptable performance. Because of the impact of an additional grade “C”, this grade carries indirect potential for dismissal.
	R	Course or Self Remediation. This grade is applicable only per campus dean approval following assessment of curricular and local campus factors. All attendance requirements must have been met and the student enrolled in the course for the first time. Students are limited to three (3) course remediations during their academic tenure. An “R” grade option is not available for clinic courses.
	I	Incomplete – Signifies that acceptable cause prevented the student from completely fulfilling the objectives of the course. Issuance of an “I” grade requires the student has met the following criteria: <ul style="list-style-type: none"><li>• An acceptable cause prevented the student from completely fulfilling the course objectives;</li><li>• The student can earn a passing grade by completing the unfinished course objectives; and</li><li>• The student has completed at least 50% of the course activities by the final grade deadline date.</li></ul> <i>When a grade of “I” incomplete is given, it must be completed by the last day of the first week of the following academic term. Failure to do so will result in the grade converting to a failure. Because of its convertibility, this grade carries indirect potential for dismissal.</i>
0	F	Failure – Signifies failure to fulfill the objectives of the course and carries academic dismissal potential.

P, PH	Pass/Pass Honors (without mention of quality of performance). Used only in courses with Pass/No Credit grading, achievement of advanced standing, or credit by examination.
S	Satisfactory – Signifies that a student is making satisfactory progress towards completion of a practicum project. Applicable to Graduate Studies only.
U	No Credit.
W	Withdrawal – Signifies that the student has officially withdrawn from the course on or before the College drop date of the academic term. Students are allowed to voluntarily withdraw from the same course twice without academic penalty.
AW	Administrative Withdrawal – Signifies that the College has withdrawn the student from the course.
AF	Attendance Failure – Signifies that the number of absences makes it impossible for the student to meet the attendance requirements and is equivalent to a failing grade.

## COURSE REMEDIATION

### APPLICABLE TO THE FLORIDA AND WEST CAMPUSES ONLY

At the dean and instructor’s discretion, a grade of “R” or remediation is given to those students who have a failing grade and meet the following criteria:

- first time enrolled in the course,
- were within 10 percent of the passing threshold of the course, and
- met all attendance requirements for the course.

When a grade “R” is given, a remediation examination must be administered and graded by the last day of the first week of the following academic term and focus on the learning deficits as determined by the course instructor. A successful remediation will result in a grade “C” as the final course grade. Failure to do so will result in the “R” grade converting to a failure. Because of its convertibility, this grade carries potential for academic dismissal. Students are limited to three (3) course remediations during their academic tenure.

## RESTRICTIONS

Students have the right to repeat any course. The last grade earned in that course is called the current grade. Nevertheless, each grade of failure remains as an active, outstanding failure on the student’s record until a passing grade is achieved with sufficient attendance. If a student registers for any course in which the student has earned an incomplete grade, the student’s registration automatically converts the incomplete grade to a failing grade.

A student with any failing grade will be subject to automatic registration in that course or courses for the next academic period. The student may choose not to register for that course or courses, however, non-registration in a failed course the subsequent term of enrollment may compromise academic standing and/or eligibility for financial aid. Students are advised to discuss registration options with an academic advisor and/or financial aid advisor prior to making the decision to not register for a course with an outstanding failure.

Students with other than passing grades in any prerequisite course will not be permitted to enter the outpatient clinic. If a licensing jurisdiction will not accept a grade of “P” (passing), the College will use an equivalent standard letter grades for that course.

## CREDIT BY EXAMINATION

A student may receive course credit by examination, at the discretion of each course instructor, if the following equivalent course guidelines are met:

- Prior course credits must be substantially equivalent in credit hours, content and quality to that of the College. Only courses that were awarded at the 300 level or above with a grade of “C” or better and awarded within five years of the date of admission to the College are considered for credit by examination eligibility. Older credits in certain areas may be accepted if the student holds an earned doctorate in one of the health sciences (e.g., D.C., M.D., D.O., D.D.S., and D.P.M.) or a graduate degree in an academic discipline closely related to the health sciences.

- Credits used to satisfy the minimum prerequisites for admission may not be used for credit by examination.
  - The equivalent course must carry credit equal to the course for which a credit by examination is granted.
  - Each course will be individually evaluated by the course instructor and the Registrar. Upon successful eligibility determination, the instructor will administer the appropriate competency examination. Upon successful exam completion, credit will be granted, as determined by criteria outlined by the course instructor and approved by the College. A grade “P” (passing) will be awarded, which will carry no quality points toward the student’s G.P.A.
  - If the credit by examination is unsuccessful, the student will complete the course as registered during the term. Students will not be given the opportunity to re-take an exam if unsuccessful.
  - The credit by examination must be completed and the credit by examination form submitted to the College Registrar by noon on the first Friday of the academic term in which the student is registered for the course.
  - Students being granted credit by examination are still required to register for the course. Tuition will not be charged for credits granted by examination.
  - The student must have successfully completed all prerequisite courses to the course from which he/she wishes to receive credit by examination.
  - Not available for Graduate Studies programs.

## GRADE CHANGES

If a student believes there is a discrepancy in the grade report, the student should immediately contact the course instructor. Grade changes may only reflect errors in computation or entry of grades. Challenges to a discrepancy in the grade report must be completed within one calendar year of the final grade report being issued.

## GRADE POINT AVERAGE

In each course, a student earns grade points equal to the product of the course credits and the arithmetic value of the grade in that course. In turn, the student’s

academic term grade point average is derived by dividing the number of quality points accumulated in that academic term by the sum of credit hours for courses that carry quality points in that term. Incomplete, Passing, No Credit, Remediation, Withdrawal and Administrative Withdrawal hours are not included in the computation of grade point.

A student’s Grade Point Average (GPA) is used as a measurement of satisfactory progress. Cumulative GPA is calculated by dividing the sum of all of the quality points earned in all academic terms by the sum of the credits carried with the latest quality grade in each course for courses that carry quality points.

Students have the right to repeat all courses. The last earned grade is substituted for the previously earned grade and a new GPA is computed.

## GRADE REPORTS

At the end of each academic term, the student can access an electronic grade report that contains:

- The grade in each course taken during that term
- The contact hours or credit hours earned in each course taken that term
- The GPA and its factors for that term
- The cumulative GPA and its factors
- The sum of the total earned contact hours and credit hours

The original grade report is deposited in the student’s file.

## ADD/DROP COURSES

Any student wishing to add or drop courses must request an “Add/Drop” form from the Student Administrative Services Office. Students must officially drop a course on or before the College drop date of the academic term to avoid academic penalty.

All course additions must be completed before the end of the first week of instruction in the term. Students wishing to add courses should be aware that attendance requirements need to be considered when adding a course after the first day of class.

If a student’s request to withdraw from a course(s) will



result in the student being placed on an individualized schedule, the student must first meet with the Registrar or an advisor for academic advising. A grade of “W” will appear on the student’s transcript and will count as a course attempted in the evaluation of satisfactory academic progress. Petitions to withdraw in extenuating circumstances after the respective campuses posted “Last Day to Drop a Course” date should be submitted to the Academic Dean. A student may only withdraw from any given course twice without academic penalty.

The Palmer College Satisfactory Academic Progress Standards for financial aid eligibility require that students are making progress towards completion of their degree. Withdrawal from courses may have a direct effect on loan eligibility during the next period of enrollment. Please refer to the Financial Aid Eligibility Requirements Policy, and address any questions regarding Title IV aid eligibility to the Director of Financial Planning.

## **DEFINITION OF A CREDIT HOUR**

Palmer College of Chiropractic’s policy, which is in compliance with the federal definition, is published on the College website, and states that every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student.

## **COURSE PREREQUISITES AND MAINTENANCE**

A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment in the course, and without which the student is highly unlikely to succeed. Prerequisite indicates a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a subsequent course. Students will not be permitted to enroll in such courses without the appropriate prerequisite. Current prerequisites are available at the Student Administrative Service Office or on the College website.

The effect of prerequisite courses related to transfer credits, and students receiving advanced standing will be managed by the Academic Affairs Office. Appeals to this policy may be made in writing to the Academic Dean no later than the fifth class day of an academic term.

A student must have successfully completed all courses within an academic term before registering for any course(s) in an academic term more than two academic terms beyond. Example: In order to register for the fourth academic term, all courses from the first academic term must be successfully completed.

## **ACADEMIC PROGRESS**

The College is required by federal regulations to monitor that all enrolled students are making satisfactory academic progress towards completion of their degree. All students are monitored regardless of their eligibility or intent to receive financial aid. Please refer to the detailed financial aid eligibility requirements in this catalog.

## **ACADEMIC CREDIT LOAD**

The College defines a full-time student as one who is carrying a minimum full-time credit load as follows:

- Doctor of Chiropractic Degree Program: twelve (12) credit hours with half-time status being six (6) credit hours.
- Undergraduate Studies: twelve (12) credit hours with half- time status being six (6) credit hours.
- Graduate Studies: six (6) credit hours or one (1) credit hour of thesis or practicum credit.

Palmer College also recognizes that not all students prefer or are able to handle the full-time academic load of a professional program. Some students may have difficulty in attending full-time and may need to extend their academic careers. Students choosing to extend their studies should refer to the Length of Time Allowed to Complete Academic Course of Study policy.

Maximum Credit Load refers to the maximum number of course credit hours a student may register for during any one academic term. Students in good academic standing may register for a maximum of:

- Doctor of Chiropractic (D.C.) Degree Program: twenty-seven (27) credit hours in the core curriculum and up to two elective courses are allowed without prior approval from the Registrar. Students placed on academic probation or academic warning will be restricted to a maximum schedule of fifteen (15) credit hours for that academic term of enrollment. Any student

wishing to take more than two elective courses must obtain permission from the Registrar.

- Associate of Applied Science in Chiropractic Technology (A.A.S.C.T.) Program: 25 credit hours in the core curriculum without prior approval. Students placed on academic probation or academic warning will be restricted to a maximum schedule of twelve (12) credit hours for that academic term of enrollment.
- Bachelor of Science (B.S.) Completion Program: fifteen (15) credit hours without prior approval. Students placed on academic probation or academic warning will be restricted to a maximum schedule of twelve (12) credit hours for that academic term of enrollment. Students taking B.S. courses simultaneously with a full D.C. degree program credit load must have prior approval to take more than six undergraduate credit hours.
- Graduate Studies: twelve (12) credit hours in the core curriculum without prior approval. Graduate program course load restrictions will be at the discretion of the director of Graduate Studies.

## LENGTH OF TIME ALLOWED TO COMPLETE ACADEMIC COURSE OF STUDY

Doctor of Chiropractic (D.C.) Degree Program: A student must complete the entire D.C. degree course of study within eight calendar years of matriculation.

Associate of Applied Science in Chiropractic Technology (A.A.S.C.T.) Program: A student must complete the entire A.A.S.C.T. degree course of study within three calendar years of matriculation.

Bachelor of Science (B.S.) Degree Program: Students who graduate from the D.C. degree program have one calendar year from the date of completion of the D.C. degree program, or one year from the date of withdrawal from the D.C. degree program, to complete all B.S. coursework and be awarded the B.S. degree.

Master of Science (M.S.) Degree Programs: A student must complete the entire M.S. degree course of study within five calendar years of matriculation.

The Academic Standing Committee will recommend those students for dismissal whose progress is such that

they will be unable to complete their studies within the number of years indicated above. An appeal on the decision of dismissal may be made in writing to the College Provost or the respective Campus President (or designee), whichever is appropriate.

## ACADEMIC STANDING

Academic guidelines provide direction for the student who demonstrates difficulty in completing course requirements. These guidelines are applied by the Academic Standing Committee, which seeks to ensure fairness and equity for students while ensuring competence of the graduates of the College. Students who fail to meet minimum academic expectations may be placed on academic warning, academic probation, academic management, or academic dismissal.

## ACADEMIC WARNING

Students, regardless of Cumulative Grade Point Average (CGPA), are placed on academic warning for the following academic term of enrollment, if they have two active failures and/or fail the same course twice.

## ACADEMIC PROBATION

Students are placed on academic probation when their Cumulative Grade Point Average (CGPA) falls below 2.00 at any point during their enrollment.

## RESTRICTED COURSE LOAD

Students while on academic warning, probation or management contract will be limited to a course load maximum as follows:

- Doctor of Chiropractic Program: 15 credit hours
- Undergraduate Program: 12 credit hours
- Graduate Program: course load restrictions will be at the discretion of the director of Graduate Studies.

Academic warning or probation is intended to encourage students to take all appropriate actions necessary to ensure academic success. Students on probation or warning are required to repeat all failed courses as soon as possible. Failure to do so may halt progress through the program.

## ACADEMIC MANAGEMENT

Students will be placed on an academic management contract if:

1. While on academic warning, they fail a class that they previously failed and have at least one additional active failure on their transcript;
2. They have failed an individual class for the third time, or;
3. After two consecutive terms on academic probation, the student fails to raise their CGPA to the minimal standard referenced above.

Students placed on an academic management contract in the Doctor of Chiropractic Degree Program cannot be enrolled in undergraduate studies or elective courses at Palmer during the academic term(s) on contract. The terms of the management contract will be at the discretion of the Academic Standing Committee. Students failing to successfully complete all terms of the management contract will be dismissed from the institution. Successful completion of an academic management contract shall return a student to good academic standing. Any student who meets the criteria for a subsequent management contract will be academically dismissed.

## ACADEMIC SUSPENSION

Students who qualified for a management contract but elect to take a term of absence from Palmer College receive a status of academic suspension. Upon re-enrolling, the student will be placed on a management contract. During terms of academic suspension, the student will be considered a non-enrolled student. This status allows access to College facilities, student academic support and academic tutorials. Non-enrolled students are not allowed to audit a course without written approval from the Academic Dean.

## ACADEMIC DISMISSAL

Students are dismissed from the institution if they fail an academic management contract.

Students may appeal a dismissal, in writing, to the Academic Standing Committee. This appeal must be submitted to the Registrar by noon on the Monday of the second week of classes the following academic term. The committee will meet to hear appeals on the Tuesday of the second week of the academic term.

The Academic Standing Committee may choose to:

1. Uphold dismissal;
2. Suspend the student for a minimum of one term with or without expectations to be met during their absence; or
3. Place a student on a second academic management contract.

Upon notification of dismissal, the student may no longer take courses but may make an appeal in writing regarding the decision of dismissal by the Academic Standing Committee to the Academic Dean. That decision is final.

## GRADUATE STUDIES ACADEMIC STANDING

Graduate programs maintain different standards for good academic standing. Continuation in Graduate Studies is at the discretion of the Graduate Program Oversight Committee. Permission to register each term is contingent, in part, on the professional judgment of an advisor (in consultation with an academic committee) that progress toward the degree is satisfactory. Each graduate student's progress toward a degree will be monitored continuously by an academic committee or a designated advisor. While failure to maintain academic standards merits automatic dismissal, a student also may be dismissed from the Graduate Studies division if progress toward the degree is unsatisfactory. Measures of Satisfactory Academic Progress are based on these categories:

- i. Cumulative Grade Point Average (CGPA): Graduate students must have a CGPA of at least 3.00 based on total credits attempted, with no more than one grade "C." Students who fail to meet this requirement may be dismissed or placed on academic management.
- ii. Completion Rate: Timely and orderly completion of degree requirements (i.e., selection of an advisor, appointment of an advisory committee, filing a plan of study, completion of any qualifying examinations, research practicum and defense of thesis or other research) are significant measures of completion rate. It is an advisor's responsibility, shared with an academic committee, to evaluate the quality of the student's performance in completion of all degree requirements.

- iii. **Maximum Timeframe:** Graduate students are expected to complete the master's degree within two academic years of matriculation. A student who exceeds five years of enrollment in graduate study will be dismissed for unsatisfactory academic progress and any graduate credit earned will not be applied toward a degree from the Division of Graduate Studies of the College. (Refer to Length of Time Allowed to Complete Academic Course of Study policy).
- iv. An official Leave of Absence (Refer to Re-admission policy) may automatically extend the maximum timeframe without negatively impacting this measure of academic progress, at the discretion of the Graduate Program Oversight Committee. Frequent leaves or an extended leave of absence for non-academic reasons may represent unsatisfactory academic progress, as determined by an advisor and committee, the director of Graduate Studies, or the director's designate.
- v. **Academic Probation:** When a student earns a grade "C" in a course taken for graduate credit, that student is placed on academic probation. While on probation, the student may register for graduate courses as determined by their academic committee, but must earn at least a grade "B" in each course taken in the next term of registration to be eligible for restoration to good academic standing. Additional remediation may be required at the discretion of an academic committee.
- vi. **Dismissal:** When a graduate student earns a second grade "C" in any course taken or an "F" in any one course for graduate credit, that student will be dismissed from the Graduate Studies program. Students may appeal a dismissal, in writing to the Graduate Program Oversight Committee. This appeal must be submitted by noon on the Monday of the second week of classes the following academic term. The committee will meet to hear appeals on the Tuesday of the second week of the term. That decision is final.

## **INDEPENDENT STUDIES**

### **APPLICABLE TO THE GRADUATE STUDIES PROGRAM ONLY**

Before a new independent study or special

topics course may be offered, the course must be recommended to program leadership, which may recommend approval to the director of Graduate Studies. Approval is based upon the determination that the offering is at a level commensurate with graduate instruction and that it fits within the scope of expertise of the instructor.

A tentative syllabus must be presented with the proposal, including sufficient information for review, including title, credit hours, listing of course objectives and how those objectives will be evaluated (evaluation standards). If approved for graduate credit, the tentative syllabus must be made to conform to the policy for established course syllabi.

## **COURSE AUDIT**

Course audits apply to undergraduate and graduate degree programs only and are not applicable to the Doctor of Chiropractic Degree Program.

Students auditing any Palmer College of Chiropractic undergraduate or graduate program course need not be admitted to the program itself. Course audits are granted on a course-by-course basis at the discretion of the appropriate program director and the instructor, with priority registration given to those enrolled for credit. Tuition for an audit is calculated at a percentage of the current applicable per credit tuition fee. Students auditing a course do not complete examinations or lab work.

Individual grade reports or transcripts are not provided for audited courses. Courses may not be subsequently converted or transcribed for credit. A student auditing a course is not required to adhere to course prerequisites or other course requirements, nor is the student eligible for instructional services.

## **NON-DEGREE STUDENTS**

### **APPLICABLE TO THE GRADUATE STUDIES PROGRAM ONLY**

Non-degree students are general graduate students, not admitted to a specific degree program, taking a limited number of courses. A limited number of students may be admitted to graduate study as non-degree graduate students.

Non-degree students must first apply for admission to Graduate Studies and meet the general criteria for admission. They may apply at any time for admission and may be admitted into the next available academic term. If admitted, non-degree students are governed by all Academic Affairs policies (with the exception of the Academic Progress and Length of Time Allowed to Complete Program policies). Non-degree students must also comply with all sections of the Student Handbook.

Non-degree students may register for no more than 12 credit hours of graduate coursework; registration for some courses may be restricted by the degree program offering that course. All credits attempted non-degree will be used to compute a non-degree GPA for the purpose of determining academic status (See Policy on Academic Status). A non-degree student may be eligible for tuition support at the discretion of the Graduate Program Oversight Committee if appropriately qualified.

Non-degree students are not guaranteed admission to any specific degree program. They may apply for admission as a degree student and for application of non-degree credits earned toward the graduate program to which they are applying. If re-admission is granted, consideration may be given by the Graduate Program Oversight Committee to apply non-degree credits to the degree program, but there is no guarantee such application will be approved.

## **CLINIC PROCEDURES**

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

## **CLINICAL COMPETENCY ASSESSMENTS**

The Palmer Clinical Competency Assessment procedures are designed to provide a comprehensive evaluation of the development of clinical skills. Formative and summative methods are used to assess various clinical competencies integral to the successful practice of chiropractic. Evaluations determining overall clinical competence include both quantitative and qualitative evaluations of clinic performance. A variety of methods, including written and stationed examinations, simulated patient encounters, direct observation and clinician feedback are used throughout the student's clinical training to guide and assess the development of clinical competency. Students must receive a satisfactory performance on competency exams as well as in the evaluation of their performance in the care and management of patients in the College's clinics to satisfy clinical competency requirements for graduation.

## **COURSE CANCELLATION POLICY**

The College reserves the right to cancel a course for any reason. Registrants will be notified of cancellations in a timely manner and refunds will be processed within three weeks of the scheduled cancellation.

## **PROGRAM CANCELLATION**

In the unlikely event that one of the College's campuses education program closes, every attempt will be made by the College to assist students seeking transfer to other chiropractic colleges. Students wishing to transfer to another Palmer campus will be awarded advanced placement based on a detailed course-by-course review. In addition to awarding advanced standing, credit by examination options and supplemental educational opportunities may be used to expedite advancement through the program.

## **ATTENDANCE**

Attendance is a necessary element of a Palmer student's education. The College recognizes excused and/or exempted absences for a limited set of circumstances. Palmer College must comply with related state and federal laws and regulations regarding a student's attendance. Instructors will establish the attendance policy for courses. Mandatory course attendance will be at the discretion of the instructor. This policy must be clearly articulated in the course



syllabus. In courses for which attendance is mandatory, attendance credit may be considered part of the course grade. When a student fails to meet the required attendance, the student will receive a failing grade for the course.

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. To verify financial aid eligibility, attendance information is collected by the Office of the Registrar. If notification of non-attendance in any course is received, the determination of federal financial aid eligibility will be re-evaluated and may result in financial aid forfeiture and/or a balance due to the College. If a student is not attending classes, the student is expected to complete the official withdrawal process of the College.

Palmer College recognizes excused absences for jury duty, short-term military duty, pregnancy-related conditions and childbirth and exempted absences for mandatory religious obligations, unavoidable events and College supported activities approved by the Dean of Academic Affairs. Students called for documented jury duty or short-term military duty will submit official notification of service to the Office of the Registrar in advance of the absences. The Office of the Registrar will notify faculty of the absence. Notification of services will be maintained in the student's file. The returning student is responsible for contacting the course instructor, who will provide the appropriate make up assignments for the days missed. Absences outside the designated time frame will not be excused.

Absences for pregnancy-related conditions or childbirth are excused when the student's licensed health care provider deems the absence medically necessary. The student will provide supporting documentation to the Office of the Registrar, who will communicate the excused absence to the course instructors. Requests for adjustments or modifications are managed through the Student Disability Services Coordinator.

Students experiencing absences due to mandatory religious obligations, unavoidable events and College supported activities approved by the Dean of Academic Affairs must contact the Office of the Registrar prior to the absence when the absence is foreseeable. A list of College supported activities approved by the Dean

of Academic Affairs is maintained by the Office of the Registrar.

Exceptions to this policy are made for students who are away from campus on an approved Clinic Preceptorship or Internship.

Extended absences that do not allow the student to meet the course requirements may prompt the College to issue administrative withdrawal. This policy does not in any way release students from the responsibility of satisfying all requirements necessary for the successful completion of any course. Students on extended absences will be given a reasonable amount of time to make-up the work he/she missed or be allowed to re-enter the program at the point where they left.

## **MILITARY ACTIVE-DUTY NOTIFICATION**

In the event an enrolled student or an enrolled student's spouse with a dependent child receives active duty notification, the student must provide the Registrar with advance notice of military service. Notice may be either written or oral. It may be provided by the student or by an appropriate officer of the branch of the military in which the student will be serving. However, no notice is required if:

- Military necessity prevents the giving of notice; or
- The giving of notice is otherwise impossible or unreasonable.

The Registrar will process a withdrawal from the College for the academic term enrolled. A grade of "AW" (Administrative Withdrawal) will be placed on the student's record. The student's tuition fees will be refunded in full to the student or the student's lender, whichever is appropriate, regardless of the point in the academic term that the military orders are received. The Registrar will notify the appropriate departments of the withdrawal.

Upon completion of Active-Duty service, the student may contact the Registrar for re-enrollment. Students returning after a hiatus of greater than one year will be required to meet the re-admission guidelines as outlined in the re-admissions policy.

The academic term of enrollment from which a student withdrew will not be considered in academic progress

relating to financial aid eligibility or academic status. In addition, the Length of Time to Completion policy will be lengthened based on the length of time the student was away from the College due to military service.

## **WITHDRAWAL FROM THE COLLEGE**

A student may find it necessary to withdraw from the College on a temporary or permanent basis before the posted campus “Last Day to Drop a Course” date.

Withdrawals from the College occur:

- Officially when the student contacts the Office of the Registrar or completes and submits a “Request to Withdraw” form, available in the Student Administrative Services Office.
- Unofficially when the student stops attending classes but does not formalize the withdrawal through the Office of the Registrar.

Students who withdraw may experience a reduction in their financial aid and may be required to refund or repay a portion of their financial aid. The process for determining if and how much aid may need to be repaid can be found under the Federal Return of Title IV Funds Policy within the Tuition and Fees section of the handbook.

Upon notification of withdrawal, a withdrawal grade will be posted for all currently enrolled courses. The student’s course instructors and necessary College departments will be notified. The Student Administrative Services Office will determine the amount of any tuition refund. Refunds due will be forwarded to the student’s loan lender or the student, whichever is appropriate, within 30 days from the date of withdrawal.

Petitions to withdraw in extenuating circumstances after the official last day to withdraw should be submitted to the Registrar. Such a withdrawal is discretionary, issued under extraordinary circumstances, which, in the judgment of the academic dean, subjects the student to an unreasonable burden of completing course work in a timely fashion. An approved, qualified professional must document a student’s incapacity. The student must officially withdraw from all classes through the Registrar and must have a “Fit to Return” form signed by an approved, qualified professional before re-admission is granted.

It should be noted that College policy requires students to graduate within a specific number of years, depending on program of enrollment, from the first day of attendance. Students taking one or more academic terms off should be aware that this may affect their financial aid and that a repayment of loans could be initiated for students taking off two or more consecutive terms. Contact the Financial Planning Office for details.

A grade of “W” or “AW” is counted toward hours attempted but does not produce quality points and does not affect a student’s GPA. The Palmer College Satisfactory Academic Progress Standards for financial aid eligibility require that students are making progress towards completion of their degree. Withdrawal from courses may have a direct impact on loan eligibility during the next period of enrollment. Please refer to the Financial Aid Eligibility Requirements Policy, and refer any questions regarding Title IV aid eligibility to the Financial Planning Office.

## **RE-ADMISSION**

This policy pertains to students in the following categories:

Currently withdrawn

- Leave of absence from the College greater than one academic year
- Failed to register for more than one academic year
- Suspension greater than one academic year
- Dismissed students seeking re-admission

Students returning after a hiatus of more than one year but less than five years from active registration in the D.C. degree program are required to submit an Application for Re-Admission to the Registrar at least 60 days prior to the start of the academic term to re-enter the program. If the student has completed coursework at other institutions during the hiatus, transcripts must be forwarded directly from those institutions to the Office of the Registrar. If this course work was completed at another chiropractic college, a Student Transfer Form for Re-Admission must be completed and forwarded directly from those institutions to the Registrar.

The new materials submitted and the student’s past academic record will be reviewed by the Academic



Standing Committee. The Committee will then forward its recommendation to the College Provost or Campus President (or designee) for final decision. The College reserves the right to require that students demonstrate competency before resuming their chiropractic studies, as well as require the student to meet the current Council on Chiropractic Education (CCE) admissions requirements.

Students who interrupt their D.C. education for five years or more will retain no course credits, according to accreditation standards established by the Council on Chiropractic Education (CCE). Students who have taken a hiatus of less than five years from their initial enrollment date may request to have their previous academic record voided and start over as an incoming first-term student. All requests will be evaluated by the Registrar and presented to the campus academic dean, or designee, for final action. Decisions affecting this action should be guided by the Length of Time to Complete Academic Course of Study policy.

## **RE-ADMISSION FOLLOWING DISMISSAL**

Students previously academically dismissed from the College may apply for re-enrollment to the Academic Standing Committee after providing the Academic Dean evidence of sustained and substantial academic improvement. The committee will make recommendations to the College Provost or respective Campus President (or designee) for a final decision. The College reserves the right to deny, grant or withhold advanced standing.

## **UNDERGRADUATE AND GRADUATE STUDIES**

The re-admission policy applies to all programs with the exception of the CCE requirements, which apply to the Doctor of Chiropractic degree program only. The Academic Standing Committee will recommend a decision on re-admission to the appropriate Academic Dean.

## **EXAMINATION STATEMENT/ GUIDELINES**

The following guidelines explain Palmer's expectations for conduct during examinations:

- Only material appropriate to the examinations should be brought with you to the examination room.

- Seating arrangements are at the instructor's or proctor's discretion.
- Communication in any form with anyone other than the instructor or proctor isn't allowed during the examination. Unless otherwise instructed, a student who needs assistance should indicate by raising a hand and waiting until assistance can be rendered.
- Students are expected to focus on their own examinations exclusively. Students are to avoid looking at or appearing to look at others' examinations.
- Students are expected to keep their answers confidential at all times.
- Upon completing an examination, students are expected to return all examination materials (tests, answer sheets, etc.) to the instructor or proctor and leave the room quietly.
- Students who've completed the examination are prohibited from loitering outside the examination sites.
- A student who witnesses another student engaging in misconduct during an examination should unobtrusively notify the instructor or proctor.

The distribution of old exams is left to the discretion of the individual instructor, with permission of the Academic Dean or their designee. A statement clearly identifying the position of the instructor on this issue must be included in the course syllabus. Any student in the unauthorized possession of such an exam, or in violation of the above listed examination guidelines, will be subject to a charge of misconduct under the Student Code of Ethics.

## **EXAMINATION SCHEDULE CONFLICTS**

When students indicate there is a conflict between two or more scheduled examinations, the instructors and Academic Dean's Office will work to resolve the schedule conflicts with the assistance of the department supervisors and Dean, if needed.

## **ACADEMIC INTEGRITY**

Students are expected to comply with Palmer College's Student Code of Ethics. Students are strongly encouraged to carefully read the entire Student Code of

Ethics in the Student Handbook. Cheating, plagiarism or other acts of dishonesty, or any other violations of Palmer's Student Code of Ethics may result in the filing of a charge of misconduct. Sanctions up to and including suspension or dismissal from the College may be imposed upon students found to have violated the Student Code of Ethics. Refer to the Student Code of Ethics, or contact the coordinator for the administration of the Student Code of Ethics on the relevant campus, should you have questions.

## POSTING OF ACADEMIC PERFORMANCE INFORMATION—FERPA

Student education records are protected by the Family Educational Rights and Privacy Act (FERPA), which safeguards against the public posting of any personally identifiable information without a student's written consent. This information includes, but is not limited to, performance on examinations and course activities.

The public posting of student names, student numbers or Social Security numbers without written permission is a violation of the law. Public posting may only occur by obtaining a student's written permission, or by using code words or randomly assigned numbers that only the instructor and the student know. Posting of academic performance data must be in random order.

Upon enrollment students are asked to provide permission to post academic performance information utilizing a personal identification number known to the student and the College. Permission/denial slips are part of the students' permanent record and are placed on file with the Registrar.

The names of those students requesting not to have their grades posted will be forwarded to the appropriate faculty and/or administrators by the Registrar for appropriate notification and response. These students will make arrangements with their instructors to have grade information provided to them.

All faculty will include a short statement within their course syllabus notifying the student of their usual grade dissemination procedures and reiterating the options available for receiving academic information. Students may choose at any time to retract permission to have grades posted by filing a new permission/denial slip with the Registrar.

Email dissemination of individual grades is not recommended due to security concerns. In the event this mode of dissemination is used, a written release from the student is required and must be kept with the student's documentation by the individual instructor.

## COLLEGE HONORS

At the end of each academic term, students are evaluated on the following criteria for the purpose of determining eligibility for Dean's List honors. Students are officially recognized if the following conditions are met:

1. The student is considered a full-time student for the specified academic term (full-time status is 12 or more credit hours);
2. The student must not have had any grade less than a "B" during the specified academic term;
3. The student must be in good academic standing during the specified term;
4. The student's academic term grade point average must be 3.50 or higher on a 4.00 scale; and
5. There must be no finding of misconduct against the student during the specified term.

## GRADUATION

Commencement exercises are held at the end of each academic term. Students will complete an Intent-to-Graduate Form when they register for their final academic term. Students must have no more than two deficit classes at the time of application and the following graduation requirements must be met. Students who do not graduate at the end of the academic term in which they applied for graduation must re-apply with the Student Administrative Services Office during the first week of their next academic term. Intent-to-Graduate forms will not be accepted after the 15th day of classes without the approval of the Registrar.

## GRADUATION REQUIREMENTS

The degree of Doctor of Chiropractic is conferred upon students who have fulfilled the following requirements:

**Academic requirements:** Complete a minimum number of classroom hours of instruction and the program credit hours (dependent on campus). The Registrar reviews the records of all students in the Intent-to-Graduate List to determine that all academic

requirements, other than those in the final academic term, have been met. Discrepancies in the student's academic record will be investigated and unqualified students will be removed from the Intent-to-Graduate List.

**Clinical Requirements:** Successful completion of all clinic courses and clinical requirements. Clinical requirements must be completed two weeks prior to graduation or the student is not eligible to graduate. The Academic Standing Committee will hear appeals and act as the final decision-maker. Students who have completed all of the non-clinical requirements, the student clinic quantitative requirements, and 80 percent of each of the remaining quantitative clinical requirements may be eligible for a clinic contract and participation in the graduation ceremony for the current term. The remaining quantitative requirements must be completed by the end of the first week of classes in the next academic term. Failure to complete these requirements by the deadline will require the student to reapply for graduation in a subsequent term.

**Final Academic Approval:** Final grades for graduating students will be available prior to the Academic Standing Committee graduation meeting on the Monday prior to graduation. At this meeting, the Registrar presents the graduation list for the Committee's approval. All appeals of graduation decisions will be heard at this meeting and adjudicated by the committee. After the committee has approved the graduation list, it's presented to the Academic Dean for final approval.

**Institutional Clearance:** Under the direction of the Registrar, institutional clearance is conducted shortly after the graduation list is approved. Graduating students are required to fulfill all outstanding obligations to the College at this time. Those who fail to complete institutional clearance will be removed from the graduation list and may be reinstated only by application to the Registrar.

**Attendance:** Attendance at the graduation exercises is mandatory. In extreme circumstances, students may be excused by application through the Registrar to the College Provost or Campus President.

## GRADUATION HONORS

Students meeting the following criteria will be awarded honors at graduation.

### **Academic Honors:**

Cum Laude (with honors)  
GPA of 3.50 to 3.69

Magna Cum Laude (with high honors)  
GPA of 3.70 to 3.89

Summa Cum Laude (with highest honors)  
GPA of 3.90 to 4.00

The individual(s) selected for graduation honors will be determined by the cumulative Grade Point Average at the end of the academic term prior to that of the graduation term. Credits or grades earned during the academic term in which the student graduates will not be considered in determination of these honors.

The individual(s) selected for Valedictorian will be the member(s) of the graduation class maintaining the highest cumulative GPA at the end of the term prior to that of the graduation term. In addition, this individual(s) must have completed all academic and clinical requirements of Palmer College and must meet the following requirements:

1. Cannot have withdrawn from any core course;
2. May not have repeated any course at Palmer College; and
3. Shall have no "blemish" on his or her record, which includes:
  - a. A grade of "no credit" in any course during the student's chiropractic education;
  - b. Being placed on probation at any time during the student's chiropractic education; or
  - c. Receiving a finding of misconduct at any time during the student's chiropractic education.

The individual(s) selected for salutatorian will be the member(s) of the graduation class maintaining the second highest cumulative GPA at the end of the term prior to that of the graduation term. In addition, this individual(s) must have completed all academic and clinical requirements of the College. The student(s) must also meet the criteria listed previously.

Individuals receiving these honors will also be recognized at their graduation ceremony. The designation of the Valedictorian and Salutatorian for a graduating class is the responsibility of the Registrar.

## ACADEMIC EXCELLENCE AWARD

Students will be recognized for the award of Academic Excellence at graduation if they meet all of the criteria for the Dean's List for each term of enrollment at Palmer College.

Transfer Students: To be recognized as an Academic Excellence recipient, in addition to the above criteria, previous coursework for which the student receives advanced standing in the chiropractic program must not have received any grade less than a "B," along with a cumulative GPA of 3.50 or higher on a 4.00 scale at the time of transfer.

## ADDITIONAL GRADUATION HONORS

In addition to the academic honors outlined above, the College may award other honors at graduation. In addition to the specific requirements of each individual award, students shall have no finding of misconduct at any time during the student's chiropractic education to be eligible to receive any of the following honors.

### RESEARCH HONORS

The Research Honors Program provides students in the Doctor of Chiropractic degree program the opportunity to work with a faculty mentor and participate in the research process. Research Honors are awarded by the Palmer Research Council for meritorious research scholarship conducted by students. Students interested in participating in the Research Honors Program are encouraged to contact the Palmer Center for Chiropractic Research for the details or visit [www.palmer.edu/researchhonors](http://www.palmer.edu/researchhonors).

### CLINIC HONORS

The Clinical Excellence Award may be presented to a graduating student who has demonstrated outstanding accomplishment In-Service to patients, the College and the chiropractic profession. Candidates are nominated by Clinic faculty and are judged on quality of patient care, leadership potential, knowledge, skills and service.

### VIRGIL V. STRANG PHILOSOPHY AWARD

The Virgil V. Strang Philosophy Award may be presented to a graduating student who has exemplified the philosophy, commitment, passion, logic and reasoning of the practice of chiropractic during his/her course of study at Palmer College.

## DIPLOMA PRESENTATION

A graduating student may request that his/her diploma be presented by a family member during the graduation ceremony. To be eligible to present the diploma to the graduate, the following criteria must be met:

1. The presenter(s) must possess an earned doctorate (academic or first professional) awarded by Palmer College of Chiropractic.
2. The presenter(s) must be related to the graduate in one of the following ways: parent/stepparent, spouse, sibling, child, grandparent or aunt/uncle.

Requests for exceptions to this policy may be made in writing to the Registrar at least eight weeks prior to graduation. Each request will be reviewed by several administrative officers of the College.

# DOCTOR OF CHIROPRACTIC DEGREE CORE CURRICULUM

Palmer College of Chiropractic offers a Doctor of Chiropractic (D.C.) degree. Each candidate for the degree is required to complete a minimum of five academic years (eight months each of classroom work) in the prescribed curriculum. Students transferring from other accredited chiropractic colleges must complete a minimum of 25 percent of the prescribed curriculum while in residence at Palmer College. The final academic year prior to graduation must be completed at the Palmer campus where the degree is being awarded.

The Doctor of Chiropractic curriculum on each campus focuses on the teaching and subsequent evaluation of student clinical competency. The Council on Chiropractic Education has identified mandatory meta-competencies that ensure the graduate will demonstrate attainment of the skills necessary to function as a primary care chiropractic physician. These meta-competencies, along with the Palmer Abilities, present our vision of the specific knowledge, skills and attitudes that will be demonstrated by all Palmer graduates in the Doctor of Chiropractic degree program.

## COMPETENCIES AND SKILLS FOR THE CHIROPRACTIC GRADUATE

### CCE META-COMPETENCIES:

- Assessment and Diagnosis
- Management Plan
- Health Promotion and Disease Prevention
- Communication and Record Keeping
- Professional Ethics and Jurisprudence
- Information and Technology Literacy
- Intellectual and Professional Development

The components skills associated with the CCE Meta-Competencies include:

- History Taking
- Physical Examination
- Neuromusculoskeletal Examination
- The Psychosocial Assessment
- Diagnostic Studies
- Diagnosis or Clinical Impression
- Case Management

- Adjusting Competencies
- Emergency Care Competencies
- Case Follow-up and Review
- Record Keeping
- The Doctor-Patient Relationship
- Professional Issues
- Wellness and Public Health
- Ethics and Integrity
- Non-adjustive Therapeutic Procedures
- Nutrition
- Patient Education
- Business Management Issues
- Chiropractic History and Philosophy
- Information Literacy

In addition to learning each skill, students will be able to associate with it a cognitive, an affective and psychomotor component.

## THE PALMER CHIROPRACTIC ABILITIES

### EFFECTIVE COMMUNICATION

The competent Palmer graduate demonstrates effective verbal, nonverbal and written communication skills with appropriate sensitivity, expressivity and control for a wide range of health-care related activities, including patient care, intra- and inter-professional communications (e.g., consultation, concurrent care and referral), health education, record-keeping and reporting. The graduate is skilled in communicating to a variety of audiences including single patients and public forums.

### PROFESSIONAL GROWTH AND LIFELONG LEARNING

The competent Palmer graduate, recognizing the limitations of his/her knowledge and experience, seeks to gain and apply new knowledge and skill. The graduate is information and technology literate and adapts to change. The graduate demonstrates a willingness to contribute positively to the community, society, the body politic and the chiropractic profession.

## **MORAL REASONING AND PROFESSIONAL ETHICS**

The competent Palmer graduate practices personal integrity through moral decision-making and accepts responsibility for the consequences of his/her actions. The graduate acknowledges the existence and nature of different value systems of patients and others. The graduate recognizes the ethical dimensions of clinical practice and the choices necessary to maintain his/her own ethical integrity.

## **CRITICAL THINKING AND PROBLEM SOLVING**

The competent Palmer graduate identifies problems and their cause(s) and applies a logical decision-making process to manage them. Alone and collaboratively, the graduate formulates successful strategies for various situations. The graduate applies critical thinking to problem solving and clinical reasoning.

## **PHILOSOPHY AND HISTORY OF CHIROPRACTIC**

The competent Palmer graduate explores, understands and critically assesses the work of influential thinkers in the history and philosophy of chiropractic and compares and contrasts chiropractic with other health-care approaches. The graduate recognizes the impact of the role of chiropractic in the past, present and future health-care environment and is able to convey the philosophical construct of chiropractic to multiple audiences. The graduate uses reasoned dialogue and logical argumentation when challenging traditional assumptions of health and adapts his/her thinking to new knowledge.

## **INTEGRATING BASIC SCIENCE INTO THE PRACTICE OF CHIROPRACTIC**

The competent Palmer graduate demonstrates fundamental understanding of anatomy and physiology and synthesizes basic science knowledge to explain health-related issues. The graduate explains current concepts in subluxation theory and models and conceptually interprets pathophysiology using current scientific understanding.

## **PATIENT EVALUATION SKILLS**

The competent Palmer graduate gathers health data through application of fundamental clinical skills (e.g., history, regional examination, spinal examination and lab) and applies reasoning to formulate a clinical diagnosis with differentials. The graduate applies best practices/evidence-based use of diagnostic tools, procedures and decision making.

## **PATIENT MANAGEMENT SKILLS**

The competent Palmer graduate applies principles of case management, integrating care with other health professions when appropriate. The graduate demonstrates effective skeletal adjusting skills and understands the role of rehabilitative and supportive exercise and nutrition in improving health. The graduate promotes health improvement, wellness and disease prevention through appropriate care and education. The graduate recognizes and practices within the boundaries of medico-legal issues associated with patient care.

## **HEALTH CARE IN SOCIAL AND COMMUNITY CONTEXTS**

The competent Palmer graduate understands epidemiological principles regarding the nature and identification of health issues in diverse populations and recognizes the impact of psychosocial and environmental factors on general health. The graduate understands the role of chiropractic in health-care from a sociological perspective and accommodates diverse populations and environments in providing individualized patient care.

## **BUSINESS MANAGEMENT**

The competent Palmer graduate understands legal and malpractice implications of decision-making and applies principles and practices of business management, financial management, marketing, insurance reporting, and managed care in a legal and ethical manner.



# DAVENPORT CAMPUS CURRICULUM

## COURSE DESCRIPTION KEY

ANAT51200

ANAT = Departmental Abbreviation

51 = Term Code            200 = Course Number

### Departmental abbreviations

ANAT Anatomy

CBPM Chiropractic Business  
and Practice Management

CLIN Clinic

DIAG Diagnosis

LIBR Library

PATH Pathology

PHCH Physiology and Biochemistry

PHIL Philosophy

REHB Physiotherapy  
Rehabilitation

ROEN Radiology

RSCH Research

SPED Elective Program

TECH Technique

## COURSES BY TRIMESTER

### FIRST TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Gross Anatomy I	ANAT51203	4	6	90
Neuroanatomy I	ANAT51204	3	5	75
Embryology	ANAT51213	2	3	45
Rights & Responsibilities	CBPM51111	1	1	1
Biochemistry I	PHCH51331	3	5	75
Cellular Physiology	PHCH51333	3	5	75
Physiology I	PHCH51334	1	2	30
Philosophy I	PHIL51121	1	2	30
<b>TOTAL</b>		<b>18</b>	<b>29</b>	<b>435</b>

### SECOND TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Gross Anatomy II	ANAT52205	4	6	90
Spinal Anatomy	ANAT52213	3	5	75
General Pathology	PATH52301	3	4	60
Biochemistry II	PHCH52306	3	5	75
Physiology II	PHCH52343	3	4	60



Philosophy II	PHIL52122	1	2	30
Foundations of Evidence Based Clinical Practice	RSCH52112	1	2	30
Palpation	TECH52603	1	2	30
<b>TOTAL</b>		<b>19</b>	<b>30</b>	<b>450</b>

### THIRD TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Neuroanatomy II	ANAT61208	3	5	75
Organ Histology	ANAT61209	2	3	45
Immunology	PATH61421	2	3	45
Microbiology	PATH61423	3	4	60
Systems Pathology I	PATH61424	3	4	60
Endocrinology	PHCH61345	2	3	45
Physiology III	PHCH61346	3	5	75
Subluxation Analysis	TECH61609	2	4	60
<b>TOTAL</b>		<b>20</b>	<b>31</b>	<b>465</b>

### FOURTH TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Life Science Review	ANAT62223	3	4	60
Physical Diagnosis I	DIAG62223	3	5	75
Public Health	PATH62425	1	2	30
Systems Pathology II	PATH62426	2	3	45
Nutrition	PHCH62307	2	3	45
Biomechanics	PHCH62346	3	4	60
Radiographic Physics	ROEN62512	2	3	45
Toggle Recoil	TECH62609	2	4	60
<b>TOTAL</b>		<b>18</b>	<b>28</b>	<b>420</b>

### FIFTH TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Neuromusculoskeletal Diagnosis I	DIAG71709	3	5	75
Physical Diagnosis II	DIAG71711	3	5	75
Male/Female Health	DIAG71712	2	4	60
Geriatrics	DIAG71713	1	2	30
Toxicology	PATH71414	2	3	45
Philosophy III	PHIL71123	1	2	30
Physiotherapy I: Passive Care	REHB71855	2	4	60
Diagnostic Imaging I	ROEN71513	3	5	75
Cervical Technique	TECH71605	3	5	75
<b>TOTAL</b>		<b>20</b>	<b>35</b>	<b>525</b>

### SIXTH TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Introduction to Clinical Practice	CLIN72804	1	2	30
Neuromusculoskeletal Diagnosis II	DIAG72704	3	5	75

Obstetrics and Pediatrics	DIAG72714	3	5	75
Clinical Nutrition	PHCH72346	2	3	45
Physiotherapy II: Active Care	REHB72856	2	4	60
Diagnostic Imaging II	ROEN72514	3	5	75
Radiographic Positioning—Spine	ROEN72515	1	2	30
Thoraco Lumbar Technique	TECH72607	3	5	75
Pelvic Technique	TECH72615	2	4	60
<b>TOTAL</b>		<b>20</b>	<b>5</b>	<b>525</b>

### SEVENTH TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Emergency Procedures	CLIN81809	2	3	45
Clinical Methods	CLIN81810	2	5	75
Visceral Disorders & Laboratory Interpretation	DIAG81719	3	5	75
Clinical Psychology	DIAG81720	1	2	30
Differential Diagnosis	DIAG81721	2	3	45
Radiographic Positioning— Extremities	ROEN81515	2	3	45
Imaging: Chest & Abdomen	ROEN81516	1	2	30
Technique Principles and Practice	TECH81616	3	5	75
Extremity Adjusting	TECH81617	3	5	75
<b>TOTAL</b>		<b>19</b>	<b>33</b>	<b>495</b>

### EIGHTH TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Financial Management	CBPM82151	2	3	45
Legal Issues	CBPM82152	1	2	30
Clinical Case Correlations I	CLIN82821	2	3	45
Clinic I	CLIN82831	5	15	225
OSCE—Clinical Exam	CLIN82850	0		
OSCE—Radiology Exam	CLIN85851	0		
Philosophy IV	PHIL82124	3	4	60
<b>TOTAL</b>		<b>13</b>	<b>27</b>	<b>405</b>

### NINTH TRIMESTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Practice Management	CBPM91153	3	5	75
Regulatory Issues	CBPM91154	1	2	30
Clinical Case Correlations II	CLIN91822	2	3	45
Clinic II	CLIN91832	5	15	225
Philosophy V	PHIL91125	1	2	30
Evidence Based Chiropractic	RSCH91542	1	2	30
<b>TOTAL</b>		<b>13</b>	<b>29</b>	<b>435</b>

**TENTH TRIMESTER**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Planning for Success	CBPM92155	1	1	15
Clinical Case Correlations III	CLIN92823	3	6	90
Clinic III	CLIN92833	8	24	360
<b>TOTAL</b>		<b>12</b>	<b>31</b>	<b>465</b>

	Credits	Contact Hrs/Wk	Contact Hrs/Term
<b>TOTAL</b>	<b>172</b>	<b>308</b>	<b>4,620</b>

All courses within the curriculum must be completed at Palmer College of Chiropractic's Davenport, Iowa, campus, unless the student has been granted advanced standing credit for courses completed elsewhere. In addition to the course prerequisites, a student must have successfully completed all courses within an academic term before registering for any course(s) in an academic term more than two academic terms beyond.

## COURSE DESCRIPTIONS

### ANATOMY

#### **ANAT51203 Gross Anatomy I**

Credit Hours: 4

Contact Hours: 4 lecture and 2 lab hours per week

Prerequisite: None

Prerequisite for: ANAT52213, ANAT61208

This course will focus on neural, muscular, vascular and skeletal systems within the upper and lower extremities of the human body. Lectures will consider the contribution and integration of each system to the function of that extremity. Lecture and lab.

#### **ANAT51204 Neuroanatomy I**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisite: None

Prerequisite for: ANAT52213, ANAT61208

The course covers microscopic and macroscopic anatomy of the brain, spinal cord and meninges. Physiological organization is also discussed and general lesions are reviewed. Lecture and lab.

#### **ANAT51213 Embryology**

Credit Hours: 2

Contact Hours: 4 lecture hours per week

Prerequisite: None

Prerequisite for: None

This course introduces normal and abnormal morphogenesis of the organ systems of the human body during development. Physiological development of the neural, muscular and skeletal system, including human genetics and embryonic mechanisms basic to teratogenesis will be examined.

#### **ANAT52205 Gross Anatomy II**

Credit Hours: 4

Contact Hours: 4 lecture and 2 lab hours per week

Prerequisite: None

Prerequisite for: ANAT61208, ANAT61209, ANAT62223, PHCH 613435, PHCH61346, ROEN62512

The anatomy of the body wall and contents of the major body cavities will be studied. Gross anatomical features of the cardiovascular, respiratory, digestive, urinary, reproductive, endocrine and lymphatic systems will be examined. Functional and clinical aspects of the anatomy will be addressed. Lecture and lab.

#### **ANAT52213 Spinal Anatomy**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisites: ANAT51203, ANAT51204, PHCH51334

Prerequisite for: ANAT61208, ANAT62223, PHCH62346, ROEN62512

Neuromusculoskeletal associations of the vertebral column, head, neck and thoracic will be studied in depth. Arthrology of the vertebral column will be presented. Lecture and lab.

#### **ANAT61208 Neuroanatomy II**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: ANAT51203, ANAT51204, ANAT52205, ANAT52213

Prerequisite for: DIAG71709

Co-requisite with: ANAT62223

This course presents the peripheral nervous system and its role in maintaining the health and integrity of the human body, and focuses on how the interference with normal functions of the nervous system may cause dysfunction or disease. The peripheral nervous system consists of the cranial nerves, spinal nerves and peripheral visceral nervous system. The structures involved with the special senses of vision, hearing, balance, taste, smell and touch are also studied.

#### **ANAT61209 Organ Histology**

Credit Hours: 2

Contact Hours: 3 lecture

Prerequisites: ANAT52205, PHCH51334

Prerequisite for: ANAT62223

Co-requisites with: PATH61421, PATH61423

This course will take a functional approach to the survey of the microscopic anatomy of most systems. In addition, lectures will cover some of the more significant processes of development, dysfunction, degeneration and healing.

#### **ANAT62223 Life Science Review**

Credit Hours: 3

Contact Hours: 4 lecture hour per week

Prerequisites: All Life Science courses in trimesters 1-3.

Prerequisite for: None

Co-requisite with: ANAT61208

The course will cover all major aspects of life sciences. Topics include general anatomy, spinal anatomy, pathology, physiology, chemistry and microbiology.

## **CHIROPRACTIC BUSINESS AND PRACTICE MANAGEMENT**

### **CBPM51111 Rights and Responsibilities**

Credit Hours: 1

Contact Hours: 1 lecture hour per week

Prerequisite: None

Prerequisite for: None

Within the context of the chiropractic profession, this course addresses applied ethics in both personal and professional settings and offers an introduction to interpersonal communication. Methods used include student- and instructor-led discussion, lecture, guest speakers, surveys, small group activities and reading assignments. Written assignments must also be completed and submitted.

### **CBPM82151 Financial Management**

Credit Hours: 2

Contact Hours: 2 lecture hours per week

Prerequisite: CLIN72804

Prerequisite for: CBPM92155

This course introduces payment options and fee structures within a professional practice including cash practice, insurance-based practice and participation in managed care organizations. Procedures for insurance claims submissions and management will be included and collection strategies will be discussed. The basic principles of financial and records management will also be discussed.

### **CBPM82152 Legal Issues**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: None

Prerequisite for: CBPM92155

This course focuses on the basics of jurisprudence, risk management strategies, ethics and practice liability issues related to chiropractic practice; principles of law associated with clinical practice and the chiropractic profession at large; relationships of its providers to each other, third-party payers, malpractice insurance carriers and society in general; basics of contract and tort law related to the issues of malpractice; coverage needs and options; duties of the chiropractor regarding the doctor-patient relationship and standard of care issues; and the basics of child/adult abuse reporting related to the issues of malpractice.

### **CBPM91153 Practice Management**

Credit Hours: 3

Contact Hours: 3 lecture hours per week

Prerequisite: CLIN81810

Prerequisite for: CBPM92155, CLIN92823

Within the context of a business plan, this course prepares the student for the organization, management and contingency planning for chiropractic practice. Contract negotiations, business aspects of delivering care, supervision of employees and collection policies for chiropractic health-care related services will be included. Effective communication skills will be addressed, featuring interactions with patients, employees, vendors and other professionals.

### **CBPM91154 Regulatory Issues**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: CLIN81810

Prerequisite for: CBPM 92155

This course addresses regulatory issues related to the practice of chiropractic, including AIDS/HIV, OSHA, HIPAA, sexual harassment prevention, professional boundaries, child and dependent adult abuse reporting, and communicable disease reporting.

### **CBPM92155 Planning for Success**

Credit Hours: 1

Contact Hours: Independent Study

Prerequisites: CBPM82151, CBPM82152, CBPM91153, CBPM91154

This independent study is devoted to final preparation for the student to enter chiropractic practice. The focus is on decision making, goal setting and professional interactions resulting in the successful implementation of post-graduate plans.

## **CLINIC**

### **CLIN72804 Introduction to Clinical Practice**

**Credit Hours: 1**

Contact Hours: 2 lecture hours per week

Prerequisite: None

Prerequisite for: CBPM82151, CLIN81809, CLIN81810

Note: This course must be taken immediately before Clinical Methods, CLIN81810.

This course introduces the students to the components of communication as it relates to a patient education program, including the Report of Findings. The student will be introduced to the basic elements of record documentation (SOAP notes) and to the regulations relative to the Health Insurance Portability and Accountability Act (HIPAA) and Professional Boundaries.

**CLIN81809 Emergency Procedures**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All courses in trimesters 1-6

Prerequisite for: CLIN82821, CLIN82831, CLIN82850, CLIN82851

Co-requisite with: CLIN81810

Note: Must be able to enter Clinic I the following term. The course covers basic procedures used in an emergency situation. Upon successful completion of this course, the student will be certified in cardiopulmonary resuscitation (CPR).

**CLIN81810 Clinical Methods**

Credit Hours: 2

Contact Hours: 5 clinic hours per week

Prerequisites: All courses in trimesters 1-6

Prerequisite for: CLIN82821, CLIN82831, CLIN82850, CLIN82851

Co-requisite with: CLIN81809, DIAG72714

Note: Must be able to enter Clinic I the following term.

The course introduces the student to patient care through care of a paired student and patient, with gradual responsibility for care of additional students, student family members, Palmer alumni and Palmer employees. It integrates information obtained from the patient history, physical examination, laboratory tests, radiographic studies and chiropractic analysis to result in a working diagnosis and appropriate record-keeping. Students provide care for patients under the supervision of the faculty clinicians in the Campus Health Center.

**CLIN82821 Clinical Case Correlation I**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All courses in trimesters 1-7

Prerequisite for: CLIN91822

Co-requisite with: CLIN82831

Students will enhance their understanding of the management of different cases and patient presentations. The application of evidence-based clinical practice will be explored.

**CLIN82831 Clinic I**

Credit Hours: 5

Contact Hours: 15 clinic hours per week

Prerequisites: All courses in trimesters 1-7

Prerequisite for: CLIN91832

Co-requisite with: CLIN82821, CLIN82850, CLIN82851

Interns continue in their development of clinical competency through patient care in the Campus Health Center. Upon recommendation of the Campus Health Center faculty plus other requirements, interns transfer to the Palmer Clinic outpatient care facility where they assume responsibility for outpatients assigned to faculty clinicians. Patient care takes place under the supervision and direction of the faculty clinicians who assess the intern's clinical competency on a continual basis.

**CLIN82850 OSCE Clinical**

8th trimester clinical competency exam

Prerequisites: All courses in trimesters 1-7

Prerequisite for: CLIN91832

Co-requisite with: CLIN82831, CLIN82851

**CLIN82851 OSCE Radiology**

8th trimester radiology competency exam

Prerequisites: All courses in trimesters 1-7

Co-requisite with: CLIN82831, CLIN82850

**CLIN 91822 Clinical Case Correlation II**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: CLIN82821

Prerequisite for: CLIN92823

Co-requisite with: CLIN91832

Students will develop their understanding of the management of different cases and patient presentations, including documentation. Evidence-based clinical practice concepts will be applied.

**CLIN91832 Clinic II**

Credit Hours: 5

Contact Hours: 15 clinic hours per week

Prerequisites: CLIN82831, CLIN82850

Prerequisite for: CLIN92833

Co-requisite with CLIN91822

Interns continue in their development of clinical competency through continued care of patients in Palmer Clinic outpatient facilities with daily assessment by faculty clinicians.

**CLIN92823 Clinical Case Correlation III**

Credit Hours: 3

Contact Hours: 6 clinic hours per week

Prerequisite: CLIN91822

Co-requisite with: CLIN92833

This course provides a capstone experience of the student's educational experience. Designed to provide

integration of subject matter attained throughout the curriculum, the student has an opportunity to interact with previous instructors from basic sciences, chiropractic and clinical divisions as well as administrative personnel. Through instructor presentations, student presentations and interactive dialogue, students will reflect on their chiropractic education and their future practice expectations and have an opportunity to have questions addressed.

### **CLIN92833 Clinic III**

Credit Hours: 8

Contact Hours: 24 clinic hours per week

Prerequisite: CLIN91832

Co-requisite with: CLIN92823

Interns continue in their development of clinical competency through continued care of patients in a Palmer Clinic outpatient facility or at a chiropractic field doctor's office through the Intern Preceptorship Program, an optional program for qualified students. Interns continue to be assessed daily by faculty clinicians or are evaluated by preceptor field doctors. Additional programs offered for Clinic III interns include the Clinical Teaching Assistant and Residency Assistance programs.

## **DIAGNOSIS**

### **DIAG62223 Physical Diagnosis I**

Credit Hours: 3

Contact Hours: 5 lecture/lab hours per week

Prerequisites: PATH52301, PATH61421, PATH61424, PHCH61345

Prerequisite for: DIAG71711, DIAG71712, DIAG71713

In this course, students learn to perform a comprehensive case history and physical examination of the vital signs and head and neck. Students are expected to correlate the historical and physical data in order to arrive at a differential diagnosis and prudent management plan. When relevant to the diagnosis, additional studies and specialty consultations are addressed.

### **DIAG71709 Neuromusculoskeletal Diagnosis I**

Credit Hours: 3

Contact Hours: 5 lecture/lab hours per week

Prerequisite: ANAT61208

Prerequisite for: DIAG72704

Co-requisite with: PATH71414, TECH71605

The course covers physical diagnostic procedures specific to the neuromusculoskeletal system. It

focuses on the head, neck and upper extremities from a clinical perspective. It accentuates the development of professional demeanor, clinical judgment, patient management and follow-up.

### **DIAG71711 Physical Diagnosis II**

Credit Hours: 5

Contact Hours: 5 lecture/lab hours per week

Prerequisite: DIAG62223

Prerequisite for: DIAG72714, DIAG81719, DIAG81721

Co-requisite with: PATH62426

In this course students learn to perform a physical examination of the lungs, heart and abdomen. Students are also expected to correlate the historical and physical data in order to arrive at a differential diagnosis and prudent management plan. When relevant to the diagnosis or management, additional studies and specialty consultations are addressed.

### **DIAG71712 Male-Female Health**

Credit Hours: 2

Contact Hours: 2 lecture & 2 lab hours per week

Prerequisites: DIAG62223, PATH61424, PHCH61345

Co-requisite with: PATH62426

This course covers topics in male and female health across the lifespan. Concepts related to reproduction and pregnancy will also be introduced. Emphasis will include evaluation of the gender-related systems including proctological and gynecological examinations performed on anatomical models. Evidence informed health promotion and disease guidelines and resources for patients and chiropractors will be introduced and explored.

### **DIAG71713 Geriatrics**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisites: DIAG62223, PATH61424

This interactive course emphasizes health and wellness in the aging individual and normal and abnormal age-related changes. Strategies to enhance the aging experience will be examined, including specific chiropractic management considerations and evidence-based health promotion and resources for aging persons. Age-related disease prevention, interdisciplinary communication, and cultural competency in elder care will be included.

### **DIAG72704 Neuromusculoskeletal Diagnosis II**

Credit Hours: 3



Contact Hours: 5 lecture/lab hours per week

Prerequisite: DIAG71709

Prerequisites for: CLIN81809, CLIN81810, DIAG81721

Co-requisite with: TECH72607

The course covers physical diagnostic procedures specific to the neuromusculoskeletal system. It focuses on the trunk and lower extremities from a clinical perspective. It also accentuates the development of professional demeanor, clinical judgment, patient management and follow-up.

### **DIAG72714 Obstetrics and Pediatrics**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisites: DIAG71711, PATH62426

Prerequisite for: None

Co-requisite with: CLIN81809, CLIN82831

This course is divided into two sections. The first section covers normal physiologic changes of the pregnant patient as well as clinical manifestations of aberrant physiology and disorders. Issues related to conception, pregnancy and birth are also discussed. The second portion of the course covers normal physiology of the pediatric patient as well as clinical manifestations of aberrant physiology and disorders. Appropriate adaptations to history-taking and physical-exam procedures learned in previous courses are reviewed. Clinical judgment, patient management, chiropractic care and follow-up of these patients are addressed.

### **DIAG81719 Visceral Disorders and Laboratory Interpretation**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: DIAG71711

Prerequisite for: CLIN82821, CLIN82831

Chiropractors, as primary care/portal of entry providers, should be well versed in not only the evaluation of visceral disorders/dysfunction by clinical laboratory testing, but also in the appropriate management of patients with visceral dysfunction when indicated or by consulting with or referring to another health-care provider as needed. This course is a case-based approach to visceral disorders and clinical laboratory interpretation. Doctors of chiropractic should also be aware of the standard of care issues as they relate to clinical laboratory testing and visceral disorders/dysfunction. Numerous case studies with clinical relevancy will be presented throughout the course.

### **DIAG81720 Clinical Psychology**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: None

Prerequisite for: CLIN92833

Co-requisite with: CLIN82831

This course reviews the history of chiropractic and the treatment of mental illness. Consideration is given to the definition of mental illness, assessment and treatment or referral protocol. Management of stress, communication and the doctor/patient relationship are also covered in order to facilitate better treatment outcomes.

### **DIAG81721 Differential Diagnosis**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: DIAG71711, DIAG72704, ROEN71513, ROEN72514

The course covers the integration of the patient history, physical exam, diagnostic imaging, laboratory and other diagnostic procedures to develop differential diagnoses and a patient management plan. Emphasis will be on the principles of evidence-informed clinical practice.

## **PATHOLOGY**

### **PATH52301 General Pathology**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: PHCH51331, PHCH51333

Prerequisite for: ANAT62223, DIAG62223, PATH61424, PATH62426

This course is an introduction to the basic changes that occur in the disease process. Topics covered include cellular injury and death, inflammation and repair, hemodynamic, neoplasm, genetic and pediatric disorders.

### **PATH61421 Immunology**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: None

Prerequisite for: ANAT62223, DIAG62223

Co-requisite with: ANAT61209, PATH61423

This course introduces the basis for immunity, phagocytosis, complement, humoral mechanisms and specific acquired immunity. Also, antigen presentation, lymphocyte trafficking, and restraining the immune system will be covered. Additional topics include immunological memory, vaccination,

immunodeficiency, the hygiene hypothesis and cancer and the immune system. The links between the nervous system and the immune system will be discussed.

### **PATH61423 Microbiology**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: None

Prerequisite for: ANAT62223

Co-requisite with: ANAT61209, PATH61421, PATH62425, PHCH52306

This course addresses the basic structure, function and growth requirements of microorganisms, as well as methods for controlling their growth and transmission. This will be followed by a study of the major pathogenic bacteria, fungi, parasites, as well as pathogenic helminthes. Emphasis will be placed on the relationship between virulence of the microorganism and the resistance of the host. Relevance to chiropractic clinical practice will also be emphasized.

### **PATH61424 Systems Pathology I**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: PATH52301

Prerequisite for: ANAT62223, DIAG62223, DIAG71712, DIAG71713

This course is an introduction to the systemic changes that occur in the disease process. Topics covered include disorders of the musculoskeletal system, peripheral nervous system, central nervous system, blood vessels, heart and alimentary tract.

### **PATH62425 Public Health**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: None

This course addresses the health issues facing today's communities, from the foundations of community health to the health of the nation, health-care delivery and environmental health and safety.

### **PATH62426 Systems Pathology II**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: PATH52301

Prerequisite for: DIAG72714

This course is an introduction to the systemic changes that occur in the disease process. Topics covered include disorders of the respiratory system, integumentary system, genitourinary tract, breast, hematopoietic system and lymphatic system.

### **PATH71414 Toxicology**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: none

Co-requisite with: DIAG71709

This course deals with the basic principles of pharmacology and toxicology, including drug dose and dose response, toxic effects and interactions. In addition, drug-drug and drug-food interactions and drug-induced nutrient depletions will be discussed in detail. Common drug classes will be discussed along with their function, side effects and nutrient interactions.

## **PHILOSOPHY**

### **PHIL51121 Philosophy I**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: None

Prerequisite for: PHIL52122

This lecture, workshop and discussion class serves as an introduction to the principles and practices of the chiropractic profession. The unique chiropractic paradigm of facilitating self-healing and wellness by reducing nerve interference through the correction of subluxation by chiropractic adjustments will be explored.

### **PHIL52122 Philosophy II**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: PHIL51121

Prerequisite for: PHIL71123

The development of the chiropractic profession is studied through its history from discovery to the present, emphasizing the contributions of key individuals and events. Evolution of different clinical approaches (chiropractic techniques) is introduced. Antecedents to chiropractic philosophy and practice will be presented. An introduction is given to the traditional 33 Principles of Chiropractic.

### **PHIL71123 Philosophy III**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: PHIL52122

Prerequisite for: PHIL82124

A philosophic exploration of the evolution of the hypotheses describing the subluxation complex and its application to matters of health and illness will be undertaken. The major hypothesis of chiropractic, the

subluxation complex, will be discussed in depth. The student will become conversant with the history of subluxation terminology and current status of some of the major hypotheses pertaining to the subluxation complex. Also to be presented are causes and prevention of the subluxation, with clinical examples presented where relevant.

#### **PHIL82124 Philosophy IV**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisite: PHIL71123

Prerequisite for: PHIL91125

The philosophical relationship between chiropractic principles and clinical application is studied. This lecture and discussion-based course explores the practical applications of chiropractic philosophy to practice management and the management of patients. The course explores patient education relative to the chiropractic model with a health-care class presentation.

#### **PHIL91125 Philosophy V**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: PHIL82124

The application of chiropractic philosophy to the personal development of a chiropractor is explored. This capstone course will endeavor to integrate concepts and principles from prior courses to prepare the senior student for clinical practice. Open class discussions, guest presenters and written assignments will provide an opportunity for students to articulate and defend their own evolving philosophical convictions, and explore how to operationalize them in defining practice goals and aspirations.

### **PHYSIOLOGY/BIOCHEMISTRY**

#### **PHCH51331 Biochemistry I**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: None

Prerequisite for: PATH52301, PHCH52306

This course is to serve as the foundation for several life science courses. Lecture topics include the structures, function, digestion and absorption of biologically important molecules, including carbohydrates, lipids, proteins, vitamins and minerals. Enzyme kinetics, regulation of enzyme activity and maintenance of pH in the body will also be discussed. Normal and abnormal physiology related to these biologically important molecules will be considered.

#### **PHCH51333 Cellular Physiology**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: None

Prerequisite for: PATH52301, PHCH52343, PHCH61346

This course is an in-depth study of the structure and function of the eukaryotic cells, especially the human body cells. It has been designed to provide a perspective from which the cell can be viewed as a dynamic, intricately-tuned system. Cellular organelles, cell-cell communication, eukaryotic genome, flow of genetic information from DNA-RNA-Protein, and gene expression are emphasized. The course also covers cellular neurophysiology of excitable cells, the resting potential and action potentials, synaptic transmission and membrane receptor physiology. Homeostasis is an integral part of the course.

#### **PHCH51334 Physiology I**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: none

Prerequisite for: ANAT52213, ANAT61209, PHCH52343

This course will examine the structure and function of the integumentary, skeletal and muscular systems. It will also study the structure and function of fascia and related structures, such as tendons and ligaments, as well as discussing the major types of spinal cord reflexes.

#### **PHCH52306 Biochemistry II**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: PHCH51331

Prerequisite for: ANAT62223, PHCH62307

Co-requisite with: PATH61423

The course covers human metabolism, including carbohydrates, lipids and nitrogenous compounds. Vitamins and coenzymes are discussed. Energy use and metabolic control are considered for each pathway.

#### **PHCH52343 Physiology II**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: PHCH51333, PHCH51334

Prerequisite for: ANAT62223, PHCH61345

This course covers the physiology of the nervous system. Topics include somatic sensation, special senses, motor control, and physiology of the autonomic

nervous system. Higher cortical function will be studied. In addition, interactions between the nervous, endocrine and immune systems will be reviewed.

### **PHCH61345 Endocrinology**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: ANAT52205, PHCH52343

Prerequisite for: ANAT62223, DIAG62223, DIAG71712

This course will consist of a lecture sequence in which the normal and some abnormal physiology of each gland or structure displaying endocrine function will be discussed. The site of synthesis, function, mechanism of action and the regulation of hormones will be the center of discussion.

### **PHCH61346 Physiology III**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: ANAT52205, PHCH51333

Prerequisite for: ANAT62223

This course covers the physiology of the cardiovascular, lymphatic, pulmonary and renal systems. Cardiovascular topics include mechanics, electrical activity of the heart, hemodynamics, control of blood flow and blood pressure. Pulmonary topics include mechanics of ventilation, pulmonary circulation, respiratory diffusion of gases, blood transport of respiratory gases, chemical and neural control of ventilation. Renal topics studied include body fluid physiology, glomerular function of the kidney, neural control of the bladder, and renal transport mechanisms. Additional areas of coverage include regulation of osmolality, extracellular fluid regulation, regulation of potassium and acid-base balance by the kidney.

### **PHCH62307 Nutrition**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: PHCH52306

Prerequisite for: PHCH72346

This course is designed to study the role of dietary nutrients in the maintenance of health and disease prevention. Nutritional characteristics of macronutrients and micronutrients will be discussed in detail, along with interpretation of food labels. In addition, the class discussion will focus on eating disorders, dietary trends and obesity.

### **PHCH 62346 Biomechanics**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisite: ANAT52213

Prerequisite for: none

Co-requisite with: ANAT61208, PHCH52343

This course will cover basic biomechanics of the spine primarily, and to some extent, extremities and soft tissue. The student will be introduced to tissue mechanics, including adaptations to various stimuli. A significant portion of the course is dedicated to spinal biomechanics, including the parameters of subluxation complex and adjustive procedures. Special attention is continually paid to the clinical application of biomechanics, including optimal biomechanical motion in the prevention of injury.

### **PHCH 72346 Clinical Nutrition**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: PHCH62307

Prerequisite for: CLIN82831

This course focuses on nutritional strategies for managing disorders of the musculoskeletal and organ systems. The role of specific nutrients in the etiology, prevention and management of common disorders seen in chiropractic practices, as well as weight control will be discussed. Nutritional assessment strategies and subsequent patient plans will be determined.

## **REHABILITATION**

### **REHB71855 Physiotherapy I: Passive Care**

Credit Hours: 2

Contact Hours: 3 lecture and 1 lab hour per week

Prerequisite: None

Prerequisite for: CLIN82831

This course provides the student with evidence-based fundamental knowledge and skill, which will enable the student to make basic decisions about prescribing and using therapeutic modalities to restore and/or enhance function, improve physical skills, prevent re-injury, facilitate the chiropractic adjustment, stimulate healing and control pain, edema and muscle spasm. Emphasis is placed on critical thinking and decision-making skills incorporating evidence-based modality selection considering patient diagnosis, stage of healing and contra-indication in generating the most appropriate management plan through all phases of care. An overview of various manual therapies also will be included.

### **REHB72856 Physiotherapy II: Active Care**

Credit Hours: 2

Contact Hours: 3 lecture and 1 lab hour per week

Prerequisite: None

Prerequisite for: CLIN82831

This course will provide the chiropractic student with fundamental knowledge and skill, which will enable the student to make basic decisions about prescribing and using therapeutic exercise and rehabilitation to restore or enhance function, improve physical skills, prevent re-injury, correct and prevent subluxation, and promote wellness and active lifestyles. It will address the relationship between subluxation and exercise. Using fundamentals developed in earlier trimesters, the focus will be on prescription, development and progression of rehabilitation and exercise programs that will address the conditions most commonly seen in the general practice of chiropractic. An overview of outcome measures will also be included.

## **RADIOLOGY**

### **ROEN62512 Radiographic Physics**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: ANAT52205, ANAT52213

Prerequisite for: ROEN72515, ROEN81515

This course introduces radiologic technology and physics. Topics will include the production, control and principles of X-ray exposure, radiographic equipment design and usage, safe darkroom procedures, image development and quality, radiobiology and radiation protection of patient, doctor and staff.

### **ROEN71513 Diagnostic Imaging I**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: ANAT52205, ANAT52213

Prerequisite for: DIAG81721, ROEN72514, ROEN81516

This course covers methods of diagnostic imaging, normal anatomy and normal variants of the skeletal system, roentgenometrics, congenital anomalies, endocrine, metabolic, nutritional and arthritic conditions of bone. It is an overview of plain film radiography along with some discussion and visualization of specialized imaging procedures including nuclear bone scintigraphy, computed tomography (CT), and magnetic resonance imaging (MRI) as related to the case work-up. Patient management and various medical and legal aspects are also discussed.

### **ROEN72514 Diagnostic Imaging II**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: ROEN71513

Prerequisite for: DIAG81721

This course covers radiographic evaluation of the skeletal system including, but not limited to, neoplasia, trauma to the spine and trauma to the extremities, as well as osteomyelitis, septic arthritis and hematological diseases of bone. It is an overview of plain film radiography along with some discussion and visualization of specialized imaging procedures, including nuclear bone scintigraphy, computed tomography (CT) and magnetic resonance imaging (MRI) as related to case work-up. Patient management and various medical and legal aspects are also discussed.

### **ROEN72515 Radiographic Positioning - Spine**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: ROEN62512

Prerequisite for: CLIN82831, CLIN82851

This course will prepare the student to create diagnostic images of the axial spine. Positioning lecture material will be supported by experiential lab exercises to include radiation safety practices. The application of relevant legal and ethical standards will be discussed.

### **ROEN81515 Radiographic Positioning - Extremities**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: ROEN62512

Prerequisite for: CLIN82831, CLIN82851

This course is a continuation in the study of radiographic positioning with emphasis on extremity, chest and abdomen setups. Additionally, strategies for image improvement and procedural adaptations for special patient populations are explored. The application of relevant legal and ethical standards continues.

### **ROEN81516 Imaging: Chest & Abdomen**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: ROEN71513

This course covers methods of imaging, normal anatomy and normal variants of the chest, abdomen, head and neck.

RESEARCH



### **RSCH52112 Foundations of Evidence Based Clinical Practice**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: None

This course will provide the student with a foundation in evidence-based clinical practice. Emphasis will be placed on asking clinical questions, acquiring knowledge, and appraising the literature. Information will be provided on the services and resources available through Palmer's library. Students will also discuss the hierarchy of evidence and study design.

### **RSCH91542 Evidence Based Chiropractic**

Credit Hour: 1

Contact Hours: 2 lecture hours per week

Prerequisite: None

The course is designed for students with little or no experience in clinical or epidemiological research. The course focuses on the chiropractor as a research consumer. Fundamental research concepts and techniques necessary for critical reading of the professional and research literature will be taught. Examples of application of research concepts will be provided from chiropractic research literature.

## **TECHNIQUE**

### **TECH52603 Palpation**

Credit Hours: 1

Contact Hours: 2 lecture/lab hours per week

Prerequisite: None

Prerequisite for: TECH61609, TECH62609

Basic clinical palpation will be introduced with emphasis on the structural and functional examination of the spine and related structures. Soft tissue palpation and posture analysis are also presented.

### **TECH61609 Subluxation Analysis**

Credit Hours: 2

Contact Hours: 1 lecture hour and 3 lab hours per week

Prerequisite: TECH52603

Prerequisite for: All remaining technique courses

This course lays the foundation of the spinal subluxation evaluation as presented in the technique and clinic curriculum with emphasis on thermographic instrumentation. The components and related assessment procedures of the vertebral subluxation complex will be presented in a stepwise process with an emphasis on integration of clinical findings. These clinical findings will also be related to clinical guidelines relative to the PART system.

### **TECH62609 Toggle Recoil**

Credit Hours: 2

Contact Hours: 4 lecture/lab hours per week

Prerequisites: TECH52603, TECH61609

Prerequisite for: All remaining technique courses

The biomechanics of the upper cervical spine are presented, as well as a reinforcement of static and motion palpation skills. Palmer Upper Cervical specific X-ray analysis and adjusting procedures are presented. The use of chiropractic instrumentation and leg checks are presented as they pertain to upper cervical practice.

### **TECH71605 Cervical Technique**

Credit Hours: 3

Contact Hours: 5 lecture/lab hours per week

Prerequisite: TECH62609

Prerequisite for: TECH72607, TECH81616, TECH81617

Co-requisite with: DIAG71709, TECH72615

The analytical and adjusting procedures for evaluating the cervical and upper thoracic spine for vertebral subluxations are presented. These procedures include: chiropractic X-ray analysis; instrumentation; static and motion palpation; range of motion, orthopedic and neurological examination. Evaluation of the patient's spine is discussed so that the chiropractor in training may evaluate when, where and how to adjust appropriately. The adjusting procedures presented in class cover Gonstead and Diversified cervical and upper thoracic techniques. Prior technique material is reviewed in perspective of the evaluation of the cervical and upper thoracic spine.

### **TECH72607 Thoracolumbar Technique**

Credit Hours: 3

Contact Hours: 5 lecture/lab hours per week

Prerequisite: TECH71605

Prerequisite for: CLIN81809, CLIN81810, TECH81616

Co-requisite with: DIAG72704

This course presents the biomechanics of the thoracolumbar spine. It also reinforces the evaluation processes and clinical reasoning involved in this area. The skills taught or reinforced include the clinical interview, neurological evaluation, orthopedic testing, range of motion evaluation, visual evaluation, static and motion palpation, and radiographic analysis. Evaluation of the patient's thoracic and lumbar spine is discussed so that the doctor-in-training may evaluate when, where and how to adjust this area appropriately. The doctor-in-training also will learn

post-evaluation methods to monitor patient care. Prior technique material is reviewed with the chiropractic spinal analysis and adjusting procedures appropriately emphasized.

### **TECH72615 Pelvic Technique**

Credit Hours: 2

Contact Hours: 4 lecture/lab hours per week

Prerequisite: TECH62609

Prerequisite for: CLIN81809, CLIN81810, TECH81616

Palpation skills for the sacroiliac articulations are reinforced, as well as introducing a comprehensive study of pelvic mechanics. Adjusting procedures and X-ray analysis for the pelvic region are presented. Chiropractic instrumentation is reviewed. Evaluation of the typical patient's pelvic spine is discussed so that the doctor-in-training may evaluate when, where and how to adjust this area appropriately. Pediatric, geriatric and special consideration patients (i.e., analgesic adjusting protocols) are discussed relevant to the need for varied depth, speed and the contact points utilized.

### **TECH81616 Technique Principles and Practice**

Credit Hours: 3

Contact Hours: 5 lecture/lab hours per week

Prerequisites: TECH72607, TECH72615

Prerequisite for: CLIN82821, CLIN82831, CLIN82850, CLIN82851

This course is an enhancement of the spinal evaluation and adjusting procedures presented in the technique curriculum. The fine points of spinal evaluation and adjusting procedures are covered, with an emphasis on clinical application.

### **TECH81617 Extremity Adjusting**

Credit Hours: 3

Contact Hours: 5 lecture/lab hours per week

Prerequisites: TECH71605, TECH72607, TECH72615

Prerequisite for: CLIN82821, CLIN82831, CLIN82850, CLIN82851

The course emphasizes analytical aspects of extremity care. Consultation, examination and X-ray techniques are covered to determine when and when not to adjust the extremities. Analysis and adjusting of the entire appendicular skeleton are taught.

## **CLINICAL ENRICHMENT ELECTIVE PROGRAMS**

Certification may be earned in some electives by

completing an elective course offered on the Palmer campus and by passing a comprehensive examination. Certification is required for utilization of the procedure in the clinic. Elective courses are offered on a rotating basis with each elective offered at a minimum of one academic term per year. Fees are charged for elective courses in addition to the regular tuition.

### **SPED81361 Logan Basic Technique**

Contact Hours: 32 per session

Students must be in the sixth trimester or higher to take this course. The course is designed to teach the Logan Basic Technique. It includes anatomy, body mechanics, body distortions, adjusting technique, X-ray and heel lifts.

### **SPED81363 Advanced Soft Tissue**

Contact Hours: 32 per session

Students must be in the sixth trimester or higher to take this course. This course will develop a greater understanding of chiropractic rehabilitation concepts. The course will include review of functional anatomy, joint mechanics, gait analysis, and movement patterns.

### **SPED81364 Flexion Distraction**

Contact Hours: 32 per session

Students must be in the eighth trimester or higher to take this course. It includes the latest research in the biomechanics of the lumbar spine, the diagnostic evaluation of these dynamics and the correction methods available to address each entity.

### **SPED81365 Thompson Technique**

Contact Hours: 42 per session

Students must be in the seventh trimester or higher to take this course. The Thompson Technique is a low force, specific adjustment technique, which includes the Derefield-Thompson Leg Analysis System.

### **SPED81366 Activator Methods**

Contact Hours: 32 per session

Students must be in the sixth trimester or higher to take this course. It includes spinal analysis and adjusting procedures of the Activator Methods technique.

### **SPED81367 NUCCA**

Contact Hours: 42 per session

Students must be in the fifth trimester or higher to take this course. It covers X-ray techniques, upper cervical biomechanics and adjusting techniques for the four basic types of atlas subluxation complex.



**SPED81368 Sacro Occipital Technique I**

Contact Hours: 45 per session

Students must be in the sixth trimester or higher to take this course. It deals with the philosophy and fundamentals of SOT technique.

**SPED81369 Sacro Occipital Technique II**

Contact Hours: 42 per session

Students must be in the sixth trimester or higher to take this course. It is a continuation of SPED81368 SOT I.

**SPED81370 Pettibon**

Contact Hours: 32 per session

Students must be in the fifth trimester or higher to take this course. It covers the concepts of the Pettibon Technique, which includes adjusting, spinal rehabilitation procedures, X-ray procedures, practice management procedures and spinal trauma documentation.

**SPED81372 Atlas Orthogonal**

Contact Hours: 32 per session

Students must be in the fifth trimester or higher to take this course. It covers methods of locating cervical spinal subluxations using the Atlas Orthogonal technique.

**SPED81374 Blair Technique**

Contact Hours: 42 per session

Students must be in the fifth trimester or higher to take this course. The Blair Technique is a specific system of analyzing and adjusting the upper cervical vertebrae (atlas/axis primarily). It relies on the natural asymmetry of the body to formalize an adjustment designed specifically for that patient. Special X-rays are taken (protractor and stereo) for determining the listings. Use of instrumentation, leg checks and palpation are also covered.

# FLORIDA CAMPUS CURRICULUM

## COURSE DESCRIPTION KEY

STRU51110

STRU=Track abbreviation

51=Term code                      110=Course number

### Track Abbreviations

STRU Structure of the Human

CARE Care for the Human

CLIN Clinic

FOUN Foundations for Practice

CEPE Clinical Enrichment Program Electives

FNCT Function of the Human

## COURSES BY QUARTER

### FIRST QUARTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Protocol Basics	CARE51112	4	6	66
Evidence Based Clinical Practices	FNCT51115	3	4	44
Biochemistry I	FNCT51117	4	6	66
Chiropractic History and Intro to Philosophy	FOUN51111	2	3	33
Spine, Shoulder & Hip Anatomy	STRU51113	4	6	66
Histology & Embryology	STRU51114	3	5	55
<b>TOTAL</b>		<b>20</b>	<b>30</b>	<b>330</b>

### SECOND QUARTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Cervicothoracic Technique	CARE52122	3	6	66
Neurology of Spine & PNS	FNCT52123	4	7	77
Biochemistry II	FNCT52126	3	4	44
Chiropractic Philosophy	FOUN52121	2	3	33
Basic Neuroanatomy	STRU52123	4	7	77
Cervical Anatomy	STRU52124	2	3	33
<b>TOTAL</b>		<b>18</b>	<b>30</b>	<b>330</b>

### THIRD QUARTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Upper Cervical Technique	CARE53132	3	6	66
Neurology of Brain & Brainstem	FNCT53135	4	7	77
Endocrine & Immunology	FNCT53134	3	5	55
Professional Ethics & Communication	FOUN53132	3	4	44
Advanced Neuroanatomy	STRU53133	4	7	77
Head Anatomy	STRU53134	2	3	33

TOTAL		19	32	352
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#### FOURTH QUARTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Lumbar Spine & Pelvic Technique	CARE61212	4	7	77
GI Physiology & Pathology	FNCT61213	4	6	66
GU Physiology & Pathology	FNCT61214	3	5	55
Spine Biomechanics & Exam	FNCT61215	2	4	44
Subluxation Theories	FOUN61212	2	3	33
Chest & Abdomen Anatomy I	STRU61213	3	5	55
Microbiology	STRU61215	2	4	44
TOTAL		20	34	374

#### FIFTH QUARTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Subluxation Analysis & Full Spine Adjusting	CARE62221	4	8	88
CVP Physiology & Pathology	FNCT62223	5	7	77
Cardiopulmonary Integrated Diagnosis	FNCT62224	3	6	66
Basic Nutrition	FNCT62226	3	4	44
Public Health	FOUN62222	2	3	33
Chest & Abdomen Anatomy II	STRU62221	3	6	66
TOTAL		20	34	374

#### SIXTH QUARTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Extremity Analysis & Technique	CARE63231	3	6	66
Pathology	FNCT63232	6	10	110
Intro. to Radiology	FNCT63233	1	2	22
Toxicology	FOUN63231	2	3	33
Basic Science Review	FOUN63233	3	4	44
Extremities Anatomy	STRU63233	2	4	44
Upper Extremity: Exam & Pathology	STRU63235	3	5	55
TOTAL		20	34	374

#### SEVENTH QUARTER

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Special Populations & Active Care	CARE71311	5	8	88
Radiology Diagnosis I	FNCT71312	3	5	55
Health Psychology	FOUN71311	3	5	55
Integrated Assessment I	STRU71312	4	7	77
X-ray Physics	STRU71313	2	3	33
Lower Extremity: Exam & Pathology	STRU71314	3	5	55
TOTAL		20	33	363

**EIGHTH QUARTER**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Ergonomics & Passive Care	CARE72321	5	8	88
Radiology Diagnosis II	FNCT72324	3	5	55
Neuromusculoskeletal Diagnosis	FNCT72325	4	7	77
Professional Responsibilities	FOUN72322	2	3	33
Integrated Assessment II	STRU72322	3	4	44
X-ray Positioning	STRU72323	2	4	44
<b>TOTAL</b>		<b>19</b>	<b>31</b>	<b>341</b>

**NINTH QUARTER**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Health & Chiropractic for Families	CARE73332	5	9	99
Student Clinic Practice	CLIN73350	2	5	55
Clinical Nutrition	FNCT73333	3	5	55
Soft Tissue Radiology Diagnosis	FNCT73334	2	3	33
Practice Regulations	FOUN73331	2	3	33
Normal Aging & Development	STRU73332	3	5	55
Obstetrics & Gynecology	STRU73333	3	4	44
<b>TOTAL</b>		<b>20</b>	<b>34</b>	<b>374</b>

**TENTH QUARTER**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Patient Management I	CLIN81425	9	27	297
Health Care Marketing & Patient Education	FOUN81413	2	3	33
Special Imaging	FOUN81414	1	2	22
<b>TOTAL</b>		<b>12</b>	<b>32</b>	<b>352</b>

**ELEVENTH QUARTER**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Patient Management II	CLIN82435	9	27	297
Financial Management	FOUN82422	2	3	33
Billing & Coding	FOUN82423	1	2	22
<b>TOTAL</b>		<b>12</b>	<b>32</b>	<b>352</b>

**TWELFTH QUARTER**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Patient Management III	CLIN83433	9	27	297
Practice Management	FOUN83432	2	3	33
Wellness in Chiropractic	FOUN83433	1	2	22
<b>TOTAL</b>		<b>12</b>	<b>32</b>	<b>352</b>

**THIRTEENTH QUARTER**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Practice Development Quarter (PDQ)	CLIN91520	9	27	297
Planning for Practice Success	FOUN91512	2	3	33
Pain & Stress Management	FOUN91513	1	2	22
<b>TOTAL</b>		<b>12</b>	<b>32</b>	<b>352</b>

**Total Credits 224 Total Contact Hours 4,620**

All courses within the curriculum must be completed at Palmer College of Chiropractic's Florida campus in Port Orange, Fla. unless the student has been granted advanced standing credit for courses completed elsewhere. In addition to the course prerequisites, a student must have successfully completed all courses within an academic term before registering for any course(s) in an academic term more than two academic terms beyond. All courses will be delivered either via lecture, active learning seminars (ALS), labs or work performed in the clinics.

## COURSE DESCRIPTIONS

### QUARTER 1

The first quarter courses provide an integrated study of the systems of the human body and the process of homeostasis from scientific, philosophical and clinical perspectives. A special emphasis is placed on the study of the spine including anatomy, embryology, histology, neurology, biomechanics and biochemistry, as well as developing skills in the chiropractic analysis of the spine for subluxation and understanding the Palmer Package of chiropractic care. Clinical correlations addressing spinal health, development and common conditions inclusive of the subluxation will be incorporated and integrated throughout the four tracks.

#### **STRU51113 Spine, Shoulder and Hip Anatomy**

Credit Hours: 4

Contact Hours: 4 lecture and 2 lab hours per week

Prerequisites: None

Prerequisite for: STRU61213, STRU61215

Co-requisite with: STRU53133, STRU53134

Students will acquire a thorough knowledge of the structural organization of the spine, shoulder and hip and become proficient in describing the functional gross anatomy; students will understand the structural relationships between individual parts that form an integrated whole; students will be able to interpret human anatomy as a particular set of solutions to problems that correlate to clinical situations; students will become fluent in the terminology and vocabulary of gross anatomy. Basic normal radiographic anatomy of the spine, shoulder and hip will be presented with an integration of clinic correlations.

#### **STRU51114 Histology & Embryology**

Credit Hours: 3

Contact Hours: 3 lecture and 2 ALS hours per week

Prerequisites: None

Prerequisite for: STRU61213, STRU61215

Co-requisite with: STRU53133, STRU53134

Students will acquire a basic knowledge of the cytology and the histology of four types of tissues; students will also understand the first three weeks of development of the human embryo; students will be able to correlate the histology and embryology to clinical situations; students will become fluent in the terminology and vocabulary of histology and embryology.

#### **FNCT51115 Evidence Based Clinical Practice**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: None

Prerequisite for: FNCT61213, FNCT61214

Co-requisite with: FNCT53135, FNCT53134

The course provides an introduction to the methodology by which new knowledge is discovered, disseminated and incorporated into patient care. The scientific method and the evidence-based chiropractic model will serve as the foundation for the course. A significant portion of the course will focus on appraisal of literature with a chiropractic focus and how the evidence might be incorporated into improving patient care. The information literacy portion of this course focuses on the different types of literature and the tools by which to access the literature. The medical terminology portion of this course will cover the language used by health-care professionals so that the student may become an effective communicator within their field.

#### **FNCT51117 Biochemistry I**

Credit Hours: 4

Contact Hours: 6 lecture hours per week

Prerequisites: None

Prerequisite for: FNCT61213, FNCT61214

Co-requisite with: FNCT53135, FNCT53134

The course provides an introduction to the molecules, macromolecules and processes found in living systems. The structures of nucleotides, proteins, lipids and carbohydrates are studied. The corresponding higher- order structures (i.e. enzymes, nucleic acids, membranes and polysaccharides) are related to their biological functions. The kinetics and mechanisms of enzymes and the central metabolic pathways are discussed. The energetic of biological systems are examined with a quantitative approach.

#### **CARE51112 Protocol Basics**

Credit Hours: 4

Contact Hours: 3 lecture and 3 lab hours per week

Prerequisites: None

Prerequisite for: CARE61212

Co-requisite with: CARE53132

An introduction to the Palmer Package of patient care, including basic psychomotor skills for adjusting, with an emphasis on development of full spine static and motion palpation skills. An introduction to history taking and chiropractic analysis of the vertebral subluxation complex, including skin temperature

analysis and identification of radiographic landmarks of the spine will be presented. Basic concepts of the various chiropractic techniques included within the Palmer Package will be introduced. The topic of sexual harassment will be introduced and discussed as it relates to the professional student and health-care provider. Additionally, students will be introduced to clinical skills such as the assessment of vital signs, as well as physical examination skills, including orthopedic and neurological evaluation of the spine.

### **FOUN51111 Chiropractic History and Introduction to Philosophy**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: None

Prerequisite for: FOUN61212

Co-requisite with: FOUN53131

An introductory study of the philosophy and principles of chiropractic, including the constructs of subluxation, will be the foundation of the philosophy and principles of chiropractic. A study of the Palmer family and other significant figures and major events in chiropractic history are explored.

## **QUARTER 2**

The second quarter courses provide an integrated study of the nervous system and endocrine system from a scientific and clinical perspective. A special emphasis is placed on the study of the spinal cord including neuroanatomy, neurophysiology, embryology, histology, biochemistry and pathology, as well as developing skills in the chiropractic analysis of the spine for subluxation and basic adjusting skills using the Palmer Package of chiropractic care. Clinical correlations addressing spinal health, development and common conditions inclusive of the subluxation will be incorporated and integrated throughout the four tracks. Physical examination skill development focuses on orthopedic and neurological assessment of the cervical and thoracic spine regions.

### **STRU52123 Basic Neuroanatomy**

Credit Hours: 4

Contact Hours: 4 lecture, 1 lab and 2 ALS hours per week

Prerequisites: None

Prerequisite for: STRU62221

Co-requisite with: STRU61213, STRU61215

This course covers the microscopic and macroscopic anatomy of the spinal cord, meninges and autonomic

nervous system. General sensory, motor and autonomic pathways will be introduced.

### **STRU52124 Cervical Anatomy**

Credit Hours: 2

Contact Hours: 2 lecture and 1 lab hour per week

Prerequisites: STRU51113

Prerequisite for: STRU62221

Co-requisite with: STRU61213, STRU61215

The anatomy and embryology of the cervical region will be studied. Emphasis is placed on the visceral and anterior cervical structures, including the cervical fascial layers, muscles of the anterior cervical region and cervical plexus.

### **FNCT52123 Neurology of the Spine and PNS**

Credit Hours: 4

Contact Hours: 5 lecture and 2 ALS hours per week

Prerequisites: None

Prerequisite for: FNCT62223, FNCT62224

Co-requisite with: FNCT61213, FNCT61214

This course will include a study of physiology and pathology related to the nervous system, focusing on the spinal cord and peripheral nervous system. The fundamentals of pathology, including cellular adaptation, cell death, inflammation, genetics, neoplasia and the common pathologies of the integumentary system, will also be covered.

### **FNCT52126 Biochemistry II**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: None

Prerequisite for: FNCT62223, FNCT62224, FNCT62226

Co-requisite with: FNCT61213, FNCT61214

This course covers human metabolism, including carbohydrates, lipids and nitrogenous compounds. Vitamins and coenzymes are discussed. Energy use and metabolic control are considered for each pathway.

### **CARE52122 Cervico-thoracic Spine**

Credit Hours: 3

Contact Hours: 2 lecture and 4 lab hours per week

Prerequisites: None

Prerequisite for: CARE53132

Co-requisite with: CARE61212

Intermediate history-taking skills and chiropractic analysis related to the cervicothoracic spine will be covered. Chiropractic analysis of cervical and thoracic spine subluxations and psychomotor skill development,



including basic adjusting skills of the cervical and thoracic spine using the Palmer Package chiropractic adjusting techniques, will be accomplished. Radiographic signs and mensuration associated with the cervical and thoracic spine will be included.

### **FOUN52121 Chiropractic Philosophy**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: None

Prerequisite for: none

Co-requisite with: FOUN61212

This course is an in-depth study of the philosophy as it relates to the chiropractic profession with the focus on the 33 Principles of Chiropractic. Clinical correlation to cervical and thoracic spine health, development and common conditions will be incorporated.

## **QUARTER 3**

The third quarter courses provide an integrated study of the central nervous system and endocrine system from a scientific and clinical perspective. A special emphasis is placed on the study of the head and neck region including anatomy, embryology, histology, neurology, pathology and biochemistry, as well as developing skills in the chiropractic analysis of the upper cervical spine for subluxation and basic adjusting skills using the Palmer Package of chiropractic care. Physical examination skill development focuses on the comprehensive neurological examination.

### **STRU53133 Advanced Neuroanatomy**

Credit Hours: 4

Contact Hours: 4 lecture, 1 lab and 2 ALS hours per week

Prerequisites: STRU52123

Prerequisite for: STRU63233, STRU63235

Co-requisite with: STRU62221

The structure of the central nervous system including embryology, histology and pathways for the special senses will be covered. A study of developmental and abnormal/pathologic nervous system anatomy and histology are considered.

### **STRU53134 Head Anatomy**

Credit Hours: 2

Contact Hours: 2 lecture and 1 lab hour per week

Prerequisites: None

Prerequisite for: STRU63233, STRU63235

Co-requisite with: STRU62221

The gross anatomy of the head, including embryology

will be covered. Emphasis will be placed on the oral and nasal cavities and organs of special senses.

### **FNCT53135 Neurology of Brain and Brainstem**

Credit Hours: 4

Contact Hours: 4 lecture and 3 lab hours per week

Prerequisites: None

Prerequisite for: FNCT63232, FNCT63233

Co-requisite with: FNCT62223, FNCT62224, FNCT62226

Normal, developmental and abnormal aspects of the central nervous system, with emphasis on the special senses and endocrine system physiology and biochemistry, will be covered. Head and neck physiology including aspects of aging and pathophysiology will be explored. Normal and abnormal biomechanics of the TMJ and skull are identified. Physical examination skill development will be inclusive of the comprehensive neurological evaluation. Emergency procedures and protocol related to open and closed head trauma will be included. Clinical correlations to the health, development and common conditions affecting the head and neck region will be a focus of study.

### **FNCT53134 Endocrine and Immunology**

Credit Hours: 3

Contact Hours: 3 lecture and 2 ALS hours per week

Prerequisites: None

Prerequisite for: FNCT63232, FNCT63233

Co-requisite with: FNCT62223, FNCT62224, FNCT62226

Normal, developmental and abnormal aspects of the endocrine and immunological system physiology and biochemistry will be covered. Clinical correlations to the health, development and common conditions affecting the endocrine and immunology will be a focus of study.

### **CARE53132 Upper Cervical Technique**

Credit Hours: 3

Contact Hours: 1 lecture and 5 lab hours per week

Prerequisites: CARE52124

Prerequisite for: CARE61212

Chiropractic analysis of upper cervical spine subluxation, soft tissue structure palpation and psychomotor skill development including intermediate Palmer Package adjusting skills for the upper cervical spine will be accomplished. Palmer Upper Cervical Specific techniques will be studied. Radiographic signs and mensuration associated with the Palmer

Upper Cervical Specific technique will be introduced. Students will demonstrate basic competency in adjustive procedures for the upper cervical spine.

### **FOUN53132 Professional Ethics and Communication**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: None

Prerequisite for: FOUN63231

Co-requisite with: FOUN61212

Ethical standards for the Doctor of Chiropractic student and the Doctor of Chiropractic will be presented. The impact and influence of professional ethics will be evaluated. Professional conduct in patient interactions will be explored. Ethical, effective and evidence-based communication skills for the health care provider will be emphasized and practiced.

## **QUARTER 4**

The fourth quarter courses provide an integrated study of the abdomen from a scientific and clinical perspective. A special emphasis is placed on the study of the abdominal and pelvic viscera including anatomy, embryology, histology, neurology, biomechanics, pathology, microbiology and biochemistry. Physical examination skill development focuses on examination of the abdominal viscera. Additionally, students will be developing skills in the chiropractic analysis of the lumbar spine and pelvis for subluxation and basic adjusting skills using the Palmer Package for chiropractic care. Clinical correlations addressing spinal health, development and common conditions inclusive of the subluxation, incorporating an understanding of public health and evidence-based practice will be a focus of study. Patient scenarios and direct observation of chiropractic care will be incorporated and integrated throughout the four tracks.

### **STRU61213 Chest and Abdomen Anatomy I**

Credit Hours: 3

Contact Hours: 3 lecture and 2 lab hours per week

Prerequisites: All first quarter courses

Prerequisite for: STRU71312, STRU71313, STRU71314

Co-requisite with: STRU63233, STRU63235

A study of embryology, anatomy, histology, biochemistry and pathoanatomy of the gastrointestinal, urinary and reproductive systems. Basic normal radiographic anatomy of the abdomen and pelvis is introduced. Clinical correlations to gastrointestinal

and genitourinary health, development and common conditions will be a focus of study.

### **STRU61215 Microbiology**

Credit Hours: 2

Contact Hours: 3 lecture and 1 ALS hour per week

Prerequisites: All first quarter courses

Prerequisite for: FNCT63232, FOUN63231

Co-requisite with: none

The course addresses the basic structure, functions and growth requirements of microorganisms. Additionally, method of control of microorganisms followed by a study of major pathogenic bacteria, virus and fungi, with an emphasis on the relationship between the virulence of the microorganism and the resistance of the host are included. Pathogenic and helminthic conditions are also studied.

### **FNCT61213 GI Physiology and Pathology**

Credit Hours: 4

Contact Hours: 4 lecture and 2 lab hours per week

Prerequisites: All first quarter courses

Prerequisite for: FNCT71312

Co-requisite with: FNCT63232, FNCT63233

The gastrointestinal system physiology and pathophysiology will be covered, including development and aging of the gastrointestinal system. Acute abdominal emergencies, Spine Biomechanics and LBP will be discussed. Skill development in physical examination of the abdomen will be provided, including laboratory procedures. Clinical correlations to health, development and common conditions related to the gastrointestinal system will be a focus of study.

### **FNCT61214 GU Physiology and Pathology**

Credit Hours: 3

Contact Hours: 3 lecture and 2 ALS hours per week

Prerequisites: All first quarter courses

Prerequisite for: FNCT71312

Co-requisite with: FNCT63232, FNCT63233

The urinary and reproductive systems physiology, microbiology, biochemistry and pathophysiology will be covered. Investigation of the body's normal and abnormal immune response to infectious and chemical agents will be studied. Development and aging of the urinary and reproductive systems, as well as clinical correlations to health, development and common conditions related to the urinary and reproductive systems will be a focus of study.

### **FNCT61215 Spine Biomechanics and Exam**

Credit Hours: 2

Contact Hours: 2 lecture and 2 lab hours per week

Prerequisites: STRU51113, STRU52124

Prerequisite for: STRU63233, STRU63235, CARE63231

Co-requisite with: CARE62221

This course will include a study of normal and abnormal biomechanics of the spine and extremities; including an introduction of models of subluxation. Physical examination skills including functional, orthopedic, and neurological evaluation of the patient focusing on the spine will be studied.

### **CARE61212 Lumbar Spine and Pelvic Technique**

Credit Hours: 4

Contact Hours: 2 lecture and 5 lab hours per week

Prerequisites: All first quarter courses, CARE53132

Prerequisite for: CARE62221

Chiropractic analysis of spinal and pelvic subluxation, palpation and Palmer Package adjusting skills will be accomplished with an emphasis on the lumbar spine and pelvis. Radiographic signs and mensuration associated with the lumbar spine and pelvis will be introduced.

### **FOUN61212 Subluxation Theories**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: All first quarter courses

Prerequisite for: FOUN71311

Co-requisite with: FOUN63231

Concepts of subluxation and spinal lesions will be explored including the various models of subluxation. Application of basic science principles to subluxation processes, pain syndromes and the manifestations of autonomic/visceral symptoms will be discussed. Homeostatic mechanisms of the nervous system will be discussed relative to the subluxation complex, chronic pain and inflammation, neurogenic inflammation and tissue healing.

## **QUARTER 5**

The fifth quarter courses provide an integrated study of the cardiovascular and respiratory systems from a scientific and clinical perspective. A special emphasis is placed on the study of the chest region including anatomy, embryology, histology, pathology and biochemistry. Full-spine chiropractic analysis and adjusting skills will be reviewed, and competency in adjusting in a controlled laboratory setting, under

close supervision and using the Palmer Package for chiropractic care, will be developed.

### **STRU62221 Chest and Abdomen Anatomy II**

Credit Hours: 3

Contact Hours: 2 lecture, 2 lab and 2 ALS hours per week

Prerequisites: All first and second quarter courses

Prerequisite for: STRU72322, STRU72323

Co-requisite with: STRU71312, STRU71313, STRU71314

A study of embryology, anatomy, histology, biochemistry and clinical pathology of the cardiovascular and respiratory systems. Basic normal radiographic anatomy of the chest is introduced. The study of toxicology will be accomplished. Clinical laboratory analysis and special imaging studies will be integrated. Clinical correlations to cardiovascular and respiratory health, development and common conditions as well as preventive health and wellness will be a focus of study.

### **FNCT62223 Cardiovascular and Pulmonary Physiology and Pathology**

Credit Hours: 5

Contact Hours: 7 lecture hours per week

Prerequisites: All first and second quarter courses

Prerequisite for: FNCT72324, FNCT72325

Co-requisite: FNCT71312

The cardiovascular and respiratory systems' physiology, biochemistry and pathophysiology will be covered, as well as investigation of the body's normal and abnormal immune response to infectious and chemical agents. Normal and abnormal biomechanics of the thoracic cage and chest will be studied. Clinical laboratory analysis including blood count and serum chemistry will be incorporated. Development and aging of the cardiovascular and respiratory systems, as well as clinical correlations to cardiovascular and respiratory health, development and common conditions will be a focus of study.

### **FNCT62224 Cardiopulmonary Integrated Diagnosis**

Credit Hours: 3

Contact Hours: 2 lecture, 3 lab and 1 ALS hour per week

Prerequisites: All first and second quarter courses

Prerequisite for: FNCT72324, FNCT72325

Co-requisite: FNCT71312

This course will include the physical examination of the cardiovascular and respiratory systems as well as

competency training in standard first aid procedures. Clinical correlations to cardiovascular and respiratory health conditions will be a focus of study.

### **FNCT62226 Basic Nutrition**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: All first and second quarter courses

Prerequisite for: FNCT72324, FNCT72325

Co-requisite: FNCT71312

This course is designed to study the role of dietary nutrients in the maintenance of health and disease prevention. Nutritional characteristics of macronutrients and micronutrients will be discussed in detail.

### **CARE62221 Subluxation Analysis and Full Spine Adjusting**

Credit Hours: 4

Contact Hours: 2 lecture, 4 lab and 2 clinic hours per week

Prerequisites: All first and second quarter courses, CARE61212

Prerequisite for: CARE63231

This course provides comprehensive review of chiropractic analysis of spinal subluxation, including inspection, palpation, skin temperature analysis, leg length analysis and radiographic analysis inclusive of the full spine utilizing the Palmer Package. Students will learn intermediate full-spine adjusting skills. Experiential learning will include the opportunity for students to adjust in a laboratory setting under close, direct supervision for the purpose of skill development. In addition, a venipuncture module will be taught during this course.

### **FOUN62222 Public Health**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All first and second quarter courses

Prerequisite for: CARE71311

Co-requisite with: FNCT63232, FOUN63231

Public Health basics that shape the national and international standards of effective public health. Topics include the basic tools of epidemiology, management of infectious diseases, programs for screening and prevention of infectious and chronic diseases. Access to health-care, affordable health care, workplace safety, substance (legal and illegal) abuse and the pharmacological and toxicological implications of these attempts at controls are also covered.

## **QUARTER 6**

The sixth quarter courses provide an integrated study of the upper and lower extremities from a scientific and clinical perspective. A special emphasis is placed on the study of the extremities including osteology, myology, embryology, histology, peripheral neuroanatomy, biomechanics and biochemistry. Cervical spine chiropractic analysis and adjusting skills will be reviewed and basic competency in adjusting skills using the Palmer Package for chiropractic care will be developed. Extremity adjusting protocol using the Palmer Package will be included. Clinical correlations addressing spinal health, development and common conditions inclusive of the subluxation will be covered, incorporating an understanding of public health and jurisprudence. Clinical correlations to upper and lower extremity health, development and common conditions, such as repetitive stress injuries and trauma, and toxicology will be a focus of study. Patient scenarios and direct observation of chiropractic care will be incorporated and integrated throughout the four tracks.

### **STRU63233 Extremities Anatomy**

Credit Hours: 2

Contact Hours: 2 lecture and 2 lab hours per week

Prerequisites: All first through third quarter courses

Prerequisite for: STRU73332, STRU73333

Co-requisite: STRU72322, STRU72323

A study of anatomy and histology of the upper and lower extremities will be covered. Clinical correlations to upper and lower extremity health, development and common conditions, such as repetitive stress injuries and trauma, will be a focus of study. Clinical relevance of anatomy salient to the chiropractic clinician will be emphasized.

### **STRU63235 Upper Extremity Exam and Pathology**

Credit Hours: 3

Contact Hours: 3 lecture, 1 lab and 1 ALS hours per week

Prerequisites: All first through third quarter courses

Prerequisite for: STRU72322, FNCT72325

Co-requisite: STRU72322, STRU71314

A study of the common and uncommon upper extremity pathologies encountered in the chiropractic setting. The physical examination and critical clinical thought process will be emphasized in the laboratory setting, while the detailed presentation of extremity pathology and lesions will be presented didactically through lectures. Clinical correlations to upper

extremity health, development and common conditions, such as repetitive stress injuries and trauma, will be a focus of study.

### **FNCT63232 Pathology**

Credit Hours: 6

Contact Hours: 8 lecture and 2 ALS hours per week

Prerequisites: All first through third-quarter courses, CARE62221

Prerequisite for: FNCT73334

Co-requisite: FNCT72324, FNCT72325

This is a capstone course intended as an intense review of the structural and functional abnormalities that result in diseases of organs and systems. Principles of general and systemic pathology will be covered, with an emphasis on neuromusculoskeletal, cardiovascular, immune-mediated and neoplastic disorders.

### **FNCT63233 Introduction to Radiology**

Credit Hours: 1

Contact Hours: 1 lecture and 1 lab hour per week

Prerequisites: All first through third quarter courses, CARE62221

Prerequisite for: FNCT73334

Co-requisite: FNCT72324, FNCT72325

Normal radiographic anatomy is the focus of this introductory course. The students' ability to develop a search pattern and identify normal anatomy on radiographs will be developed.

### **CARE63231 Extremities Analysis and Technique**

Credit Hours: 3

Contact Hours: 2 lecture, 2 lab and 2 clinic hours per week

Prerequisites: All third quarter courses, CARE62221

Prerequisite for: CARE71311

This course will include chiropractic analysis of upper and lower extremities with Palmer Package adjusting skills for the extremities. There will also be a comprehensive use of the Palmer Package chiropractic analysis and adjustment skills for spinal subluxation reduction. The spinal analysis will include the use of inspection, palpation, skin temperature analysis, leg length analysis and radiographic analysis that will be used for clinical methods. Intermediate full spine adjusting skills and toggle recoil will be accomplished. Experiential learning will include the opportunity for students to adjust in a laboratory setting under close, direct supervision for the purpose of skill development.

### **FOUN63231 Toxicology**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All first through third quarter courses

Prerequisites for: FOUN71311

The pharmacologic and toxicologic aspects of chemicals as related to health and chiropractic will be explored.

### **FOUN63233 Basic Science Review**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: All first through fifth quarter courses

This course is a review of general concepts for biochemistry, general anatomy, spinal anatomy and physiology in preparation for NBCE Part I exams.

## **QUARTER 7**

The seventh quarter courses integrate and synthesize clinical sciences, critical thinking and clinical reasoning. Patient care skills will focus on the application of physical examination skills, chiropractic analysis and adjusting competencies using the Palmer Package protocol and techniques to special populations of patients. Incorporation of active care associated with rehabilitation will be studied. Experiential learning will be incorporated into the clinical experience.

### **STRU71312 Integrated Assessment I**

Credit Hours: 4

Contact Hours: 5 lecture and 2 lab hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: CLIN81425

Co-requisite with: STRU73332, STRU73333

This course covers advanced integration and application of clinical science knowledge to patient presentations and clinical reasoning. Patient presentations will include wellness, development, common and uncommon conditions. Patient assessment skills will be reviewed and integrated to include outcome assessment measures, and will be the platform for the continued development of clinical reasoning and patient management skills. Focus will be on the student's synthesis and evaluation of cognitive information needed for critical thinking and clinical reasoning.

### **STRU71313 X-Ray Physics**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All first through sixth quarter courses



Prerequisite for: CLIN81425

Co-requisite with: STRU73332, STRU73333

This course covers concepts of X-ray physics including general radiation concepts, X-ray production and interactions with matter. Protection and biologic effects will be covered as well as the components of the X-ray unit and the factors of exposure, technique charts, filters, beam limiters and tube limits. Discussions of radiographic quality, film, film holders and intensifying screens along with darkroom and film processing will be included.

### **STRU71314 Lower Extremity: Exam and Pathology**

Credit Hours: 3

Contact Hours: 3 lecture, 1 ALS and 1 lab hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: CLIN81425

Co-requisite with: STRU73332, STRU73333

A study of the common and uncommon lower extremity pathologies encountered in the chiropractic setting. A correlative review of relevant anatomy will be carried out. The physical examination and critical clinical thought process will be emphasized in the laboratory setting, while the detailed presentation of lower extremity pathology and lesions will be presented didactically through lectures. Clinical correlations to lower extremity health, development and common conditions, such as stress injuries and trauma, will be a focus of study.

### **FNCT71312 Radiology Diagnosis I**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: CLIN81425

Co-requisite with: FNCT73334

Abnormal radiographic patterns is the focus of this course including common and uncommon presentations of skeletal and visceral conditions likely to be found in the primary care practice of the Doctor of Chiropractic. Radiology I covers the following categories of pathology: Anomalies, Dysplasia, and Trauma to include Spondylolisthesis. Synthesis and evaluation of scientific and clinical information will be the platform for the continued development of clinical reasoning and patient management skills. Focus will be on the student's ability to develop and apply reasoning skills appropriately.

### **CARE71311 Special Populations and Active Care**

Credit Hours: 5

Contact Hours: 4 lecture, 2 lab and 2 clinic hours per week

Prerequisites: All first through sixth quarter courses, CARE63231

Prerequisite for: CLIN81425

Advanced full-spine and extremity adjusting skills will be accomplished focusing on adjusting special populations including pregnant patients, infants, children, aging patients and patients with mobility challenges. Advanced radiographic signs and mensuration will be accomplished. Concepts of Active Care, incorporating the use of exercise strategies and rehabilitation procedures into chiropractic practice, will be studied.

### **FOUN71311 Healthy Psychology**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: FOUN81413, CLIN81425

Co-requisite with: FOUN73331, STRU73332

Normal and abnormal psychological factors influencing chiropractic care will be explored, with a focus on identifying factors that can interfere with patient compliance and recognition of clinical indications for referral to psychological health professionals. Psychosocial factors impacting health and wellness and concepts of stress management will be explored.

## **QUARTER 8**

The eighth quarter courses integrate and synthesize clinical sciences, critical thinking and clinical reasoning. Patient-care skills will focus on the application and synthesis of physical examination skills, and clinical analysis will focus on differential diagnosis of visceral conditions. Special emphasis will be placed on radiological positioning and abnormal radiographic interpretation skills. Incorporation of Passive Care will study the application of physiotherapeutic modalities into the practice of chiropractic. Students will have the ability to participate in elective technique courses, which offer advanced study of selected chiropractic techniques.

### **STRU72322 Integrated Assessment II**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: CLIN81425

Advanced integration and application of clinical sciences and clinical reasoning to the evaluation and assessment of visceral conditions and gender-related health issues likely to be found in the primary care practice of the chiropractic clinician will be the platform for the continued development of clinical reasoning and patient management skills. Focus will be upon the learner's investigation of cognitive information needed for application to patient management.

### **STRU72323 X-Ray Positioning**

Credit Hours: 2

Contact Hours: 1 lecture and 3 lab hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: CLIN81425

This course will prepare the student to create diagnostic images of the axial and appendicular skeleton. Positioning lecture material will be supported by experiential lab exercised to include radiation safety practices. Image quality assessment criteria, to include radiographic anatomy and physics principles, will be discussed and actively applied in the evaluation of radiographs. The application of relevant legal and ethical standards will also be discussed.

### **FNCT72324 Radiology Diagnosis II**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: CLIN81425

Abnormal radiographic patterns is the focus of the course including common and uncommon presentations of skeletal and visceral conditions likely to be found in the primary care practice of the Doctor of Chiropractic. Radiology II covers the following categories of pathology: Arthritis; Neoplasia; Infection; Metabolic; Endocrine; and Hematological disorders. Synthesis and evaluation of scientific and clinical information will be the platform for the continued development of clinical reasoning and patient management skills. Focus will be on the student's ability to develop and apply reasoning skills appropriately.

### **FNCT72325 Neuromusculoskeletal Diagnosis**

Credit Hours: 4

Contact Hours: 5 lecture and 2 clinic hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: CLIN81425

Advanced integration and application of clinical and

basic science knowledge to patient presentations focusing on the health of the aging patient will be covered. Clinical chemistry and laboratory analysis and basic concepts of differential diagnosis are also investigated and applied. Patient presentations including wellness, common and uncommon conditions will be the platform for the continued development of clinical reasoning and patient management skills. The focus will be on the learner's ability to develop and apply reasoning skills appropriately.

### **CARE72321 Ergonomics and Passive Care**

Credit Hours: 5

Contact Hours: 4 lecture, 1 clinic and 3 lab hours per week

Prerequisites: CARE71311

Prerequisite for: CLIN81425, CARE73332

Application of patient education skills and public health knowledge to concepts of ergonomics is covered. Theory and application of passive care including physiotherapeutic modalities used to complement chiropractic care will be included. Indications and contra-indications to the use of physiotherapeutic modalities will be studied.

### **FOUN72321 Professional Responsibilities**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All first through sixth quarter courses

Prerequisite for: FOUN81413

This course is an integrated study of patient contracting, patient management guidelines, functioning in a multi- doctor and/or multidisciplinary practice. A study of risk management, Including Medical Records and Prevention of Medical Errors associated with chiropractic practice with an emphasis on Electronic Medical Records (EMR) data entry with diagnostic codes, procedures and evaluation/ management codes for the chiropractic professional is provided in preparation for entry into the Palmer Clinic System. The doctor-patient relationship regarding professional boundaries is discussed. HIPAA, FERPA and Sexual Harassment Prevention online training is required as an annual classroom process.

## **QUARTER 9**

The ninth quarter courses synthesize and apply clinical sciences with critical thinking to clinical reasoning. Physical assessment skills will focus on gender-related health disorders including obstetrics and gynecology, and the proctological examination will



be presented. The pediatric examination throughout various phases of childhood from the neonatal evaluation through adolescence will be included. Additionally, clinical nutrition will be explored from the perspective of preventive health and wellness. The history of the chiropractic profession will be explored. A discussion of the current political climate of the chiropractic profession will be presented with a focus on professional leadership and responsibility. An opportunity will be given to the students to further develop their understanding of the nature of pain so they can better communicate with other health professionals.

### **STRU73332 Normal Aging & Development**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: CLIN83433

Co-requisite with: FOUN83433

Phases of development throughout life will be evaluated in relationship to health care and wellness. An understanding of anatomical, physiological and psychological development will be synthesized in the evaluation and management of patients throughout various phases of life. Integrated patient assessment, including physical examination, radiological and chiropractic analysis and the application of complex critical thinking and clinical reasoning, will be applied to patient management. In addition, emergency medical procedures including open and closed head trauma will be covered. Cases of high complexity will be presented to develop critical thinking skills.

### **STRU73333 Obstetrics and Gynecology**

Credit Hours: 3

Contact Hours: 3 lecture and 1 lab hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: CLIN83433

Co-requisite with: CLIN82435

This course encompasses a comprehensive study of obstetrics, gynecology, sexually transmitted diseases, normal physiologic changes of the pregnant patient as well as clinical manifestations of pregnancy-related disorders. The course will also include gender-related health issues, skill in physical examination with clinical correlations, coverage of basic and specialized areas of obstetrics and gynecology for survival and success as a primary health care provider. This course will cover the normal birth process and common complications related to antepartum and post-partum periods. Physical examination and assessment skills are

included with focus on breast, prostate, proctological and gynecological examinations.

### **FNCT73333 Clinical Nutrition**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: CLIN83433

Co-requisite with: CLIN82435

This course prepares students to apply principles of dietetics and the biomedical and nutritional sciences to design and manage effective nutritional programs as part of clinical treatment and therapy programs. It includes instruction on human nutrition, nutrient metabolism, supplementation and the role of foods and nutrition on health promotion and disease prevention using an evidence-based approach to care.

### **FNCT73334 Soft Tissue Radiology Diagnosis**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All first through sixth quarter courses;

FNCT71312

Co-requisites with: FNCT72324

This course covers methods of imaging, normal anatomy, normal variants, and chest, gastrointestinal and genitourinary system related conditions that are important in primary care settings.

### **CARE73332 Health & Chiropractic Care for Families**

Credit Hours: 5

Contact Hours: 7 lecture, 1 lab and 1 clinic hour per week

Prerequisites: All first through fifth quarter courses, CARE72321

Prerequisite for: CLIN83433

Co-requisite with: CLIN82435

This course will be a comprehensive study of health-related issues specific to chiropractic care for children and women who are pregnant. Skills in physical examination and developmental assessment of neonates through adolescence will be discussed. Aspects unique to patient care and chiropractic management of the pregnant patient, the role of chiropractic care in the birth process and neonatal care through adolescence will be incorporated. CPR for the professional rescuer is taught to teach those with a duty to act (professional rescuers) the skills needed to respond appropriately to breathing and cardiac emergencies including the use of automated external defibrillators (AEDs).

### **FOUN73331 Practice Regulations**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: FOUN83432

Co-requisite with: FOUN82422, FOUN82423

Chiropractic philosophy and principles related to the political aspects of chiropractic practice are explored and applied to a study of the current political climate of the chiropractic profession. A discussion of professional leadership and responsibility including chiropractic case management, Florida state laws and rules, OSHA regulations and the potential impact of chiropractic on public health and HIV/AIDS will be explored.

### **CLIN73350 Student Clinic Practice**

Credit Hours: 2

Contact Hours: 2 lecture and 3 clinic hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: CLIN81425

This course focuses on the student intern being instructed in the use of clinic forms and the application of clinic procedures. They learn through lecture and laboratory application of these processes. The student intern will demonstrate level-appropriate competency in history taking, physical examination, NMS examination, psychosocial assessment, diagnosis, case management, patient education, adjusting using Palmer-approved techniques, record-keeping, case follow-up, wellness, nutrition, doctor-patient relations/ethics/integrity, and non-adjustive therapeutics.

## **QUARTER 10**

### **CLIN81425 Patient Management I**

Credit Hours: 9

Contact Hours: 25 clinic and 2 ALS hours per week

Prerequisites: All first through eighth quarter courses, CLIN73350

Prerequisite for: CLIN82435

This course focuses on the novice intern providing care under the guidance of licensed doctors in the clinical setting, including supervised clinical management of patients for the full range of conditions as well as health improvement via chiropractic care. Emphasis is placed on the development of professional skills, including specific chiropractic skills in subluxation analysis and correction, as well as patient education, along with demonstration of clinical competency. Interns will participate in clinical education development in active learning seminars focusing on

addressing the needs and professional responsibilities associated with patients presenting with a complexity of conditions in a “grand rounds” setting.

### **FOUN81413 Health Care Marketing and Patient Education**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: CLIN82435

This course will focus on basic marketing principles as they relate to health care, internal and external marketing, doctor-patient relationships and public speaking. The preparation of a detailed marketing plan and its importance for practice development will be explored. Written and verbal communication skills will be emphasized as they relate to patient education, an effective report of findings and overall communication of the benefits of chiropractic. The application of these skills will be encouraged within the Palmer Clinic setting.

### **FOUN81414 Special Imaging**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: CLIN82435

This course is an introduction to special imaging. It includes common and uncommon presentations of skeletal and visceral conditions likely to be found in the primary care practice of the Doctor of Chiropractic. The course covers the following categories of pathology: normal variants/anomalies; dysplasia; trauma; spondylolisthesis; arthritis; neoplasia to include tumor-like conditions; infection; metabolic; endocrine; and hematological disorders. Synthesis and evaluation of scientific and clinical information will be the platform for the continued development of clinical reasoning and patient management skills. Focus will be on the students' ability to develop and apply reasoning skills appropriately.

## **QUARTER 11**

### **CLIN82435 Patient Management II**

Credit Hours: 9

Contact Hours: 25 clinic and 2 ALS hours per week

Prerequisites: All first through eighth quarter courses, CLIN81425

Prerequisite for: CLIN83433

*Note: Must have a passing grade for the Clinic Entrance Exam*

This course focuses on the intermediate intern providing care under the guidance of licensed doctors in the clinical setting, including supervised clinical management of patients for the full range of conditions as well as health improvement via chiropractic care. Emphasis is placed on the development of professional skills, including specific chiropractic skills in subluxation analysis and correction, as well as patient education, along with demonstration of clinical competency. Interns will participate in clinical educational development in active learning seminars focusing on addressing the needs and professional responsibilities associated with patients presenting with a complexity of conditions in a grand rounds setting.

### **FOUN82422 Financial Management**

Credit Hours: 2

Contact Hours: 2 lecture and 1 ALS hour per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: FOUN83432, FOUN91512

The class is a study of the entrepreneurial concepts and procedures relating to the practice of chiropractic and practice ownership. Factors in determining a site and designing a facility plan will be examined. Personal financial status evaluations and commercial funding sources will be explored. The process of creating and implementing a comprehensive reimbursement policy and procedure plan will be demonstrated. The importance of a well-designed business plan will be studied, and the process of development of a business plan will be performed.

### **FOUN82423 Billing and Coding**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisites: All first through eighth quarter courses

Prerequisite for: FOUN83432, FOUN91512

This course will teach the student the proper methods of documentation, coding and billing to be in compliance with current industry and governmental regulations. Students will engage in classroom learning and small group activities designed to help them understand the most current aspects of the third-party system and prepare them to handle this aspect of private practice.

## **QUARTER 12**

### **CLIN83433 Patient Management III**

Credit Hours: 9

Contact Hours: 25 clinic and 2 ALS hours per week

Prerequisites: All first through ninth quarter courses, CLIN82435

Prerequisite for: CLIN91520

This course focuses on the advanced intern providing care under the guidance of licensed doctors in the clinical setting, including supervised case management of patients for the full range of conditions as well as health improvement via chiropractic care. Emphasis is placed on the development of professional skills, including specific chiropractic skills in subluxation analysis and correction, as well as patient education, along with demonstration of clinical competency. Interns will participate in clinical education development in active learning seminars focusing on addressing the needs and professional responsibilities associated with patients presenting with a complexity of conditions, as well as sharing cases with lower quarter students in a grand rounds setting.

### **FOUN83432 Practice Management**

Credit Hours: 2

Contact Hours: 3 hours of work per week

Prerequisites: All first through ninth quarter courses

Prerequisite for: FOUN91512

This is an online course.

Business concepts of practice management related to practice startup plans, operations and employment issues will be the focus of this online course.

Management of office procedures and regulatory laws will be explored in the context of practice management. A startup timetable outlining the elements of getting a practice opened will be demonstrated. Human resource issues will be explored relating to hiring, training, benefits, discipline policies and termination. Management of office procedures using metrics and benchmarks for assessment and improvement will be presented. Concepts for developing a business plan will be presented with the student producing a work product suitable for submission for funding or as a management plan.

### **FOUN83433 Wellness in Chiropractic**

Credit Hours: 1

Contact Hours: 2 hours of work per week

Prerequisites: All first through ninth quarter courses

Prerequisite for: FOUN91512

This is an online course.

Principles of wellness in chiropractic will be explored. The impact and influence of chiropractic in preventive care and wellness promotion will be evaluated. Evidenced-based health risk assessment and

wellness promotion interventions will be studied and implemented. A multifaceted wellness program for a chiropractic practice will be created.

## **QUARTER 13**

### **CLIN91520 Practice Development Quarter (PQD)**

Credit Hours: 9

Contact Hours: 25 clinic and 2 ALS hours per week

Prerequisites: All first through twelfth quarter courses

Provides the opportunity for learners to custom-tailor their learning experiences to prepare and excite them for the various professional opportunities available within the chiropractic profession. Interns will be mentored and supported in mastery of specified learning objectives while encouraged to select from a prescribed range of options that meet their personal objectives to prepare for practice or advanced professional training residencies. A significant part of this transition phase involves clinical experiences. Students will be able to select from a variety of clinical settings, as well as work with mentors regarded as specialists in caring for specific sub-populations or following established care protocols. Interns who have completed all quantitative clinical requirements for graduation may elect to participate in an off-site educational experience. Where legally permitted by law, qualified students may complete a preceptor internship in an approved field practice located in areas where they wish to establish practice. The preceptor field training experience often leads to immediate postgraduate employment as an associate, thus facilitating easier practice start-up.

### **FOUN91512 Planning for Practice Success**

Credit Hours: 2

Contact Hours: 3 hours of work per week

This is an online course.

During this online course the learner's evaluation and synthesis of knowledge and understanding of contractual and organizational aspects of practice management will be applied to their development of a business startup plan. This will include practical aspects of contract negotiations and establishment of professional business relationships. The final assignment will demonstrate the student's acumen in long-term planning and operational issues of owning and managing a chiropractic practice. The student will create and produce chiropractic clinic business start-up and operation plans. This will include the process of preparing and presenting a competition analysis, a strategic plan, marketing plan and business management plan for a start-up chiropractic practice.

### **FOUN91513 Pain and Stress Management**

Credit Hours: 1

Contact Hours: 2 hours of work per week

Prerequisites: All first through twelfth quarter courses

This is an online course.

Principles of pain and stress management will be explored. The impact and influence of evidence-based psychological and physical interventions for pain and stress management will be studied and implemented. An in-depth mastery of identification assessment and interventions of psychosocial factors in pain syndromes and musculoskeletal disorders will be achieved.

## **TECHNIQUE ELECTIVE COURSES**

The following technique electives are available to students who have completed the prerequisite courses at Palmer's Florida campus. Students in the sixth through thirteenth quarter are eligible to enroll in technique elective courses. These electives are designed to facilitate investigation of specialized techniques after the student has completed the study of the adjustive procedures included in the Palmer Package. Students who are on academic probation, warning or contract are not eligible to take technique elective courses. Eligible students may enroll in no more than two electives per quarter. First priority is given to upper-quarter students and to students who are not enrolled in any other technique elective. Technique electives are presented in a seminar format during evening and/or weekend hours. Students are limited to two elective courses per quarter.

### **CEPE63803 Thompson-Terminal Point Technique**

Contact Hours: 22 hours per session

Prerequisite: CARE62221

Analytical and adjustive methods as written and practiced by Dr. J. Clay Thompson will be taught. Derefield and cervical syndrome analytical procedures, special approaches to the adjustive correction of pelvic misalignments, spondylolisthesis, ribcage and other spinal areas, and extremities, utilizing the terminal point table, and emphasis on practical work will be covered. The Thompson Technique is a low-force, specific adjustment technique, which includes the Derefield-Thompson Leg Analysis System.

### **CEPE63804 Advanced Gonstead Technique**

Contact Hours: 22 hours per session

Prerequisites: CARE 62221

This course presents the Gonstead Technique system and reinforces the evaluation processes and clinical reasoning involved in the Gonstead practice. The skills

taught or reinforced include the clinical interview, visual evaluation, static and motion palpation, and radiographic analysis. Evaluation of the patient's spine is discussed so that the doctor in training may evaluate when, where and how to adjust appropriately. The doctor in training also will learn post-evaluation methods to monitor patient care. Prior technique material is reviewed with the chiropractic spinal analysis and adjusting procedures appropriately emphasized.

### **CEPE63805 Sports Elective**

Contact Hours: 22 hours per session

Prerequisite: CARE62221

Sports Elective is designed for students to gain knowledge in common on-field treatment approaches. It will prepare students for emergencies that may occur at a sporting event, such as on-field emergency protocols, spinal and head trauma, implementing the ABC's of emergency care, skin lesions and extremity evaluation and treatment. It will also cover principles of stretching, myofascial release technique and taping.

### **CEPE63808 Grostic Technique**

Contact Hours: 22 hours per session

Prerequisite: CARE62221

This is an introductory course on the Grostic procedure, including upper cervical specific line of correction calculations for a side posture atlas adjustment, chiropractic neuro-orthopedic pre- and post-adjustment examination, and emphasis on practical work.

### **CEPE71808 Instrument Assisted Soft Tissue Technique (IASTT)**

Contact Hours: 22 hours per session

Prerequisite: CARE62221

This course introduces students to concepts of soft tissue injury, diagnosis and treatment procedures. Emphasis is placed on correlation of soft-tissue dysfunction with the vertebral subluxation complex. Functional assessment, differential diagnosis and case management of soft tissue lesions incorporating instrument-assisted procedures.

### **CEPE72812 Activator Methods I**

Contact Hours: 22 hours per session

Prerequisite: CARE71311

Students must be in eighth quarter or higher to take this course. Activator procedures, including mechanisms of subluxation, analysis, adjustive procedures and light

force Activator adjusting instrument will be studied. Testing and treatment procedures for the pelvis, spine and scapula are incorporated. The importance of the leg length check is emphasized, with individual critique and skill development in performing the leg length analysis, the foundation for most Activator methods. We discuss proper documentation and coding for assessment and treatment utilizing Activator Methods. In addition, we present a review of the evidence base behind the technique, both for the instrument and for the testing procedures.

### **CEPE72813 Flexion Distraction/Decompression**

Contact Hours: 22 hours per session

Prerequisite: CARE71311

This course provides instruction on flexion distraction protocols I and II for the cervical and lumbar spine. Instruction on decompression using the standard decompression table (DX2) will also be provided. Indications and contraindications to decompression will be taught. Only students passing this course can provide flexion-distraction and decompression in our clinics using the flexion-distraction tables (including the Cox 7 tables) and the standard (Dyantron DX2) decompression table.

### **CEPE72814 Pettibon Spinal Biomechanics Technique**

Contact Hours: 22 hours per session

Prerequisite: CARE71311

This course focuses on the Pettibon rehabilitation and adjusting protocols. There will be an emphasis on structural correction, use of rehabilitation equipment and use of specific Pettibon equipment. Case management and X-ray analysis are incorporated into this course.

### **CEPE 72816 Systems Approach to Nutrition**

Contact Hours: 22 hours per session

Prerequisite: CARE 71311

This course focuses on the fundamentals of whole food nutrition and supplementation for various health conditions and overall optimal well-being. Special attention will be paid to implementing whole food nutrition in the health and regulation of all organ systems in the human body, including a review of major biochemical and physiological mechanisms. In addition, the student will gain an understanding of the system survey. Nutritional examination and basic implementation of whole food nutrition into a health-care practice will be covered.

### **CEPE72817 Logan Basic Technique**

Contact Hours: 22 hours per session

Prerequisite: CARE71311

This course covers practical, philosophical and written material related to the evaluation and care of patients under the Logan Basic technique model. Emphasis will include the assessment of patients, the interpretation of findings and the appropriate application of the Logan Basic chiropractic adjustment.

### **CEPE72818 Sacro-Occipital Technique**

Contact Hours: 22 hours per session

Prerequisite: CARE71311

Patient categorization and the basic treatment regimens for the SOT categories, blocking methods and category management, analysis of physical findings as written by Dr. M.B. DeJarnette, basic cranial maneuvers and emphasis on practical experience.

### **CEPE72819 Comprehensive Spinal Rehabilitation**

Contact Hours: 22 hours per session

Prerequisite: CARE71311

Co-requisite with: CARE72321

The rehabilitative approach to spinal conditions has a high patient outcome and response to care measure. There is a wide appreciation for the functional restoration of joint arthro-kinematics and proper spinal movement. Clinical research has continued to support the functional rehabilitation model and improved patient outcomes has resulted in better third party reimbursement for active care CPT codes. This course is designed to prepare the student by enhancing their clinical treatment approach by utilizing soft tissue mobilization, nerve root flossing techniques, post-surgical and post-injury spinal rehabilitation, and emphasize cervico-thoracic and thoraco-lumbar adjusting skills.

### **CEPE72820 Myofascial Trigger Point Assessment and Treatment**

Contact Hours: 22 hours per session

Prerequisites: Care71311

The history and scientific basis for the trigger point techniques will be taught in this course, with emphasis placed on skill development. The focus will be on soft tissue procedures complementary to the chiropractic adjustment. A variety of myofascial trigger point treatment techniques will be explored, such as, ischemic compression, myofascial release, cross friction massage, and different types of PNF stretching. Soft tissue palpation and muscle function testing will

be presented as part of the development of an overall musculoskeletal analysis.

### **CEPE73816 Activator Methods II**

Contact Hours: 22 hours per session

Prerequisite: CARE72321, CEPE72812

This course moves the student from beginner to intermediate level in Activator technique practice. Additional testing and treatment procedures for the pelvis, sacrum, spine, extremities, and TMJ are incorporated. The importance of the leg length check is re-emphasized, with individual critique and skill development in performing the leg length analysis, the foundation for most Activator methods. Students have the opportunity to perfect their adjusting skills with the Activator instrument, both in the Basic and Intermediate protocols. The Activator 5 adjusting instrument is also introduced and the student is instructed on its use. Proper documentation and coding for assessment and treatment utilizing Activator Methods is presented. In addition, we present a review of the evidence base behind the technique, both for the instrument and for the testing procedures. The student is introduced to the process of writing and publishing case studies as a means of reporting Activator patient treatment as well as adding to the body of evidence in this area.

### **CEPE81801 Impairment Rating and Narrative Report Writing for the Chiropractor**

Contact Hours: 22 hours per session

Prerequisite: CLIN73350

Impairment rating and narrative report writing for the chiropractor is designed to introduce students into the medical-legal world of chiropractic. This course will enable students to rate patients according to the AMA Guide to Evaluation of Permanent Impairment 6th edition. As well as to be able to write a concise report including an impairment rating that is often requested by insurance carriers, attorneys and workers' compensation providers when working with patients involved in some type of litigation or suit.

# WEST CAMPUS CURRICULUM

## COURSE DESCRIPTION KEY

ANAT51204

ANAT = Departmental Abbreviation      51 = Term Code      111 = Course Number

## COURSES BY QUARTER

### First Quarter

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Gross Anatomy I	ANAT51116	7	12	132
Human Embryology	ANAT51117	1	2	22
Spinal Anatomy & Palpation I	ANAT51118	4	6	66
Histology & Cellular Physiology	ANAT51119	3	5	55
Chiropractic Philosophy & Practice I	PHPR51112	2	3	33
Fundamentals of Physiology	PHYS51112	3	5	55
<b>Totals</b>		<b>20</b>	<b>33</b>	<b>363</b>

### Second Quarter

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Gross Anatomy II	ANAT52125	5	8	88
Spinal Anatomy & Palpation II	ANAT52127	1	2	22
Neuroanatomy I	ANAT52128	3	4	44
Biochemistry	CHPH52122	5	7	77
General Pathology	MIPA52125	3	5	55
Neuroscience I	MIPA52126	3	4	44
<b>Totals</b>		<b>20</b>	<b>30</b>	<b>330</b>

### Third Quarter

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Principles of Chiropractic Analysis	ANAT53133	5	8	88
Emergency Procedures	CHPR53132	2	3	33
Chiropractic Clinical Evaluation I	DIAG53132	2	4	44
Microbiology	MIPA53138	3	5	55
Neuroscience II	MIPA53139	4	6	66
Evidence Based Chiropractic I	PHPR53132	2	2	22
Gastrointestinal & Renal Physiology	PHYS53132	3	4	44
<b>Totals</b>		<b>21</b>	<b>32</b>	<b>352</b>

### Fourth Quarter

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Radiographic Anatomy I	ANAT61212	3	5	55
Principles of Chiropractic Technique	CHPR61212	3	6	66
Chiropractic Clinical Evaluation II	DIAG61212	4	6	66
Chiropractic Philosophy & Practice II	PHPR61215	1	2	22
Evidence Based Chiropractic II	PHPR61214	2	3	33



Cardiac & Pulmonary Physiology	PHYS61213	4	6	66
Endocrine & Reproductive Physiology	PHYS61214	3	4	44
<b>Totals</b>		<b>21</b>	<b>33</b>	<b>363</b>

#### **Fifth Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Radiographic Anatomy II	ANAT62222	2	4	44
Lumbopelvic Technique & Management	CHPR62222	5	8	88
Chiropractic Clinical Evaluation III	DIAG62222	2	4	44
Gastrointestinal, Endocrine & Urogenital Pathology	MIPA62224	4	6	66
Cardiovascular & Pulmonary Pathology	MIPA62225	3	5	55
Bone & Joint Pathology	MIPA62226	3	5	55
<b>Totals</b>		<b>19</b>	<b>32</b>	<b>352</b>

#### **Sixth Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Basic Science Review	ANAT63231	1	2	22
Nutrition & Dietetics	CHPH63233	4	6	66
X-ray Physics & Principles	CHPH63234	3	4	44
Thoracic Spine Technique & Management	CHPR63233	3	5	55
Lower Extremity Technique & Management	CHPR63234	3	5	55
Chiropractic Clinical Evaluation IV	DIAG63233	2	4	44
Clinical Chemistry Data Interpretation	DIAG63234	4	6	66
Public Health I	MIPA63232	1	2	22
<b>Totals</b>		<b>21</b>	<b>34</b>	<b>374</b>

#### **Seventh Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Physical Therapy I	CHPR71314	3	5	55
Cervical Spine Technique & Management	CHPR71315	4	7	77
Upper Extremity Technique & Management	CHPR71316	3	5	55
Chiropractic Clinical Evaluation V	DIAG71314	3	5	55
Diagnostic Imaging I	DIAG71315	3	4	44
Differential Diagnosis I	DIAG71316	3	5	55
Public Health II	MIPA71312	1	2	22
Rehabilitation & Exercise I	MIPA71313	1	2	22
<b>Totals</b>		<b>21</b>	<b>35</b>	<b>385</b>

#### **Eighth Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Physical Therapy II	CHPR72324	3	5	55
Radiographic Technology I	CHPR72325	2	3	33

Correlative Technique & Management	CHPR72326	3	5	55
Correlative Clinical Evaluation	DIAG72328	3	5	55
Diagnostic Imaging II	DIAG72326	3	5	55
Differential Diagnosis II-Lower Back	DIAG72329	1	2	22
Differential Diagnosis- Lower Extremity	DIAG72330	2	3	33
Obstetrics & Gynecology	SPEC72326	4	6	66
<b>Totals</b>		<b>21</b>	<b>34</b>	<b>374</b>

### **Ninth Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Radiographic Technology II	CHPR73332	2	3	33
Ethics & Jurisprudence	CLIN73335	1	2	22
Clinic I	CLIN73338	2	4	44
CCEP Exam	CLIN73337	0	0	0
OSCE Radiology Exam	CLIN73341	0	0	0
Diagnostic Imaging III	DIAG73335	3	5	55
Differential Diagnosis III- Cervical Spine & TMJ	DIAG73336	2	3	33
Differential Diagnosis III- Upper Extremity	DIAG73337	1	2	22
Clinical Psychology	SPEC73337	2	3	33
Pediatrics	SPEC73338	3	5	55
Geriatrics	SPEC73339	2	3	33
<b>Totals</b>		<b>18</b>	<b>30</b>	<b>330</b>

### **Tenth Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Rehabilitation & Exercise Management	CHPR81413	2	3	33
Clinic II	CLIN81415	5	15	165
Clinical Diagnostic Seminar I	DIAG81412	3	5	55
Occupational & Preventive Health	MIPA81412	4	6	66
Chiropractic Philosophy & Practice III	PHPR81412	1	2	22
Pain & Stress Management	PHYS81412	2	3	33
<b>Totals</b>		<b>17</b>	<b>34</b>	<b>374</b>

### **Eleventh Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Clinic III	CLIN82428	8	24	264
Management of the Chiropractic Practice	CLIN82452	3	4	44
Clinical Diagnostic Seminar II	DIAG82422	1	2	22
<b>Totals</b>		<b>12</b>	<b>30</b>	<b>330</b>

**Twelfth Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Clinic IV	CLIN83454	8	24	264
Clinical Diagnostic Seminar III	DIAG83432	1	2	22
Chiropractic Philosophy & Practice IV	PHPR83432	3	4	44
<b>Totals</b>		<b>12</b>	<b>30</b>	<b>330</b>

**Thirteenth Quarter**

Course	Course #	Credits	Contact Hrs. /Wk.	Contact Hrs./Term
Clinic V (Field Training Program)	CLIN91515	8	24	264
Development of the Chiropractic Practice	CLIN91552	2	3	33
Clinical Diagnostic Seminar IV	DIAG91513	2	3	33
<b>Totals</b>		<b>12</b>	<b>30</b>	<b>330</b>

**Total 235****4587**

All courses within the curriculum must be completed at Palmer's West campus unless the student has been granted advanced standing credit for courses completed elsewhere. In addition to the course prerequisites, a student must have successfully completed all courses within an academic term before registering for any course(s) in an academic term more than two academic terms beyond.

## COURSE DESCRIPTIONS

### LIFE SCIENCES

Study in the basic sciences provides a learning environment in which students develop the intellectual foundation essential to the study of the clinical sciences and cognitive skills necessary for scientific inquiry. Courses are integrated within the curriculum in an order that provides opportunity to acquire a comprehensive background in the structure and function of the human body. Special emphasis is placed upon control mechanisms that govern homeostatic function as an essential factor of health. Additionally, students are introduced to homeostatic imbalance and associated pathomorphology.

### ANATOMY

Courses include both gross and microscopic anatomy. Special emphasis is placed on clinical applications of knowledge gained from a complete study of human anatomy. The series of gross anatomy courses is designed to sequentially present the systems of the body. Special subdivisions of gross anatomy of primary importance to students of chiropractic (e.g., the neuro-musculoskeletal system) receive a more detailed examination. Supporting laboratories utilize human cadaveric dissection, prosected cadaveric material and exercises in clinical anatomy. Microscopic anatomy deals with examination of the human body on the cellular and tissue level in both the developmental and adult stages of life. Supporting laboratories utilize a series of prepared histologic slides.

#### **ANAT51116 Gross Anatomy I**

Credit Hours: 7

Contact Hours: 3 lecture and 9 lab hours per week

Co-requisite: ANAT51118

This course provides a regional study of the human body, including: body wall and extremities; conceptual approach to fascial compartments; and emphasis on clinical correlates. It includes a human dissection laboratory and a palpation laboratory.

#### **ANAT51117 Human Embryology**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Co-requisite: ANAT51119

This course provides an audiovisual demonstration on mechanisms of human heredity; development of the human organism from fertilization to parturition;

gametogenesis fertilization; cellular proliferation and differentiation; organ system development; emphasis on metameric component and their migration during fetal development.

#### **ANAT51118 Spinal Anatomy & Palpation I**

Credit Hours: 4

Contact Hours: 3 lecture & 3 lab hours per week

Co-requisite: ANAT51116

This is a detailed study of the human spinal column, including: osteology, syndesmology and myology of the spinal column; radiographic recognition of spinal structures and emphasis on clinical correlates. This course includes a human dissection laboratory and a spinal palpation laboratory.

#### **ANAT51119 Histology & Cellular Physiology**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: None

Physiology and cytoarchitectural components of the cell as well as morphologic and functional characteristics of tissues and organ systems are covered.

#### **ANAT52125 Gross Anatomy II**

Credit Hours: 5

Contact Hours: 3 lecture and 5 lab hours per week

Prerequisites: ANAT51116, ANAT51118

This course provides regional study of the human body, including: thoracic and abdominal viscera, external genitalia, face, neurocranium, spinal column, and unique features of the spinal column related to an upright posture. A human dissection laboratory and palpation laboratory are included.

#### **ANAT52127 Spinal Anatomy & Palpation II**

Credit Hours: 1

Contact Hours: 2 lab hour per week

Prerequisite: ANAT51118

This is a spinal palpation laboratory.

#### **ANAT52128 Neuroanatomy I**

Credit Hours: 3

Contact Hours: 3 lecture and 1 lab hour per week

Co-requisite: MIPA52126

The course covers microscopic and macroscopic anatomy of the brain, spinal cord and meninges. Physiological organization is also discussed and general lesions are reviewed.

### **ANAT53133 Principles of Chiropractic Analysis**

Credit Hours: 5

Contact Hours: 6 lecture and 2 lab hours per week

Prerequisite: ANAT52127

This course covers the principles of biomechanics, including: static position and dynamic movement of the spine, pelvis and appendicular system; joint mechanics; muscle kinetics; and the biomechanics and evaluation of gait. Principles of chiropractic analysis, including nerve facilitation and inhibition and associated musculoskeletal and visceral effects are studied. An introduction to spinal adjusting procedures is included.

### **ANAT61212 Radiographic Anatomy I**

Credit Hours: 3

Contact Hours: 3 lecture and 2 lab hours per week

Prerequisites: ANAT51116, ANAT51118

Recognition and identification of normal anatomical structures and features of the spine, the extremities, the pelvis and the rib cage, as imaged on plain radiographs; detailed study of normal radiographic anatomy, normal anatomic variants and roentgenometry are studied.

### **ANAT62222 Radiographic Anatomy II**

Credit Hours: 2

Contact Hours: 2 lecture and 2 lab hours per week

Prerequisites: ANAT52125, ANAT61212

This course covers recognition and identification of normal anatomical structures and features of the skull, and the soft tissues of the thorax and abdomen, as imaged on plain radiographs; detailed study of normal radiographic anatomy, normal anatomic variants and roentgenometry.

### **ANAT63231 Basic Science Review**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Co-requisite: CHPH63233

This is a review of general concepts for anatomy, physiology, pathology, microbiology and chemistry.

## **PHYSIOLOGY**

Physiology considers the normal vital processes of the human organism. Courses present physiology as an integrated study of the body's functional systems. Physical and chemical principles of the human body are brought into the chiropractic student's realm of understanding.

As most disease conditions result from abnormal function of one or more control systems, special emphasis is given to those systems governing homeostasis. A basic understanding of normal control mechanisms is mandatory before the student begins study of human pathologic states.

### **PHYS51112 Fundamentals of Physiology**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Co-requisite: ANAT51119

Physiology and functional anatomy of the cardiovascular, digestive, respiratory, urinary and reproductive systems, and their regulation by the nervous and endocrine systems; special senses; muscle and bone physiology are covered. A physiology laboratory is included.

### **PHYS53132 Gastrointestinal and Renal Physiology**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: ANAT52125, PHYS51112

This course covers gastrointestinal and renal systems, including: control of gastrointestinal motility and secretion; digestion, absorption, transport and storage of nutrients; metabolism of carbohydrates, fats and proteins; metabolic functions of the liver and biliary systems; energetics and metabolic rates; body temperature regulation; importance of the kidneys in maintaining homeostasis; factors regulating acid-base balance and body fluids.

### **PHYS61213 Cardiac & Pulmonary Physiology**

Credit Hours: 4

Contact Hours: 6 lecture hours per week

Prerequisites: ANAT52125, PHYS51112

Cardiac and respiratory systems are covered, including: regulatory mechanisms and functional anatomy; and emphasis on the control mechanisms responsible for the maintenance of homeostasis.

### **PHYS61214 Endocrine & Reproductive Physiology**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: ANAT52125, PHYS51112

Physiology and functional anatomy of the endocrine and reproductive systems are covered, including: chemistry, mechanism of action and physiological effects of hormones (pituitary, hypothalamic, thyroid, parathyroid, adrenal, pancreatic, gonadal and placental); synergistic effects of hormones; feedback

control systems; abnormalities of hormonal secretion; male and female reproductive functions; pregnancy and lactation.

### **PHYS81412 Pain and Stress Management**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: ANAT52125, PHYS51112

Physiologic considerations specific to pain and stress are covered. There is an emphasis on clinical correlates, evaluation and management.

## **CHEMISTRY/PHYSICS**

Chemical reactions are the basic mechanisms by which all organisms exist and perform normal biological functions. Thorough understanding of the basic mechanisms of bodily functions is indispensable to a full appreciation of life sciences such as physiology, molecular biology and nutrition.

Courses in biochemistry allow students to become knowledgeable in the highly organized systems of chemical reactions in the human body. The study of physics stresses those principles that are most readily applicable to chiropractic.

### **CHPH52122 Biochemistry**

Credit Hours: 5

Contact Hours: 7 lecture hours per week

Prerequisites: ANAT51119, ANAT51117

This course covers the chemistry of major cell constituents, including: carbohydrates, lipids, amino acids and proteins; enzymes; hormones; nucleotides and nucleic acids; vitamins and minerals; chemistry of foods; biomechanical energetics and neurochemistry.

### **CHPH63233 Nutrition & Dietetics**

Credit Hours: 4

Contact Hours: 6 lecture hours per week

Prerequisite: CHPH52122

Nutritional requirements of the body are studied, including: nutritional concepts; evaluation of nutritional status; nutritional diseases; vitamin and mineral excesses and deficiencies; supplements; and special diets.

### **CHPH63234 X-Ray Physics & Principles**

Credit Hours: 3

Contact Hours: 3 lecture and 1 lab hour per week

Prerequisite: ANAT62222

X-ray physics is studied, including: basics of

electricity and ionizing radiation, X-ray production, image formation and health physics. Principles of radiography, including: X-ray system components, patient and operator safety, film processing and quality assurance are covered. Principles of selected special imaging technologies, including magnetic resonance imaging (MRI), computed tomography (CT), nuclear bone scans and spinal contrast studies are included.

## **DIAGNOSIS**

Diagnosis (or analysis or assessment) has been defined as the procedure to determine the nature of a patient's state of health. Representing the first part of clinical care, it should be referred back to the science and ahead to practice. In this way it stands as the second third of the professional school program. Diagnosis courses cover the body as a whole in addition to specific parts of most interest to the Doctor of Chiropractic: imaging and laboratory techniques, special considerations for specific types of patients, and case studies based on clinical observations. Diagnosis, thus, is also the monitoring of the progress of care.

## **MICROBIOLOGY/PATHOLOGY**

This series of courses is designed to provide the student with an understanding of the disease process at the tissue, cellular and subcellular levels, as well as to present a clinical understanding of natural microbial flora and pathogenesis.

Pathology courses are designed as a bridge between basic and clinical sciences. They emphasize applications of the biologic sciences as applied to the diagnosis of human diseases.

### **MIPA52125 General Pathology**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: PHYS51112

General cellular and tissue alterations common to all processes of disease are covered, including: cell injury and cell death, inflammation and repair, fluid and hemodynamic derangements, and hemopoietic diseases. Diseases of the immune system, including systemic diseases and infectious diseases and environmental effects are studied.

### **MIPA52126 Neuroscience I**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Co-requisite: ANAT52128

Function of the nervous system is covered, including: electrical properties of excitable membranes; nerve impulse generation and conduction; receptors, muscle and synapses; operations of simple networks of neurons; topics of sensory physiology, reflexes and the control of movement and posture; phenomena and mechanisms of sleep, memory, cerebral dominance and language.

### **MIPA53138 Microbiology**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: ANAT51119

Principles of systematic medical microbiology, including morphology, cultural characteristics, biomechanical characteristics, resistance, anti-genicity and pathogenicity are covered. Communicable and infectious diseases; including bacteria, fungi, viruses and parasites are studied.

### **MIPA53139 Neuroscience II**

Credit Hours: 4

Contact Hours: 6 lecture hours per week

Prerequisite: MIPA52126

Anatomy of the peripheral nervous system is studied. Pathophysiology of neurological and muscular diseases is included, with an emphasis on clinical considerations.

### **MIPA62224 Gastrointestinal, Endocrine & Urogenital Pathology**

Credit Hours: 4

Contact Hours: 5 lecture and 1 lab hour per week

Prerequisite: MIPA52125

Pathophysiology of gastrointestinal, endocrine and urogenital diseases is covered, with an emphasis on clinical considerations. Examination of the abdominal and genitourinary regions is studied, including complete examination requirements for proctology on models.

### **MIPA62225 Cardiovascular & Pulmonary Pathology**

**Credit Hours: 3**

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisite: MIPA52125

Pathophysiology of cardiovascular and respiratory diseases is studied, including acute and chronic abnormalities that affect the hematologic, reticuloendothelial, cardiovascular and respiratory

systems of the body. Examination of the heart and lungs is covered.

### **MIPA62226 Bone and Joint Pathology**

Credit Hours: 3

Contact Hours: 5 lecture hours per week

Prerequisite: MIPA52125

This course covers pathophysiology of skeletal and articular diseases, with an emphasis on clinical considerations.

### **MIPA63232 Public Health I**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: MIPA53138

Epidemiology and infectious disease management, wellness principles, including screening and prevention of chronic disease comprising strategies for implementation in practice.

### **MIPA71312 Public Health II**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: MIPA63232

This course deals with the basic principles of environmental health, substance abuse (including alcohol and smoking), and pharmacology and toxicology, including toxic effects and interactions.

### **MIPA71313 Rehabilitation & Exercise I**

Credit Hours: 1

Contact Hours: 1 lecture hour and 1 lab hour per week

Prerequisite: CHPR62222

Exercise physiology is studied. Training in observation of patient posture and function, leading to the application of spinal rehabilitation and prevention exercise protocols is included.

### **MIPA81412 Occupational and Preventive Health**

Credit Hours: 4

Contact Hours: 6 lecture hours per week

Prerequisite: CHPR72326

Principles of occupational health and safety, including occupational biomechanics, cumulative trauma disorders, ergonomics, worksite analysis, illness prevention, and the Worker's Compensation system are covered. Health psychology principles for promoting wellness and obtaining patient compliance, including smoking cessation, weight loss and exercise are studied.



## ASSESSMENT

This discipline is designed to provide the knowledge and skill necessary to arrive at an accurate diagnostic impression. Examination procedures are presented and explained, and their application to chiropractic care is discussed. The ability to correlate physical and laboratory findings and apply them to chiropractic practice is stressed.

### **DIAG53132 Chiropractic Clinical Evaluation I**

Credit Hours: 2

Contact Hours: 1 lecture and 3 lab hours per week

Prerequisite: ANAT52127

This course provides an introduction to basic history taking and general physical examination procedures, including taking vitals, musculoskeletal evaluation (palpation and range of motion), basic neurologic testing, and peripheral vascular evaluation.

### **DIAG61212 Chiropractic Clinical Evaluation II**

Credit Hours: 4

Contact Hours: 4 lecture and 2 lab hours per week

Prerequisite: DIAG53132

Presentation of the most common conditions affecting the low back and physical examination procedures for the low back is covered.

### **DIAG62222 Chiropractic Clinical Evaluation III**

Credit Hours: 2

Contact Hours: 2 lecture and 2 lab hours per week

Prerequisite: DIAG61212

Presentation of the most common conditions affecting the thoracic spine and rib cage is studied, including physical examination procedures for the thoracic spine, ribs and chest. Scoliosis evaluation is covered.

### **DIAG63233 Chiropractic Clinical Evaluation IV**

Credit Hours: 2

Contact Hours: 2 lecture and 2 lab hours per week

Prerequisite: DIAG62222

This course covers presentation of the most common conditions affecting the cervical spine and physical examination procedures for the head and neck.

### **DIAG63234 Clinical Chemistry Data Interpretation**

Credit Hours: 4

Contact Hours: 4 lecture and 2 lab hours per week

Prerequisites: MIPA62224, MIPA62225

Methodologies associated with some of the more common and standard laboratory tests are covered. Interpretation, application and correlation of

standard laboratory findings are studied, including: hematological and serological studies; urinalysis, fecal examinations and the analysis of other body fluids; and necessity for ordering special tests. Students also must complete a portion of the quantitative clinical requirements for interpretations on simulated cases.

### **DIAG71314 Chiropractic Clinical Evaluation V**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisites: MIPA62224, MIPA62225

The physical examination indicators for eye, ear, nose and throat disorders, cranial nerves and dermatology are covered, including practical instruction in the use of ophthalmoscope and otoscope.

### **DIAG71315 Diagnostic Imaging I**

Credit Hours: 3

Contact Hours: 3 lecture and 1 lab hour per week

Prerequisite: CHPH63234

Co-requisite: DIAG71316

This course is a comprehensive study of diagnostic imaging procedures utilized in the evaluation of visceral diseases common or important in chiropractic clinical practice. Imaging procedures, including plain X-rays, MRI, nuclear bone scanning, CT, ultrasound, contrast radiography and fluoroscopy, as well as fiber-optic camera methods will be discussed.

### **DIAG71316 Differential Diagnosis I**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisite: DIAG63234

This course covers differential diagnosis of visceral conditions, including the head, chest and abdomen. Cardiovascular, pulmonary, gastrointestinal and genitourinary complaints will be discussed. Case studies and use of the oto-ophthalmoscope are covered.

### **DIAG72326 Diagnostic Imaging II**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisite: DIAG71315

Co-requisites: DIAG72329, DIAG72330

This course is a comprehensive study of diagnostic imaging procedures utilized in the evaluation of lumbar spine, pelvis and lower extremity conditions common or important in chiropractic clinical practice. Imaging procedures, including plain X-rays, MRI, nuclear bone scanning, CT, ultrasound, contrast radiography and fluoroscopy, as well as fiber-optic camera methods will be studied.

### **DIAG72328 Correlative Clinical Evaluation**

Credit Hours: 3

Contact Hours: 3 lecture and 2 lab hours per week

Prerequisites: DIAG63233, DIAG71314, CLIN62221

Integration of clinical evaluation procedures for the entire body is studied using patient scenarios.

Summative and formative assessment of student performance of patient evaluation procedures, history taking skills, documentation and patient records, critical thinking and evidence-based practice skills are covered.

### **DIAG72329 Differential Diagnosis II – Low Back**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisites: DIAG71316

Co-requisite: DIAG72326

Differential diagnosis of neurological and musculoskeletal conditions of the low back is studied, based on case presentations.

### **DIAG72330 Differential Diagnosis II – Lower Extremity**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: DIAG71316

Co-requisite: DIAG72326

Differential diagnosis of neurological and musculoskeletal conditions of the lower extremity is studied, based on case presentations.

### **DIAG73335 Diagnostic Imaging III**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

Prerequisite: DIAG72326

Co-requisites: DIAG73336, DIAG73337

This course is a comprehensive study of diagnostic imaging procedures utilized in the evaluation of cervical, thoracic, cranial and upper extremity conditions common or important in chiropractic clinical practice. Imaging procedures, including X-rays, MRI, nuclear bone scanning, CT, ultrasound, contrast radiography and fluoroscopy, and fiber-optic camera methods, will be studied.

### **DIAG73336 Differential Diagnosis III – Cervical Spine and TMJ**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: DIAG72329, DIAG72330

Co-requisites: DIAG73335, DIAG73337

Differential diagnosis of neurological and musculoskeletal conditions of the cervical spine and TMJ are studied, based on case presentations.

### **DIAG73337 Differential Diagnosis III – Upper Extremity**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisites: DIAG72329, DIAG72330

Co-requisites: DIAG73335, DIAG73336

Differential diagnosis of neurological and musculoskeletal conditions of the upper extremity is studied, based on case presentations.

### **DIAG81412 Clinical Diagnostic Seminar I**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisite: CLIN73338

Co-requisite: CLIN81414

This course includes integrated clinic and classroom instruction on basic clinic operational procedures; reinforcement of clinical skills (assessment, management, record keeping and report of findings) utilizing clinic and standardized patient cases; and development of professional behaviors (goal process, patient recruitment, attitudes and responsibilities).

### **DIAG82422 Clinical Diagnostic Seminar II**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisites: CLIN81414, DIAG81412 and successful completion of the 9th quarter clinical competency examination.

Co-requisite: CLIN82426

This course covers exploration and application of principles contained in Healthy People 2010, with emphasis on chiropractic perspectives on stroke and diabetes; continued development of professional behaviors (goal process, patient retention, attitudes and responsibilities); and presentation and discussions of actual clinical cases with an evidenced-based approach to patient assessment and care plan.

### **DIAG83432 Clinical Diagnostic Seminar III**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisites: CLIN82428, DIAG82422

Co-requisites: CLIN83453, CLIN83454

Presentation and discussion of actual clinical cases with an evidence-based approach to patient assessment and care plan is covered, including continued

development of professional behaviors (goal process, patient recruitment, attitudes and responsibilities); and detailed study of Worker's Compensation and Personal Injury systems, with an overview of office software and spreadsheet usage.

### **DIAG91513 Clinical Diagnostic Seminar IV**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: CLIN83454

Co-requisites: CLIN91514, CLIN91552

This course is a review of patient care protocols, patient management and office management practices as observed during field training assignments. Small group discussion led by faculty members on evaluation and analysis of practice patterns of field practitioners is included.

### **SPECIALTIES**

In addition to spinal assessment, the modern Doctor of Chiropractic must be able to make decisions in a number of special areas. These include the special imaging sequences that technology has made available from physical chemical techniques as well as the special concerns the doctor must have for patients in different categories. A number of areas of the body, too, lend themselves to assessment by which the Doctor of Chiropractic can give advice or refer to another doctor, if appropriate.

### **SPEC72326 Obstetrics and Gynecology**

Credit Hours: 4

Contact Hours: 6 lecture hours per week

Prerequisite: DIAG71314

This course covers assessment of the female reproductive system, including: anatomy, physiology and pathology; pregnancy and labor; pre- and post-natal care; emphasis on chiropractic care and nutrition throughout pregnancy. Students will complete examination requirements for gynecology on models.

### **SPEC73337 Clinical Psychology**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisites: 5th Quarter CCEP Examination and CLIN62221

This course covers a behavioral approach to the assessment, differentiation and management of common mental discords presenting to chiropractors; the process of behavioral change and adherence to health-care advice; and the influence of the family/social system on individual attitudes and behavior.

### **SPEC73338 Pediatrics**

Credit Hours: 3

Contact Hours: 4 lecture and 1 lab hour per week

This course covers assessment of the physical and mental development of children from birth to adolescence, including: history and physical examination procedures; common childhood disorders; and diagnosis and management of the pediatric neuromusculoskeletal system. It includes a pediatric spinal adjusting lab class.

### **SPEC73339 Geriatrics**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

An assessment of the aging process is covered, including: major disorders of old age; chiropractic care of the elderly patient; nutritional and dietary needs; and social and economic problems of the elderly.

### **PRACTICE**

Practice, representing the last third of the Doctor of Chiropractic degree program, covers the procedures used in the major adjusting techniques as well as the adjunctive skills necessary to begin and to maintain a successful practice. Patient and office management are, therefore, both accommodated as two components of a professional practice.

Students are provided with every opportunity to gain skills and judgment requisite to be a primary health-care provider. Instruction is designed to school students in those areas where chiropractic care is indicated, and to train students to recognize and refer those problems requiring the additional attention of other health-care professionals.

### **PHILOSOPHY & PRACTICE**

The purpose of this area of study is to provide students with an understanding of the philosophical basis of chiropractic, and to relate this understanding to present day health-care issues. Chiropractic history, scientific principles and current developments in life sciences and orthodox health-care systems provide topics for discussion.

### **PHPR51112 Chiropractic Philosophy & Practice I**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

This course includes lecture and discussion on the role of the chiropractor as a portal-of-entry primary health-care provider in today's health-care delivery system;

study of chiropractic history and the principles of chiropractic philosophy, science and art.

### **PHPR53132 Evidence-based Chiropractic I**

Credit Hours: 2

Contact Hours: 2 lecture hours per week

Prerequisite: PHPR51112

Development of skills in critical thinking, clinical questioning, literature search strategies, critical appraisal, application of evidence and evaluation of results are covered. Integration of scientific evidence with clinical experience and patient values is included. Anatomy of an article, qualitative and quantitative research designs, the process of peer review, search strategies when there is lack of evidence; and the inquiry of the scientific foundation for various chiropractic theories are studied. A primer on the history of the relationship between science and philosophy of chiropractic is included.

### **PHPR61215 Chiropractic Philosophy & Practice II**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: PHPR51112

This course covers concepts and theories of subluxation, including: mechanisms of production and dysfunction; central versus peripheral neurologic effects; spinal and related structural dis-relationships; neuromusculoskeletal and visceral dysfunction.

### **PHPR61214 Evidence Based Chiropractic II**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Prerequisite: PHPR53132

Proficiency in developing clinical questions, literature search strategies, critical appraisal and application of evidence and evaluation of results is covered. Integration of scientific evidence with clinical experience and patient values is included. In-depth analysis of specific research designs commonly seen in the chiropractic literature is studied. Properties and use of clinical outcome measures; bias, validity, reliability, sensitivity, specificity and concepts in statistics is included. Professional interaction and debate and development of verbal and written critical appraisal skills are studied.

### **PHPR81412 Chiropractic Philosophy & Practice III**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Prerequisite: CLIN73336

Practical experience in oral and written methods of communicating chiropractic philosophy and principles to the public are covered.

### **PHPR83432 Chiropractic Philosophy & Practice IV**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Prerequisites: CLIN82452, PHPR81412

This course is a lecture/discussion on the role of chiropractic in today's society, including principles of chiropractic philosophy, science and art; concepts and theories of a subluxation; the role of the Doctor of Chiropractic as a direct access primary health-care provider and clinician; and preparation for successful and competent practice.

## **CHIROPRACTIC PROCEDURES**

Lecture and laboratory courses are organized to educate students through a patient-factored technique program that integrates clinical protocol and chiropractic technique. Chiropractic procedures historically have developed into specialized systems frequently named after their developers. Modern chiropractic education takes as its core the salient features of these systems and organizes them into logical patterns. Procedural courses concentrate on training students in the diagnostic, analytical and motor skills necessary for proper patient care.

### **CHPR53132 Emergency Procedures**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

First aid and emergency care, including poisoning, emergency traumas and cardiopulmonary resuscitation in adults and children is covered. Upon completion of the class, the student will be certified in CPR.

### **CHPR61212 Principles of Chiropractic Technique**

Credit Hours: 3

Contact Hours: 2 lecture and 4 lab hours per week

Prerequisites: ANAT53133, DIAG53132

Principles and practice of spinal evaluation and full spine adjusting techniques are covered.

### **CHPR62222 Lumbopelvic Technique & Management**

Credit Hours: 5

Contact Hours: 4 lecture and 4 lab hours per week

Prerequisites: CHPR61212, DIAG61212

This course covers principles and practice of analysis and adjustive procedures relative to the lumbar spine

and pelvis, including: orthopedic, neurologic and radiographic evaluation; basic differential algorithms; and management protocols.

**CHPR63233 Thoracic Spine Technique & Management**

Credit Hours: 3

Contact Hours: 2 lecture and 3 lab hours per week

Prerequisite: DIAG62222

This course covers principles and practice of analysis and adjustive procedures relative to the thoracolumbar spine and thoracic cage, including orthopedic, neurologic and radiographic evaluation; basic differential algorithms; and management protocols.

**CHPR63234 Lower Extremity Technique & Management**

Credit Hours: 3

Contact Hours: 2 lecture and 3 lab hours per week

Prerequisite: CHPR62222

This course covers principles and practice of analysis and adjustive procedures relative to the lower extremities, including: orthopedic, neurologic and radiographic evaluation; basic differential algorithms and management protocols for maintaining proper joint function and postural alignment.

**CHPR71314 Physical Therapy I**

Credit Hours: 3

Contact Hours: 5 lecture and 1 lab hour per week

This course is a study of the physiological principles underlying the use of those physical therapy modalities and procedures supportive of the chiropractic approach to health care.

**CHPR71315 Cervical Spine Technique & Management**

Credit Hours: 4

Contact Hours: 3 lecture and 4 lab hours per week

Prerequisite: DIAG63233

This course covers principles and practice of analysis and adjustive procedures relative to the cervical spine and cervico- thoracic region, including: orthopedic, neurologic and radiographic evaluation; basic differential algorithms and management protocols for maintaining proper joint function and postural alignment.

**CHPR71316 Upper Extremity Technique & Management**

Credit Hours: 3

Contact Hours: 3 lecture and 2 lab hours per week

Co-requisite: CHPR71315

This course covers principles and practice of analysis and adjustive procedures relative to the upper extremities, including orthopedic, neurologic and radiographic evaluation; basic differential algorithms and management protocols for maintaining proper joint function and postural alignment.

**CHPR72324 Physical Therapy II**

Credit Hours: 3

Contact Hours: 3 lecture and 2 lab hours per week

Prerequisite: CHPR71314

Practical experiences in the application of physical therapy modalities that support chiropractic clinical practice are studied, including: techniques of application, indications, contra-indications and limitations.

**CHPR72325 Radiographic Technology I**

Credit Hours: 2

Contact Hours: 1 lecture and 2 lab hours per week

Prerequisites: CHPH63234

Practical training in the technical aspects of conducting radiographic examinations, including exposure factors; patient positioning; proper use of equipment; patient/operator protection; dark-room procedures; and patient communications for spine, chest, rib, abdominal and skull views.

**CHPR72326 Correlative Technique & Management**

Credit Hours: 3

Contact Hours: 3 lecture and 2 lab hours per week

Prerequisite: CHPR71315

Review and correlation of the technique and management protocols of the most commonly used chiropractic spinal adjusting techniques is covered. Practical training in selecting appropriate spinal adjusting techniques to meet the patients' needs is included.

**CHPR73332 Radiographic Technology II**

Credit Hours: 2

Contact Hours: 1 lecture and 2 lab hours per week

Prerequisite: CHPR72325

This course covers practical training in the technical aspects of conducting radiographic examinations, including: exposure factors; patient positioning; proper use of equipment; patient/operator protection; darkroom procedures; and patient communications for upper and lower extremities. Practical training in

the development and maintenance of X-ray quality assurance programs in chiropractic clinical practice is included. Students will complete diagnostic imaging requirements on phantom models.

### **CHPR81413 Rehabilitation & Exercise Management**

Credit Hours: 2

Contact Hours: 1 lecture and 2 lab hours per week

Prerequisites: CHPR62222, CHPR63233, CHPR63234, CHPR71315, CHPR71316

This course covers practical training in techniques of spinal and extremity joint strengthening, stabilization and flexibility, including fitness evaluation; exercise prescription; the use of rehabilitation equipment; back-to-school programs; and myofascial techniques, including trigger points, cross friction massage and proprioceptive neuromuscular facilitation.

## **CLINIC**

This sequence is designed to develop professional skills necessary in the practice of chiropractic. In a supervised clinical environment, previous academic training is exercised in the care and management of patients. Specific courses are offered in office and patient management and in the communication, legal and business aspects of general practice.

### **CLIN73335 Ethics & Jurisprudence**

Credit Hours: 1

Contact Hours: 2 lecture hours per week

Co-requisites: CLIN73336

This course covers professional ethics and legal aspects of practice; doctor/patient relationship; necessity for comprehensive and complete case history records and procedures; legal responsibilities relating to patient care, including malpractice lawsuits; doctor/lawyer relationships; insurance and personal injury court proceedings.

### **CLIN73337 CCEP Exam**

Credit Hours: 0

Contact Hours: 0

Prerequisite: All courses through 8th quarter  
9th quarter CCEP Exam

### **CLIN73341 OSCE Radiology Exam**

Credit Hours: 0

Contact Hours: 0

Prerequisite: all courses through 8th quarter  
9th quarter Radiology Exam

### **CLIN73338 Clinic I**

Credit Hours: 2

Contact Hours: 2 lecture hours and 2 clinic hours per week

Prerequisites: All courses through 8th quarter

This course provides students instruction and evaluation regarding the policies and procedures of the West campus Clinic System, including a review of quality improvement principles and their practical application in chiropractic practice, digital X-ray software, HIPAA and electronic patient records. This course marks the beginning of the student's internship in the campus student clinic with practical clinical training and demonstration of clinical competency via assessment of a Qualitative Evaluation (QE) process.

### **CLIN81415 Clinic II**

Credit Hours: 5

Contact Hours: 15 clinic hours per week

Prerequisite: CLIN73338

Co-requisite: DIAG81412

This course marks the beginning of the student's internship in the campus public (outpatient) clinic. Students are mentored in the evaluation and management of outpatients during the delivery of chiropractic care, with emphasis on development of professional skills through observation and experience. Assessment of clinical competency via Qualitative Evaluation (QE) process is included.

### **CLIN82452 Management of the Chiropractic Practice**

Credit Hours: 3

Contact Hours: 4 lecture hours per week

Co-requisite: CLIN82426

This course covers skills necessary to establish a chiropractic practice, fundamentals of business management, office design and chiropractic office management.

### **CLIN82428 Clinic III**

Credit Hours: 8

Contact Hours: 24 clinic hours per week

Prerequisite: CLIN81415

Co-requisite: DIAG82422

Progress continues toward meeting the campus clinical graduation requirements in this course. It's a continuation of outpatient care with increasing responsibility; and further experience in the evaluation and management of chiropractic patients. Assessment of clinical competency via Qualitative Evaluation (QE) process and CCEP examination is included.



### **CLIN83454 Clinic IV**

Credit Hours: 8

Contact Hours: 24 clinic hours per week

Prerequisite: CLIN82428

Co-requisite: DIAG83432

This is the final phase of the clinic patient care program, including: continuation of meeting responsibilities of patient care; smooth transition of patients to lower-quarter interns; evaluation by peers and clinic staff of proficiency in chiropractic abilities and completion of clinic requirements. Demonstration of clinical competency is included.

### **CLIN91515 Clinic V (Field Training Program)**

Credit Hours: 8

Contact Hours: 24 clinic hours per week

Prerequisites: CLIN83454, 11th quarter CCEP Exam, a passing grade in all academic courses through 12th quarter

Co-requisites: CLIN91552, DIAG91513

This program is an off-site educational experience intended to enhance the knowledge of the chiropractic intern/student beyond what is normally provided in the chiropractic college curriculum. Core activities include observation and campus-directed participation in a clinical setting of office management and administrative procedures. At the discretion of the preceptor doctor, the student may perform supervised examination and diagnosis, chiropractic adjusting and case management. Completion of any remaining outpatient clinic experiences to meet graduation requirements is included.

### **CLIN91552 Development of the Chiropractic Practice**

Credit Hours: 2

Contact Hours: 3 lecture hours per week

Contact Hours: 3 lecture hours per week

Prerequisites: CLIN82452, PPHR83432

Co-requisites: CLIN91515, DIAG91513

This is a seminar and workshop series addressing the skills and attributes necessary for success in chiropractic practice, including staff selection and training, billing procedures, management of personal injury and Workers' Compensation cases, report writing, court appearances and deposition testimony on behalf of patients, and developing an ethical and profitable practice.

## **TECHNIQUE ELECTIVE COURSES**

The following technique electives are available to students who have completed the prerequisite courses

at the West campus. These electives are designed to facilitate investigation of specialized techniques after the student has completed the study of basic adjustive procedures. West campus faculty actively participate in new developments in chiropractic technique, as evidenced by their regular editorial and scholarly contributions in such journals as *Chiropractic Technique*, the *Journal of Manipulative and Physiological Therapeutics* and *Topics in Clinical Chiropractic*.

Students who are on academic probation or management are not eligible to take technique elective courses. Eligible students may enroll in no more than two electives per quarter.

### **CEPE61702 Gonstead Technique I**

Contact Hours: 3 lecture hours per week

Prerequisite: ANAT53133

This course covers Gonstead procedures, mechanisms of injury, motion palpation, instrumentation; X-ray analysis, postural analysis; adjustive procedures to correct subluxations for the entire spine, and emphasis on practical work.

### **CEPE61703 Gonstead Technique II**

Contact Hours: 3 lecture hours per week

Prerequisite: CEPE61702

Specific treatment regimens using Gonstead procedures are studied. Managing problems such as low-back pain, neck pain, whiplash, degenerative diseases and related clinical entities are included. There is an emphasis on practical work.

### **CEPE61704 Thompson-Terminal Point Technique**

Contact Hours: 2 lecture hours per week

Prerequisite: ANAT53133

Analytical and adjustive methods as written and practiced by Dr. J. Clay Thompson are covered, including Derefild and Cervical Syndrome Analytical procedures; specific approaches to the adjustive correction of pelvic misalignments, spondylolisthesis, ribcage and other spinal areas; and terminal point table. There is an emphasis on practical work.

### **CEPE61705 Upper Cervical Specific Techniques**

Contact Hours: 2 lecture hours per week

Prerequisite: ANAT53133

Palmer Toggle Recoil, Grostic and Atlas Orthogonal Upper Cervical Specific methods are covered, including specific line-of-correction calculations for a



side posture atlas adjustment; and chiropractic neuro-orthopedic pre-and post-adjustment examination. There is an emphasis on practical work. Comparisons with other total spinal methods.

**CEPE61706 Sacro-Occipital Technique**

Contact Hours: 2 lecture hours per week  
Prerequisite: ANAT53133

This course includes patient categorization and the basic treatment regimens for the S.O.T. categories, blocking methods and category management; and analysis of physical findings as written by Dr. M.B. DeJarnette, basic cranial maneuvers. There is an emphasis on practical experience.

**CEPE61709 Activator Methods I**

Contact Hours: 2 lecture hours per week  
Prerequisite: ANAT53133

Activator procedures, including mechanisms of subluxation, analysis, adjustive procedures and light force Activator adjusting instrument are covered.

**CEPE61711 Sports Chiropractic I**

Contact Hours: 2 lecture hours per week  
Prerequisite: CHPR53132

This course includes hands-on training for the most common adjunctive, on-the-field treatment approaches, including taping, stretching, myofascial stripping, cross-friction and other massage techniques.

**CEPE62714 Craniosacral Technique**

Contact Hours: 1 lecture hour per week  
Prerequisite: CHPR71315

Potential effects of aberrant cranial motion on health and well-being are covered, including potential mechanisms of cranial therapy.

**CEPE63713 Cox Flexion Distraction Technique**

Contact Hours: 2 lecture hours per week  
Prerequisite: CHPR62222

This course covers theory and application of flexion distraction methods for treatment of mechanical and discogenic low back pain including an emphasis on practical application skills.

**CEPE63718 Advanced Soft Tissue**

Contact Hours: 1 lecture hour per week  
Prerequisite: CHPR62222

This course covers theory and application of the IASTM (Instrument Assisted Soft Tissue Mobilization); demonstration and practice of the use

of the IASTM tools in various regions, beginning with spinal structures.

**CEPE71716 Sports Chiropractic II**

Contact Hours: 2 lecture hours per week  
Prerequisite: Completion of 6th quarter  
Co-requisite: CHPR71316  
Preparation of the student for emergencies that may occur at a sporting event are covered.

COURSE NOT  
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71718

# STUDENT CODE OF ETHICS

## PREAMBLE

Students, as a condition of admission, agree to abide by the Student Code of Ethics (“Code”). Students further agree to abide by all College regulations contained in the Catalog, Student Handbook and other publications and notices placed on official College bulletin boards, and including its portal and/or website. This includes students who reside in College premises; participate in preceptorships; and participate in any College programs on-or off-College premises.

Students are also expected to abide by local, state and federal laws. The College assumes its students will conduct themselves as responsible citizens. The College, therefore, reserves the right to dismiss any student at any time, should it be in the best interest of the College or the student to do so. It is the personal responsibility of every student to respect the rights of others and to conduct themselves with integrity.

## PURPOSE

The intent of this Code is to ensure that students neither lose their rights nor escape the responsibilities of citizenship. Students enrolled at the College must be guided by the highest standards of ethical conduct. They are expected to demonstrate professional qualities when dealing with persons in the academic community, with chiropractic patients and with the public.

## JURISDICTION OF THE STUDENT CODE OF ETHICS

The Code shall apply to conduct that occurs on College premises or at College-sponsored or College-related activities or service functions on or off College premises or at non-College activities on or off College premises that adversely affects the College Community and/or the pursuit of its objectives. This includes online activities. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code shall apply to a student’s

conduct even if the student withdraws from school while a disciplinary matter is pending.

The Code shall also apply to behavior occurring online, such as harassment delivered by email, or acts of bullying or discrimination posted in video form or on gossip sites accessed through College computing resources. Students must also be aware that information posted to blogs, web pages, social networking sites such as Twitter and Facebook, or other online postings are in the public sphere, and are not private. These postings can subject the student to a charge of misconduct, if information posted online relates to, supports or constitutes misconduct. The College does not regularly monitor online activities, but may take action if and when such information is discovered.

For a complete copy of the Student Code of Ethics, please refer to the Student Handbook.

For inquiries regarding the administration of the Student Code of Ethics, contact the senior director for Compliance or any of the following coordinators:

### DAVENPORT CAMPUS:

**Earlye Adams Julien, PHR, M.S.Ed.**

Senior Director for Compliance

1000 Brady Street

Davenport, IA 52803

(563) 884-5476

earlye.julien@palmer.edu

**Lori Larsen, B.A.**

Student Conduct Compliance Coordinator

1000 Brady Street

Davenport, IA 52803

(563) 884-5246

lori.larsen@palmer.edu

### WEST CAMPUS:

**Earlye Adams Julien, PHR, M.S.Ed.**

Senior Director for Compliance

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**Lori Larsen, B.A.**

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**FLORIDA CAMPUS:**

**Cheryl Shaw, PHR, M.B.A.**

Human Resources Manager (also serving as Judicial  
Coordinator)

4777 City Center Parkway

Port Orange, FL 32129

(386) 763-2665

cheryl.shaw@palmer.edu

# ENTERING THE PROFESSION

## PALMER CAREER NETWORK

The Center for Business Development provides the Palmer CareerNetwork, an online gateway that provides access to the following:

- Employment opportunities and chiropractic practices and equipment for sale
- One-on-one mentoring through the Palmer Professional Network
- Print, web and video resumes (and online portfolios) with Optimal Resume
- A mock-interview program called Interview Stream
- Locus, an online demographics analysis program to help you choose the best practice location
- Registration for Business Modules, which are informational sessions held during evenings and weekends
- Registration for our “Ask the Coach” interactive business webinars
- Homecoming Career Fairs
- Information “Lunch and Learn” sessions from employers
- And more!

Chiropractors and students can find this information on the Palmer CareerNetwork website at:  
<https://palmer-csm.symplicity.com>.

## EMPLOYMENT PROSPECTS

While the College does not guarantee either placement or employment of its graduates, it does provide employment opportunity listings on the Palmer CareerNetwork at: <https://palmer-csm.symplicity.com>.

Employment for doctors of chiropractic, according to the U.S. Department of Labor’s Occupational Outlook Handbook 2014-2015 edition, is expected to grow faster than average through the year 2022. Its website is:  
<http://www.bls.gov/ooh/Healthcare/Chiropractors.htm>

## CONTINUING EDUCATION AND EVENTS

The Continuing Education and Events Department serves Palmer and the profession through the development and implementation of quality educational programs for students, faculty and doctors in the field.

The Continuing Education and Events Department maintains the College’s tradition of lifelong learning through continuing and post-graduate education for all three campuses, in addition to providing programming nationwide. License renewal seminars, certificate and diplomate programs, Speakers Bureau support services, and online learning coursework are among the many offerings that Palmer presents nationwide.

Additionally, the Continuing Education and Events Department sponsors annual Homecoming events on all three campuses. Homecoming offers students, staff and doctors from around the world the opportunity to attend educational sessions, view the latest products and services, and attend alumni reunions and social events. The Office of Admissions/Enrollment also hosts a prospective student program. Special discounted rates are available to students. For more information about continuing education, call toll-free (800) 452-5032 or visit [www.palmer.edu/ce](http://www.palmer.edu/ce).

### DAVENPORT CAMPUS HOMECOMING

Aug. 10-12, 2017

### FLORIDA CAMPUS HOMECOMING

March 3-5, 2017

### WEST CAMPUS HOMECOMING

May 5-7, 2017

## ALUMNI ASSOCIATION

Palmer College’s Alumni Association is comprised of the graduates from all three campuses. Chiropractors, chiropractic technologists and graduates of our master’s programs are all members of the Palmer

College of Chiropractic Alumni Association (PCCAA). The mission of PCCAA is to connect Palmer alumni with Palmer College and each other.

PCCAA is built around a series of State and District Representatives. The purpose of this structure is to build a network between Palmer and its alumni on a more personal level.

There are no membership fees associated to being a member of Palmer College's Alumni Association.

Palmer's Alumni Association is a vast network of professional contacts, all who have one thing in common chiropractic. Need a professional mentor? Curious if an organization that's pursuing you is the right fit? You can look to your fellow alumni who offer a wealth of experience and information that will help you make better decisions.

There's also the Palmer Student Alumni Foundation (PSAF), which is a student-run organization designed to increase student success and help students stay connected with College alumni.

Palmer College works with state and national chiropractic associations as a resource to help drive health-care policies that benefit the chiropractic profession.

Palmer College offers many great benefits to its alumni. The PCCAA helps you stay up-to-date with cost-saving programs, discounted products and services, continuing education and opportunities for involvement available through Palmer College.

For more information on these benefits, browse our website, e-mail [alumni@palmer.edu](mailto:alumni@palmer.edu) or call (800) 722-2586, ext. 3.

## ADVANCEMENT OFFICE

The Advancement Office leads the College's efforts in securing financial contributions to provide its students with access to scholarships, innovative programs and up-to-date technology in both academic and clinical educational programs. The Advancement Office takes pride in cultivating strong relationships with donors and supporting responsible stewardship of gifts donated to the College.

Many of the College's successes can be attributed to support and gifts from students, employees, alumni,

businesses, foundations and other friends of the College. Examples of such successes include:

- Academic Health Center (AHC), Davenport campus
- State-of-the-art radiographic technology for interns and patients, AHC Davenport campus
- Lake-side Standard Process Student Center, Florida campus
- Renovation of the entrance and clinic lobby, West campus

Donations enable the College to offer a broad range of student scholarship opportunities and educational events such as seminars and quality guest speakers.

The Advancement Office continues to work hard to maintain strong relationships with donors so future generations of students and graduates can enjoy a quality chiropractic educational experience at Palmer College of Chiropractic.

## PROFESSIONAL ORGANIZATIONS

The chiropractic profession is represented by two major professional organizations, the International Chiropractors Association (ICA) and the American Chiropractic Association (ACA). Both associations are located in Arlington, Va. The two national organizations provide services in education, political and public relations, and insurance. Both organizations have student auxiliary groups on each campus.

The addresses of the national offices are:

### **International Chiropractors Association**

1110 North Glebe Rd., Ste. 650  
Arlington, VA 22201  
(703) 528-5000

### **American Chiropractic Association**

1701 Clarendon Blvd.  
Arlington, VA 22209  
(703) 276-8800

## TRANSCRIPT OF RECORD

All transcripts are generated and issued from the Student Administrative Services Office at a cost of \$5. Requests may be made in writing or via the transcript request submission process outlined at [www.palmer.edu/Palmer/Forms/TranscriptRequests.aspx](http://www.palmer.edu/Palmer/Forms/TranscriptRequests.aspx). The College will not honor transcript requests from those having past-due College bills.

## BOARD OF TRUSTEES

The College derives its legal control through its Articles of Incorporation and Bylaws as executed by its governing Board of Trustees. Board members are:

Trevor V. Ireland, D.C.  
Chairperson of the Board  
Anchorage, Alaska

Kent M. Forney, J.D.  
Vice Chairperson  
Des Moines, Iowa

Vickie A. Palmer, H.C.D. (Hon.)  
Secretary General  
Davenport, Iowa

Don Betz, Ph.D.  
Edmond, Okla.

Michael D. Chance, D.C.  
Gainesville, Fla.

Donna Craft, D.C.  
Ann Arbor, Mich.

Donald S. Doucette, Ph.D.  
Davenport, Iowa

Susan Hatfield, Ph.D.  
Winona, Minn.

Charles J. Keller, D.C.  
Yonkers, N.Y.

Kenneth R. Koupal  
Davenport, Iowa

Barry L. McAlpine, D.C.  
Holland, Mich.

Kent M. Pilcher  
Davenport, Iowa

Paul VanDuyne, D.C.  
Rock Island, Ill.

William L. Wilke, M.S.  
Bettendorf, Iowa

# ADMINISTRATION

## COLLEGE ADMINISTRATION

### **Dennis Marchiori, D.C., Ph.D.**

Chancellor and CEO; Associate Professor.  
State University of New York, B.S., 1989; Palmer  
College of Chiropractic, D.C., 1990; M.S., 1992;  
Diplomate, American Chiropractic Board of Radiology,  
1995; University of Iowa, Ph.D., 2005.

### **J. Aaron Christopher, Ph.D., C.P.A., C.F.E.**

Vice Chancellor for Administration  
Hendrix College, B.A., 1999; Oklahoma City  
University, M.S., 2000; Clavemont Graduate  
University, Ph.D., 2015.

### **Kevin A. Cunningham, D.C., Ph.D.**

Vice Chancellor for Student Affairs; Professor.  
George Williams College, B.S., 1982; Palmer College  
of Chiropractic, D.C., 1988; University of Iowa, Ph.D.,  
2003.

### **Christine Goertz, D.C., Ph.D.**

Vice Chancellor for Research and Health Policy,  
Palmer Center for Chiropractic Research.  
Northwestern College of Chiropractic, B.S., 1991;  
Northwestern College of Chiropractic, D.C., 1991;  
University of Minnesota, School of Public Health,  
Ph.D., 1999.

### **Barbara Melbourne, J.D.**

Vice Chancellor for Institutional Advancement  
University of Kansas School of Law, J.D., 1988;  
Creighton University, B.A., 1985.

### **James O'Connor, APR**

Vice Chancellor for Marketing & Communication.  
University of Northern Iowa, B.A., 1989.

### **Robert E. Percuoco, D.C.**

Vice Chancellor for Institutional Effectiveness;  
Professor.  
Stonehill College, B.S., 1978; Palmer College of  
Chiropractic, D.C., 1983.

### **Thomas Stempek, M.A.**

Vice Chancellor for Enrollment  
University of Phoenix, B.S., 2001; University of  
Phoenix, M.A., 2005.

### **Daniel Weinert, D.C., Ph.D.**

College Provost; Professor.  
Northern Michigan University, B.S., 1989; University  
of Massachusetts at Amherst, M.S., 1992; Palmer  
College of Chiropractic, D.C., 1996; Diplomate,  
American Chiropractic Rehabilitation Board, 1999.  
University of Iowa, Ph.D., 2013.

## CAMPUS PRESIDENTS

### **Peter A. Martin, D.C.**

President, Florida campus.  
British College of Naturopathy & Osteopathy, D.O.,  
N.D., 1964; Palmer College of Chiropractic, D.C.,  
1968.

### **William C. Meeker, D.C., M.P.H.**

President, West campus.  
Wabash College, B.A., 1973; Palmer College of  
Chiropractic San Jose, Calif., D.C., 1982; San Jose  
State University, M.P.H., 1988.

## COLLEGE MANAGEMENT

### **Earlye Adams Julien, M.S.C., M.S.Ed.**

Senior Director of Compliance; Chief Compliance  
Officer.  
Professional in Human Resources (PHR), 1994; Teikyo  
Marycrest University, B.A., 1995; Western Illinois  
University, M.S.C., M.S.Ed., 2000.

### **Julie Behn, M.B.A.**

Senior Director of Admissions Recruitment.  
University of Phoenix, B.S., 2002; Notre Dame De  
Namur University, M.B.A., 2002.

### **Mickey G. Burt, D.C.**

Executive Director of Development and Alumni.  
Palmer College of Chiropractic, D.C., 1973.

### **Dustin Derby, Ed.D.**

Senior Director of Institutional Planning and Research.  
Illinois State University, M.S.Ed., 1997; Northern  
Illinois University, M.S., 2005, Ed.D., 2006.

### **Mary Frost, D.C., M.B.A.**

Senior Director of Accreditation and Licensure  
Compliance.



Palmer College of Chiropractic, B.S., D.C., 1996; St. Ambrose University, M.B.A. 2015.

**Andrea G. Haan, D.C., M.S., M.A.**

Senior Director for Assessment.  
Southwestern Oklahoma State University, B.S., 1987;  
Palmer College of Chiropractic, D.C., 1997, M.S.,  
2006; William James College, M.A., 2015.

**Chabha Hocine, M.L.I.S., M.A.**

Senior Director of Libraries.  
University of Algeria, Algeria, B.S., 1991; University  
of Illinois, M.A., 2001; University of Illinois at  
Urbana-Champaign, M.L.I.S., 2008.

**Dana J. Lawrence, D.C., M.Med.Ed, M.A.**

Senior Director of the Center for Teaching and  
Learning; Professor.  
Michigan State University, B.S., 1975; National  
College of Chiropractic, B.S., 1978; D.C., 1979;  
University of Dundee, M.Med.Ed., 2007; Loyola  
University Chicago, M.A., 2010.

**Mindy Leahy, M.B.A.**

Senior Director for Registrar.  
Wartburg College, B.A., 1992; St. Ambrose University,  
M.B.A., 1995.

**Alex Margrave, D.C.**

Senior Director of Student Academic Support.  
Juaniata College, B.S., 2001; Palmer College of  
Chiropractic, D. C., 2007

**Abbey Nagle-Kuch, B.A.**

Senior Director of Financial Planning.  
University of Iowa, B.A., 2008.

**Julie A. Schrad, D.C., M.S.**

Senior Director of Clinic Administration.  
Palmer College of Chiropractic, D.C., 1985; Marycrest  
University, B.A., 1986; University of St. Francis, M.S.,  
1999.

**Brian L. Sharkey, B.S.**

Senior Director of Safety and Security.  
University of Illinois, B.S., 1989.

**Alexis A. Vander Horn, M.B.A.**

Senior Director of Financial Affairs.  
Western Washington University, B.A., 1979; St.  
Ambrose University, M.B.A., 1997.

**Michelle Walker, M.S.**

Senior Director of Human Resources.  
Iowa State University, B.A., 1992; Iowa State  
University, M.S., 1994.

**W. Earl Wilfong, B.A.**

Senior Director of Facilities and Project Management.  
University of Illinois, B.A., 1990.

**Mark Wiseley, B.A.**

Senior Director of Information Technology  
Blackhawk College, A.A., 1998; St. Ambrose  
University, B.A., 2002.

DAVENPORT CAMPUS:

**CAMPUS ADMINISTRATION**

Michelle R. Barber, M.S.W., D.C.  
Associate Dean of Academic Affairs  
Miami University, B.A., 1991; Ohio State University,  
M.S.W., 1993; Palmer College of Chiropractic, D.C.,  
2000.

**Ron J. Boesch, D.C.**

Dean of Clinics; Professor.  
Palmer College of Chiropractic, D.C., 1991. State  
University of New York-Regents College,  
B.S., 1997.

**Catherine A. Eberhart, M.B.A.**

Director of Undergraduate Studies; Assistant Professor,  
Undergraduate Studies.  
Mt. Saint Claire College, B.S., 1989; St. Ambrose  
University, M.B.A., 1996.

**David D. Juehring, D.C., N.S.C.A.**

Director of Chiropractic Rehabilitation and Sports  
Injury; Associate Professor.  
Iowa State University, B.A., 1987; Palmer College  
of Chiropractic, D.C., 1994; Certified Strength and  
Conditioning Specialist, N.S.C.A., 1995; Certified  
Chiropractic Sports Physician, 1997; Diplomate,  
American Chiropractic Rehabilitation Board, 1998.

**Kimberly Kent, B.A.**

Director of Marketing.  
St. Ambrose University, B.A., 2014.

**Anna B. Livdans-Forret, D.C.**

Director of Campus Health Center; Professor.  
St. Luke's School of Nursing, R.N., 1974; Marycrest  
College, B.S.N., 1976; Palmer College of Chiropractic,  
D.C., 1983.

**Cynthia R. Long, Ph.D.**

Director of Research; Professor.  
Winona State University, B.A., 1984; Iowa State  
University, M.S., 1989; University of Iowa, Ph.D.,  
1995.

**Ian D. McLean, D.C.**

Director of Clinical Radiology; Professor.  
Palmer College of Chiropractic, D.C., 1979;  
Diplomate, American Chiropractic Board of Radiology,  
1984.

**Kevin W. Paustian, D.C.**

Dean of Academic Affairs; Associate Professor.  
Muscatine Community College, A.S., 1981; Palmer  
College of Chiropractic, D.C., 1984.

**Shayan Sheybani, D.C., M.B.A.**

Clinics Operations Administrator; Assistant Professor.  
Palmer College of Chiropractic, B.S., D.C., 1993; St.  
Ambrose University, M.B.A., 2004.

**Troy D. Stark, B.A., D.C.**

Director of Clinic Assessment and Integrity.  
Palmer College of Chiropractic, D.C., 2010;  
Monmouth College, B.A., 2010.

**John S. Stites, D.C.**

Director of Community Clinics; Professor.  
Ottawa University, B.A., 1976; Palmer College of  
Chiropractic, D.C., 1979; Diplomate, American  
Chiropractic Board of Radiology, 1992.

**Larry L. Swank, D.C., M.S.**

Clinic Systems Administrator; Professor.  
Palmer College of Chiropractic, D.C., 1976;  
Fellow Academy of Chiropractic Orthopedics,  
1985; Diplomate, American Board of Chiropractic  
Orthopedics, 1985; University of St. Francis, M.S.,  
1999.

**Michael J. Tunning, D.C., M.S.**

Associate Dean of Academic Affairs  
St. Ambrose University, B.A., 2003; Palmer College of  
Chiropractic, D.C., 2006; University of New England,  
M.S., 2015.

**Kelley L. Van Keulen, B.A.**

Director of Campus Enrollment.  
Ashford University, B.A., 2010.

**FLORIDA CAMPUS:**

**CAMPUS ADMINISTRATION**

**Jessica Blumenfeld, B.S.**

Campus Enrollment Director.  
Jacksonville University, B.S., 2003

**Jason Brewer, M.S.**

Director of Student Services.  
Cumberland University, B.A., 2002; M.S., 2004.

**Shane Carter, D.C., M.B.A.**

Director of Clinics.  
Rollins College, B.A., 1998; Palmer College of  
Chiropractic, Port Orange, Fla., D.C., 2005; Palmer  
College of Chiropractic, B.S., 2006; University of  
Phoenix, M.B.A., 2010.

**Alena Coleman, D.C., M.S.**

Associate Dean of Academic Affairs.  
Texas Southern University, B.S., 1999; Palmer College  
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2008.

**Donald Gran, D.C., M.S.Ed.**

Dean of Academic Affairs.  
Palmer College of Chiropractic, D.C., 1978; University  
of the State of New York, B.S., 1997; Western Illinois  
University, M.S.Ed., 2001.

**Ted Nikolla, M.A.**

Campus Communication Specialist.  
Westfield State College, B.S., 1976; University of New  
Haven, M.A., 1989.

**George Oliveira**

Director of Safety and Security.

**Ceresse Ramos, M.B.A.**

Registrar.  
Bethune-Cookman University, B.S., 2003; University  
of Central Florida, M.B.A., 2006.

**Cheryl Shaw, M.B.A.**

Human Resources Manager.

University of Central Florida, B.S., 2008; Saint Leo University, M.B.A., 2012.

**William Sherrier, D.C.**

Associate Dean of Academic Affairs.

Richard Stockton College of New Jersey, B.A., 1985; Life College of Chiropractic, D.C., 1989; University of Central Florida, M.A., 2015.

**Liang Zhang, M.D.**

Director of Research.

Hengyang Medical College, M.D., 1985; Geneva University School of Medicine, Ph.D., 1991.

**WEST CAMPUS:**

**CAMPUS ADMINISTRATION**

**Lonnie Contreras, M.A.**

Director of Campus Support.

San Jose State University, B.A., 2005; M.A., 2016.

**Michael V. Hinojosa, Psy.D.**

Director of Clinic Business.

California Lutheran University, B.S., 2005; Phillips Graduate Institute, Psy.D., 2010

**Eliana Nathan, A.A.**

Registrar.

Herald Business College, A.A., 1981.

**Mylinh Pham, MA**

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**Stephen Grand, D.C., M.S.**

Clinical Professor.

Stevens Institute of Technology, B.S., 1968; National College of Chiropractic, B.S., 1974, D.C., 1976; Diplomate, Nutrition, 2009; University of Bridgeport, M.S., 2013.

**Shawn He, M.D., M.S.**

Professor.

Shanghai Second Medical University, M.D., 1983; National University of Singapore, M.S., 1999.

**Deric Jacobs, D.C.**

Associate Professor.

Palmer College of Chiropractic, B.S., D.C., 1997.

**Je'Ne Jordahl, D.C.**

Clinical Assistant Professor.

University of Illinois, B.S., 2005; Palmer College of Chiropractic Florida, D.C., 2009

**Jeffrey Krabbe, D.C.**

Assistant Professor.

University of Nebraska, B.S., 1996; Palmer College of Chiropractic, D.C., 2001.

**James La Rose, M.B.B.S., M.Sc.**

Professor.

University of the West Indies, M.B.B.S., 1974; Medical University of Southern Africa, M.Med., 1994.

**John D. Lockenour, D.C.**

Associate Professor.

Palmer College of Chiropractic, D.C., 1977; Diplomate, Orthopedics, 1997; Palmer College of Chiropractic, B.S., 2005.

**Marc Lucente, D.C.**

Instructor.

Wake Forest University, B.S., 2001; University of Bridgeport College of Chiropractic, D.C., 2010.

**Sadie McConner, D.P.M.**

Associate Professor.

Winston-Salem State University, B.S., 1981; Ohio College of Podiatric Medicine, D.P.M., 1989.

**Scott Meisel, D.C., M.S.**

Assistant Professor.

Winona State University, B.S., 1980; Palmer College of Chiropractic, D.C., 1984; New York Chiropractic College, M.S., 2014.

**Meredith Meyers, D.C., M.D.**

Clinical Assistant Professor.

University at Buffalo, B.A., 1999; Niagra University, M.S., 2002; Palmer College of Chiropractic Florida, D.C., 2007; University of Arts & Sciences Montserrat, M.D., 2010.

**Mark Murdock, D.C., R.N.**

Associate Professor.

Florida Southern College, B.S., 1993; Palmer College of Chiropractic, D.C., 1996; Polk Community College, R.N., 2005.

**Sean Norkus, D.C.**

Instructor.

Flagler College, B.A., 2004; Palmer College of Chiropractic Florida, D.C., 2011.

**E.A. Pappagallo, D.C.**

Associate Professor.

Palmer College of Chiropractic, D.C., 1985; Excelsior University, B.A., 2004.

**Carol Parnell-Prevost, D. C.**

Assistant Professor.

University of Massachusetts, B.S., 1985; Palmer College of Chiropractic, D.C., 1992; Palmer College of Chiropractic, Diplomate, Chiropractic Pediatrics, 2000.

**Teri Payton, D.C.**

Assistant Professor.

Marycrest College, B.A., 1983; Palmer College of Chiropractic, D.C., 1986.

**Leslie Pelletier, D.C.**

Clinical Instructor

University of Central Florida, B.A., 2006; Palmer College of Chiropractic Florida, D.C., 2012; Functional Medicine University, Diplomate, Clinical Board of Nutrition, 2015.

**Ali Rabatsky, M.S., Ph.D.**

Associate Professor.

Stetson University, B.S., 1996; University of Central Florida, M.S., 2002; University of Louisiana-Lafayette, Ph.D., 2007.

**James Randazzo, D.C.**

Clinical Associate Professor.

University of the State of New York, B.S., 1991; Life University, D.C., 1994.

**Maria Romano-Young, D.C.**

Clinical Associate Professor.

Gannon University, B.S., 2000; Palmer College of Chiropractic Florida, D.C., 2006.

**John Schaeffer, D.C.**

Assistant Professor.

Kean University, B.S., 1974; New York Chiropractic College, D.C., 1982; Logan College of Chiropractic, Diplomate, American Board of Chiropractic Neurology, 1992.

**Adam Sergent, D.C.**

Clinical Assistant Professor.

Madonna University, B.S., 2002; Palmer College of Chiropractic Florida, D.C., 2006.

**Kathy Shaw, Ph.D., D.C.**

Associate Professor.

University of Prince Edward Island, B.S., 1989; University of New Brunswick, M.Sc.E., 1993; University of Florida, Ph.D., 2000; Palmer College of Chiropractic Florida, D.C., 2006.

**Michael Shreeve, D.C.**

Professor.

Palmer College of Chiropractic, D.C., 1974; University of the State of New York, B.S., 1997; Palmer Institute for Professional Advancement, L.C.P., Chiropractic Philosophy, 2002.

**Bahar Sultana, M.B.B.S.**

Assistant Professor.

University of Chittagong, M.B.B.S., 1993; Nova Southeastern University, M.P.H., 2014.

**Christopher M. Varnum, D.C.**

Clinical Associate Professor.

Gulf Coast Community College, 1994; Cleveland Chiropractic College, B.S., D.C., 2000.

**Luis Vera, D.C.**

Assistant Professor.  
Rutgers University, B.A., 1999; New York Chiropractic College, D.C., 2003; Diplomate, Electrodiagnosis, 2005; Diplomate, Neurology, 2010.

**Stephen Wooten, D.C.**

Clinical Associate Professor.  
Southern Illinois University, B.S., 1979; Palmer College of Chiropractic, D.C., 1998.

**Susan Yazvac, D.C.**

Associate Professor.  
Palmer College of Chiropractic, D.C., 1981; Western States Chiropractic College, Diplomate, American Board of Chiropractic Radiologist, 1985.

**Thomas Young, D.C.**

Associate Professor.  
Gannon University, B.S., 2000; Palmer College of Chiropractic Florida, D.C., 2006; Diplomate, Sports Physician, 2012.

**Niu Zhang, M.D., M.S.**

Professor.  
Shanghai Second Medical University, M.D., 1983; National University of Singapore, M.S., 2001.

**PART TIME FACULTY****Jason Coe, D.C.**

Youngstown State University, B.A., 2008; Palmer College of Chiropractic Florida, D.C., 2011.

**Steven Daniels, D.C.**

Saint Petersburg College, B.A.S., 2007; Palmer College of Chiropractic Florida, D.C., 2011.

**Tina DiGiovanni, M.S., D.C.**

Rutgers University of New Jersey, B.A., 2003; Rutgers University of New Jersey, M.S., 2006; Palmer College of Chiropractic Florida, D.C., 2009.

**Megan Franklin, D.C.**

University of Florida, B.S., 2003; Palmer College of Chiropractic Florida, D.C., 2012.

**Kristin Gulliver, D.C.**

University of South Florida, B.S., 2004; Palmer College of Chiropractic Florida, D.C., 2008.

**John Humbert, D.C.**

Florida State University, B.S., 2006; Palmer College of Chiropractic Florida, D.C., 2010.

**Misty Lagasse, D.C.**

Palmer College of Chiropractic, B.S., D.C., 2010.

**Brandon LaVelle, D.C.**

Cincinnati Christian University, B.S., 2003; Palmer College of Chiropractic Florida, D.C., 2010.

**Carlie Lorentz, D.C.**

University of Central Florida, B.S., 2007; Palmer College of Chiropractic Florida, D.C., 2010.  
Angela Moore, D.C. University of Arkansas, B.S., 2005; Palmer College of Chiropractic Florida, D.C., 2008.

**WEST CAMPUS****FACULTY****FULL-TIME FACULTY****Tammi Clark, D.C.**

Palmer College of Chiropractic West, D.C., 1994.

**Robert Cooperstein, M.A., D.C.**

Professor, Director of Technique and Research.  
State University of New York-Stonybrook, B.A., 1970; University of California-Berkeley, M.A., 1974; Life College of Chiropractic West, D.C., 1984.

**Kimberlee Davis, D.C.**

Associate Professor.  
San Jose State University, B.A., 1985; Palmer College of Chiropractic West, D.C., 1988.

**Daniel Dugan, M.S.**

Associate Professor.  
California State University-Long Beach, B.S., 1966; Brigham Young University, M.S., 1972.

**William N. DuMonthier, D.C.**

Professor.  
University of Washington, B.S., 1975; Palmer College of Chiropractic, D.C., 1979.

**Edward Feinberg, D.C., DACBSP**

Professor.

University of California-Berkeley, B.S., 1976; Palmer College of Chiropractic West, D.C., 1984; Diplomate, American Chiropractic Board of Sports Physicians, 1995.

**Andre Knustgraichen, D.C.**

Assistant Clinical Professor.

Palmer College of Chiropractic West, D.C., 1984.

**Makani Lew, D.C., DACRB**

Professor.

Earlham College, B.S., 1986; Palmer College of Chiropractic West, D.C., 1991; Diplomate, American Chiropractic Rehabilitation Board, DACRB, 2015.

**Arlene Luckock, Ph.D.**

Professor.

University of California-Berkeley, B.A., 1969; Ph.D., 1974.

**Thomas Milus, D.C., Ph.D.**

Clinical Professor.

Palmer College of Chiropractic, D.C., 1982; Saybrook Institute, Ph.D., 2001.

**Mehdi Moossavi, M.S., D.C.**

Professor.

College of P.E. and Sports Science, B.S., 1978; San Jose State University, M.A., 1987; Palmer College of Chiropractic West, D.C., 1992.

**Rosser Panggat, M.D.**

Associate Professor.

University of the Philippines, B.S., 1994; De La Salle University, Philippines, M.D., 2001.

**Ti Pence, D.C.**

Assistant Clinical Professor.

Palmer College of Chiropractic West, D.C., 2006.

**Susan St. Claire, D.C., M.S.**

Professor.

San Francisco State University, B.A., Palmer College of Chiropractic West, D.C., 1984; University of Bridgeport, M.S., 1992.

**Kily Tracy, D.C.**

Associate Clinical Professor.

Palmer College of Chiropractic West, D.C., 1993.

**S. Randall Waters, M.B.A., D.C.**

Associate Clinical Professor.

Cleveland Chiropractic College-Kansas City, D.C., 1977; University of Northern Colorado, M.B.A., 1984.

**Theresa Whitney, D.C.**

Associate Professor.

University of Lethbridge, B.Ed., 1981; Palmer College of Chiropractic West, D.C., 1995.

**Hong Zhang, M.S.**

Associate Professor.

Shanghai Second Medical University, B. Med., 1987; Palmer College of Chiropractic, M.S., 1992.

**PART-TIME FACULTY**

**Pauline Anderson, D.C.**

Associate Clinical Professor.

Palmer College of Chiropractic West, D.C., 1990.

**Kerri Crandell, D.C.**

Associate Professor.

Cal Poly-San Luis Obispo, B.S., 1995; Palmer College of Chiropractic, D.C., 2002.

**Edward Cremata, D.C.**

Associate Instructor.

Palmer College of Chiropractic West, D.C., 1981; International College of Health Sciences-Boynton Beach, FL., R.N., 2014.

**Michael Dominguez, D.C.**

Assistant Clinical Professor.

San Jose State University, B.S., 1979; Palmer College of Chiropractic West, D.C., 1989.

**Mary Jo Giagiari, D.C.**

Associate Clinical Professor.

University of California-Los Angeles, B.S., 1979; Palmer College of Chiropractic West, D.C., 2000.

**Harry Ho, D.C., DACBSP**

Associate Professor.

Shippensburg University, B.S., 1996; Palmer College of Chiropractic West, D.C., 2000; American Chiropractic Board of Sports Physicians, DACBSP, 2008.

**Arden Lawson-Henze, D.C., C.C.S.P.**

Associate Clinical Professor.  
Palmer College of Chiropractic West, D.C., 1986;  
Palmer Institute for Professional Advancement,  
C.C.S.P., 1994.

**Eric Lundberg, D.C., C.C.S.P.**

Assistant Professor.  
American Chiropractic Association, C.C.S.P., 1997;  
University of California-Berkeley, B.A., 1981; Palmer  
College of Chiropractic West, D.C., 1984.

**Therese Reaney-Cook, D.C.**

Associate Clinical Professor.  
University of California-San Diego, 1986, B.A.;  
Palmer College of Chiropractic West, D.C. 1992.

**Jonathan Slater, D.C.**

**Associate Clinical Professor.**  
University of California-Santa Cruz, 1992, B.A.;  
Palmer College of Chiropractic West, D.C., 1997.

**Gregory Snow, D.C.**

Dean of Clinics.  
University of Iowa, B.A., 1986; Palmer College of  
Chiropractic West, D.C., 1990.

**Thomas A. Souza, D.C.**

Dean of Academic Affairs.  
California Institute of the Arts, B.F.A., 1973, M.F.A.,  
1976; Cleveland Chiropractic College-Los Angeles,  
D.C., 1983; Diplomate, American Chiropractic Board  
of Sports Physicians, 1995.

**John M. Spencer, D.C., D.A.C.R.**

Associate Professor.  
State University of New York-Albany, B.S., 1977;  
Palmer College of Chiropractic, D.C., 1978;  
Diplomate, ICA Council on Chiropractic Imaging,  
1991.

**Russell Wilson, R.T. (R), C.R.T.**

Associate Professor.  
United States Navy, 1968-1974; American Registry of  
Radiologic Technologists, 1971.

**Morgan Young, D.C.**

Assistant Professor.  
University of Washington, B.S., 2004; Palmer College  
of Chiropractic West, D.C., 2007.

**PROFESSOR EMERITUS**

**Richard A. Brown, D.P.M.**

Professor.  
Pacific Union College, B.A., 1955; California College  
of Podiatric Medicine, B.S., D.P.M., 1972.

**Richard DeSarbo, D.C.**

Associate Professor.  
Palmer College of Chiropractic, D.C., 1964.

**Gert J.B. de Wet, D.C.**

Associate Professor.  
Palmer College of Chiropractic, D.C., 1966.

**Peter N. Fysh, B.AppSc. [Chir.]**

Phillip Institute, B.AppSc. [Chir.], 1980, Fellow, ICA  
Council on Chiropractic Pediatrics, 1996.

**Dominick J. Scuderi, D.C.**

Professor, Director of Radiology.  
Union College, B.S., 1972; Palmer College of  
Chiropractic, D.C., 1982.



# GRADUATE STUDIES - DAVENPORT CAMPUS

The Division of Graduate Studies at Palmer College of Chiropractic's Davenport, Iowa, campus is committed to preparing educators and researchers for careers related to the health care professions.

In graduate study, committed students have the opportunity for advanced learning or technical mastery under the direct guidance of scholars and practitioners in full command of their individual specialty.

Undertaking graduate study involves not only a dedication to complete a challenging curriculum, but also a commitment to intellectual freedom, personal and professional integrity and universal respect for these characteristics in others. Graduate courses may be taught as advanced lectures supported by recent publications; as seminars where students and professors present reports of seminal investigations addressing complex questions; as independent directed study guided by a specialist in a sub-discipline or research method; or as independent research supervised by a committee of graduate faculty members but mentored specifically by the chair of their graduate advisory committee.

## HISTORY

The Division of Graduate Studies was formed in 1988 on the Palmer Davenport, Iowa, campus, consistent with the expanding institutional missions and goals adopted by the Board of Trustees.

## ACADEMIC PROGRAMS

A Master of Science in Clinical Research degree is offered through the Division of Graduate Studies.

## FACILITIES

The William and Jo Harris Building houses most of the basic and clinical research offices and laboratories used cooperatively by the Division of Graduate Studies in graduate research and training, and the Palmer Center for Chiropractic Research. Graduate students have their own workspace in the building in proximity to their major interests and faculty advisors. The first floor of the William and Jo Harris Building is dedicated to a chiropractic research clinic and clinical biomedical laboratories. The Research Clinic currently includes

exam and treatment rooms and rooms dedicated to interviews, physical therapy, clinical kinesiology and radiography. Patient flow can reach up to 200 visits per week. Students in the Master of Science in Clinical Research program have the opportunity to work as part of a clinical research team in large clinical trials and conduct patient-oriented research with faculty in our extensive, updated research facility on the Davenport, Iowa, campus. They may investigate important issues and research questions in chiropractic by conducting clinical studies at the Research Clinic and in the human bioengineering laboratories.

## ACADEMIC POLICIES

Graduate Studies policies are described within the Academic Affairs policies website: [www.palmer.edu/AcademicPolicies](http://www.palmer.edu/AcademicPolicies).

## TUITION AND FEES

The Division of Graduate Studies does not require a tuition deposit. For additional information on relevant tuition and fees, refer to the "Tuition and Fees" section of this catalog or [www.palmer.edu/tuition](http://www.palmer.edu/tuition) for up-to-date information.

## MASTER OF SCIENCE IN CLINICAL RESEARCH

The Master of Science in Clinical Research Program at Palmer College is committed to preparing individuals for careers as productive clinical scientists. This two-year, 36-credit hour, program integrates chiropractic principles and practice with conventional patient-oriented research training in a chiropractic research environment. The curriculum combines core courses along with experiential learning through mentored practicum projects.

All clinical research faculty are experienced research scientists with long-standing track records of publications and federally-funded studies. The Palmer Center for Chiropractic Research has received more than \$30 million in external research grants for innovative and cutting-edge chiropractic research. The faculty bring this experience to the classroom for the benefit of graduate students.

## APPLICATION

Admission is granted for the fall trimester only. Applications must be received by August 1, and early application is highly recommended. Individuals seeking admission to graduate studies may apply online at [www.palmer.edu/ms](http://www.palmer.edu/ms) or may contact program manager Katie Hoyt by email at [katie.hoyt@palmer.edu](mailto:katie.hoyt@palmer.edu) or by phone at (563) 884-5198. A non-refundable application fee of \$50 is required.

All students seeking admission to the M.S. in Clinical Research program must possess a Doctor of Chiropractic or other health professional doctoral degree, as documented from official transcripts from appropriately accredited institutions.

Individuals applying to the M.S. program must submit two letters of academic reference and ratings.

Graduate Record Examination (GRE) scores are required. See the Examinations section below for more information.

Test of English as a Foreign Language (TOEFL) is required for international students.

Applicants must submit a curriculum vitae and a 500-word Statement of Purpose.

## EXAMINATIONS

Graduate Record Examination (GRE) scores from the General (aptitude) Test of the GRE are required. Official reports must be sent directly from the Educational Testing Service to the Division of Graduate Studies (institutional code R6593).

Registration information is available from:  
Educational Testing Service  
P.O. Box 6000  
Princeton, NJ 08541-6000  
[www.ets.org](http://www.ets.org)

## ADMISSION STANDARDS

A strong academic background is important, since the ability to search, read, synthesize and explicate the scientific literature and to develop high-quality research proposals are key to undertake and be successful in research. Because the degree is focused on patient-oriented chiropractic research, all applicants must have appropriate credentials and a strong

background in health care. A demonstrated potential for development into an independent clinical researcher and a commitment to a career in patient-oriented chiropractic research will be an important criterion for a successful applicant. All applicants applying for graduate study must hold at least a bachelor's degree from an accredited institution and a professional degree from an accredited health profession institution. A minimum overall grade point average of 3.00 on a 4.00 scale from both institutions is required.

## FINANCIAL ASSISTANCE

Graduate research assistantships and tuition waivers are available on a competitive basis. A class of three to six graduate students is enrolled each fall trimester. Graduate research assistantships are awarded for one academic year, under the condition of maintaining good academic and research progress toward their degree. Continuing support is not guaranteed. Evaluations are conducted each term of the award. These evaluations, together with the academic and research progress of the student, are the basis for awards made in a subsequent calendar year.

## COURSE DESCRIPTIONS

The completion of prerequisite courses (with a passing grade) may be necessary before registration in subsequent courses. Requests for exceptions from prerequisite courses require the written approval of the appropriate faculty member offering the course prior to registration.

### **CLIN51501 Introduction to Clinical Research Methods**

1 credit, required course.

This course addresses the essentials of clinical research. Focus will be on the formulating and planning stages of a research study, including: framing a research problem, determining the supporting knowledge, identifying a theory base, developing a research question, and selecting an appropriate study design strategy. Participants will also learn the basic components of a research proposal.

### **CLIN51502 Biostatistical Thinking and Reasoning**

1 credit, required course.

This course includes topics on general statistical concepts such as: terminology; basic probabilistic notions; measurement issues, including sources of variation, types of measurement error (e.g.

chance, systematic) and strategies for minimizing measurement error; types of variables; data description and exploration, the importance of appropriately summarizing data; and the role of statistical methods, in general, in the scientific research process.

### **CLIN51503 Critical Appraisal of Literature**

1 credit, required course.

Students will develop the skills to find and make sense of research evidence. Course content includes an introduction to the types of epidemiological research, the levels of evidence in clinical research, and resources to assess the value and significance of different types of clinical research studies. The aim of the course is to enable students to perform quick but effective reviews of clinical journal contents and appreciate the importance of becoming informed consumers of the clinical literature.

### **CLIN51504 Statistical Computing and Data Management I**

1 credit, required course.

Students learn statistical computing skills such as use of the statistical software package SPSS, data entry methods including quality control/assurance issues, creating new data files, accessing/editing existing data files, storing data files (e.g., confidentiality of patient/subject data), dataset cleaning, copying/pasting cross-software applications, and conversions of data file types.

### **CLIN51505 Bioethics I**

2 credits, required course.

This course will provide the student an overview of the issues involved in the modern-day bioethical debate. By using a combination of lecture and case-based approaches, students gain knowledge about the multitude of issues they will confront both in clinical practice and in the discharge of duties related to clinical research. The course uses an approach that examines issues that are beyond the general scope of chiropractic practice, but in doing so the student will be able to synthesize information and begin to apply principles of bioethics to his or her daily professional activities.

### **CLIN51506 Bioethics II**

1 credit, required course.

This course focuses on the ethical issues specific to the practice of clinical research. Students gain knowledge and understanding of the institutional review board

and the processes used by it in making determinations about a research project, the development of an appropriate informed consent form, the use of animals in research, the ethics surrounding data management and journal publication, responsible authorship, policies for handling misconduct, data sharing and institutional vs. individual responsibilities for scientific integrity.

### **CLIN51507 Scientific Writing**

2 credits, required course

The elements of scientific writing are presented in an experiential setting. The course covers types of scientific articles, including case reports, review articles of the literature (descriptive and meta-analysis), original data reports, commentaries and editorials. Emphasis is placed upon writing in a clear and comprehensive manner for particular target audiences. Scientific style is discussed in detail, as are citation methods. Discussions are included on ethical issues surrounding publication and authorship. Students are responsible for preparing their own research report, literature review or case report; and they review and critique each other's work over the course of the term.

### **CLIN51508 Scientific Presentation Skills**

2 credits, required course.

This course is designed to cover topics related to scientific presentations. It is delivered in an interactive format combining lectures, in-class presentations by students, and hands-on workshops in the computer lab. The goal of this course is to develop the skills needed to effectively convey information at scientific meetings and conferences. Students develop, practice and deliver to an audience both a platform and poster presentation.

### **CLIN51509 Statistical Graphics and Data Management II**

2 credits, required course.

Prerequisites: CLIN51530 or equivalent or consent of the instructor.

This course emphasizes the importance of using statistical graphics for exploration as part of data analysis, as well as developing skills in using SPSS to produce appropriate graphics for presentations and manuscripts. Issues in creating, manipulating and storing data files will be further explored, and the use of relational databases will be introduced.

### **CLIN51510 Research Proposal Development**

2 credits, required course.

The course provides instruction and iterative feedback for each phase of proposal development, from framing the specific aims and developing appropriate methodology to preparing the personnel justification, project summary, and relevance for a grant application. Examples of successful proposals will be used. The key ingredients for this course are to provide iterative feedback and encourage constructive criticism for grant proposals. Students review and provide feedback for their colleagues during several phases of proposal development.

### **CLIN51511 Collaboration and Team Building in Clinical Research**

1 credit, required course.

This course is offered in a two-day workshop format. The importance and essential features of effective interdisciplinary collaboration will be presented and participants will gain experience in building the team approach necessary for accomplishing clinical research projects, particularly in chiropractic research where team members have diverse professional and academic backgrounds. This course will explore the theory and practice of team leadership and development in the organizational context of clinical research. Special emphasis will be placed on developing the knowledge, skills and abilities necessary to facilitate and lead high-performance teams.

### **CLIN51520 Grant Writing Skills**

1 credit, required course.

Prerequisites: CLIN51510 or equivalent or consent of the instructor.

This course includes several workshops covering the nature of a strong grant proposal, grant structure and formatting, preparing National Institutes of Health (NIH) biosketches, budget and budget justification, grant application revision and resubmission issues, and the NIH grant review process.

### **CLIN51521 Survey of Chiropractic Research**

2 credits, required course.

This course will assist students in identifying non-trivial research questions as well as in developing and defining their own good researchable questions, the answers to which would contribute to chiropractic science.

### **CLIN51524 Survey Methodologies**

2 credits, required course.

This course is designed to educate students about the development and administration of survey instruments, and the evaluation and writing-up of basic psychometric properties of data gathered.

### **CLIN51530 Biostatistics I**

3 credits, required course.

Prerequisites: CLIN51502 and CLIN51504 or equivalent or consent of the instructor.

This course covers general statistical concepts; study designs and sampling schemes; both numerical and graphical descriptive statistics; statistical methods (both estimation and hypothesis testing; parametric and non-parametric) for one-group, two-group and multi-group designs; and sample size and power considerations for designed experimental studies. Homework and exams are take-home format; each includes the critical review of research articles as well as analysis of real datasets using SPSS, followed by written, tabular and graphical presentation of the results with interpretation.

### **CLIN51531 Biostatistics II: Linear Regression**

1 credit, required course.

Prerequisites: CLIN51530 or equivalent or consent of the instructor.

This course uses lecture and illustration of the methods of the statistical computing and modeling process on real datasets. Course content includes: notation and terminology, correlation, simple linear regression techniques and diagnostics, and the ability to interpret the results of regression analysis. Homework is take-home format and involves analysis of real datasets, followed by written, tabular and graphical presentation of the results with interpretation, and critical review of articles that use correlation and simple linear regression for data analysis.

### **CLIN51532 Biostatistics II: ANOVA and Regression Modeling**

2 credit, required course.

Prerequisites: CLIN51531 or equivalent or consent of the instructor.

This course uses lecture and illustration of the methods of the statistical computing and modeling process on real datasets. Course content includes multiple linear regression, simple and multiple logistic regression, and two-way and multi-way analysis of variance. Other topics to be covered may include statistical methods

for repeated measures and methods of handling missing values.

### **CLIN51545 Clinical Biomechanics**

3 credits

This course is taught in two hours of lecture and two hours of laboratory each week. It focuses on clinical biomechanics associated with the human body. Students learn the concepts and instrumentation to measure forces, motions and electrical activity of muscles as related to the human body. Course topics include biomechanics of manual therapy, electromyography of muscle, biomechanics of spine, postural balance, human response to unexpected loads, and human gait.

### **CLIN51546 Ergonomics**

2 credits

Prerequisites: Consent of instructor.

This course is taught in one hour of lecture and two hours of laboratory each week. It focuses on the occupational biomechanics associated with the ergonomics of humans in their workplace setting, in particular the physiological and biomechanical aspects of human performance. Principles of physical work and human anthropometry are studied to enable the student to systematically design workplaces, processes, and systems that are consistent with human capabilities and limitations. Topics include repetitive motion disorders, manual materials handling, hand tool design and selection, and job analysis.

### **CLIN61620 Independent Study**

(Clinical Studies) 1-3 credits

Prerequisites: Consent of instructor.

Independent study courses aren't normally offered as part of the curriculum and permit the student to explore a narrow area of clinical research.

### **CLIN61640 Independent Study**

(Neuroscience) 1-3 credits

Prerequisites: Consent of instructor.

### **CLIN61650 Independent Study**

(Biomechanics) 1-3 credits

Prerequisites: Consent of instructor.

### **CLIN61660 Research Practicum I**

2-3 credits, required course.

The practicum project provides a mentored research experience for the student. Practicum experiences

involve direct participation in clinical research, including working with research participants and patients and conducting data collection, analysis and interpretation. The student's graduate advisory committee approves the Practicum I project plan and the final written and oral reports of the project. Scholarly deliverables, such as publishable-quality manuscripts, are desirable.

### **CLIN61661 Research Practicum II**

2-3 credits, required course.

The practicum project provides a mentored research experience for the student. Practicum experiences involve direct participation in clinical research, including working with research participants and patients and conducting data collection, analysis and interpretation. The project for Practicum II can involve research on a completely different topic than Practicum I or can be an extension of that project. The student's graduate advisory committee approves the Practicum II project plan and the final written and oral reports of the project. Scholarly deliverables, such as publishable-quality manuscripts or grant applications, are desirable.

## **DEGREE REQUIREMENTS**

**Plan of Study:** Early in graduate studies each student selects a program faculty member as a primary mentor to chair his/her graduate advisory committee. The student and primary mentor choose at least two additional members to serve on his/her graduate advisory committee. This committee guides the student in creating a professional development plan, registering for core courses that strengthen and broaden the students' knowledge of clinical research, and planning additional coursework to support the research emphasis. The sequence of courses developed constitutes a Plan of Study (minimum 36 credit hours) that is reviewed by the graduate advisory committee and approved by the Division of Graduate Studies.

**Research Practicum Projects:** Two practicum projects provide mentored research experiences for each student. The research interests of the student and his/her graduate advisory committee chair and members drives the types of practicum projects considered, but all projects must be patient-oriented research. Practicum experiences involve direct participation in clinical research, and include working with study patients or participants and conducting data collection, analysis and interpretation. Practicum projects can

investigate one aspect of a larger research question being explored by the faculty mentors or be separate projects. The two practicum projects can be entirely unrelated or can be two pieces of the same overall project.

Practicum project plans are approved by the graduate advisory committee. A final practicum report, as defined in the plan, is delivered to the graduate advisory committee at the end of each practicum project. Scholarly products, such as publishable-quality manuscripts, are desirable. Successful completion of each practicum project is indicated by the graduate advisory committee's acceptance of the written and oral reports.

## **GRADUATE STUDIES/CLINICAL RESEARCH FACULTY**

### **DIRECTOR**

#### **Cynthia R. Long, M.S., Ph.D.**

Professor; Director of Research, Davenport Campus. Winona State University, B.A., 1984; Iowa State University, M.S., 1989; University of Iowa, Ph.D., 1995.

### **FACULTY**

#### **James DeVocht, D.C., M.S., Ph.D.**

Associate Professor. Brigham Young University, B.S. 1972; Palmer College of Chiropractic, D.C., 1983; Michigan Technological University, M.S., 1992; University of Iowa, Ph.D., 1996.

#### **Christine Goertz, D.C., Ph.D.**

Vice Chancellor for Research and Health Policy. Northwestern College of Chiropractic, B.S., 1991, D.C., 1991; University of Minnesota, School of Public Health, Ph.D., 1999.

#### **Ram Gudavalli, M.S., Ph.D.**

Associate Professor. Andra University, B.S., 1970; Madras Institute of Technology, D.M.L.T., 1974; Indian Institute of Technology, M. Tech., 1975; McMaster University, M.S., 1980; University of Cincinnati, Ph.D., 1989.

#### **Dana Lawrence, D.C., M.Med.Ed., M.A.**

Professor; Senior Director for the Center for Teaching and Learning.

Michigan State University, B.S., 1975; National College of Chiropractic, B.S., 1978; D.C., 1979; University of Dundee, M.Med.Ed., 2007, Loyola University - Chicago, M.A., 2010.

#### **Stacie A. Salsbury, Ph.D., RN**

Assistant Professor. University of Iowa, M.S.N., 1999; University of Iowa, Ph.D., 2007.

# UNDERGRADUATE STUDIES - DAVENPORT CAMPUS

## DEGREES AND CERTIFICATION

The College's Department of Undergraduate Studies offers curricula leading to the Bachelor of Science (B.S.) completion degree in General Science and the Associate of Applied Science in Chiropractic Technology degree (A.A.S.C.T.). A.A.S.C.T. students may also attain American Chiropractic Registry of Radiological Technology (A.C.R.R.T.) certification. All undergraduate courses are taught on Palmer College of Chiropractic's Davenport, Iowa, campus.

## PAYMENT OF ACCOUNTS

The College reserves the right to modify or change requirements, rules, tuition and fees. Such modifications or changes shall be effective without notice whenever it is determined appropriate by the College. The College has established all tuition, fees and bookkeeping procedures on an academic-term basis. Tuition, fees and other charges are due and payable on the tenth day of classes.

## FINANCIAL ASSISTANCE

Financial assistance is provided through the College Financial Planning Office. The basic premise of federally funded financial aid programs is that since the student will be the primary beneficiary of the education, he or she is expected to contribute to the cost of the education from assets, earnings and other financial resources. Financial aid is intended to be a supplement to the student's contribution. Financial Planning provides access to available grant and loan programs and student debt counseling. Financial Planning is located on the third floor of the Campus Center on the Davenport Campus and can be reached at (563) 884-5740 or (800) 722-3648, Ext. 2.

## UNDERGRADUATE PROGRAM OVERSIGHT COMMITTEE

The Undergraduate Program Oversight Committee (POC) is a standing committee that meets on a regular basis to review applications for the A.A.S.C.T. and B.S. degrees, recommend candidates for the degrees, approve course offerings, and act in an advisory capacity.

## ACADEMIC POLICIES

Undergraduate Studies policies are described within the Academic Policies section of this catalog or online in the Palmer College Policies Handbook at: [www.palmer.edu/HandbookPolicies](http://www.palmer.edu/HandbookPolicies).

## BACHELOR OF SCIENCE DEGREE PROGRAM

### OVERVIEW

A Bachelor of Science (B.S.) completion degree in General Science from Palmer College is offered only at the Davenport campus through dual credits earned in the D.C. curriculum to students with 90 hours of qualified undergraduate credits while enrolled in the Doctor of Chiropractic degree program. The Bachelor of Science completion degree is accredited by the Higher Learning Commission (HLC).

### BACHELOR OF SCIENCE PROGRAM PURPOSE STATEMENT

The College's Bachelor of Science Degree program is dedicated to building a firm foundation on which to meet the challenges of a career in the field of chiropractic. This curriculum is designed to complement and enhance the Doctor of Chiropractic program, while providing students with an education committed to preparing lifelong learners.

### HISTORY

The Bachelor of Science degree program began as the Division of Liberal Arts in 1962, designed to accommodate the rising requirements for two years of prerequisite courses completed for licensure by various states. In 1965, Palmer Junior College was formed to provide for the expansion of educational opportunities on the College's Davenport campus. The first candidates to receive B.S. degrees from Palmer College of Chiropractic were at the June 1966 graduation exercises. From the fall of 1975 to 1983, a cooperative program was held between St. Ambrose College and Palmer College of Chiropractic. The B.S. degree was accredited with the North Central Association of Colleges and Schools in 1983. Starting with the matriculating class in October 1983, Palmer College of Chiropractic again instituted its own B.S.



degree program, which continues today.

## **B.S. PROGRAM REQUIREMENTS**

Palmer College offers a Bachelor of Science Completion degree in General Science to those students who qualify and apply. The B.S. degree requires that students complete a minimum of 90 credit hours leading toward a bachelor's degree outside of the Doctor of Chiropractic curriculum. The remaining 30 hours are achieved through dual credit earned in the first year of the Doctor of Chiropractic Program (DCP). Of the 90 prerequisite hours, a minimum of 30 undergraduate credits must be completed at an institution accredited by an agency recognized by the U.S. Department of Education prior to applying for enrollment into the B.S. completion degree.

Undergraduate courses are offered on the College's Davenport campus to meet credit requirements for the bachelor's degree. This degree is conferred simultaneously with, but independently from, the doctoral degree in chiropractic. The bachelor's degree can be awarded concurrently with the Doctor of Chiropractic Degree Program or up to one year prior to or after completion of the D.C. program. The minimum program requirements are 120 total credit hours:

- 30 credit hours are achieved through dual credit earned in the first year of the DCP.
- 30 credit hours must be 300/400 (junior/senior) level courses.
- 60 credit hours maximum may be 100/200 (freshman/sophomore) level courses.
- Other program information:
- No grade below a "C" (2.00 on a 4.00 scale) will be accepted toward the B.S. degree.
- Up to 15 credit hours may be granted from course work in vocational/technical programs (transferable as freshman/sophomore level courses).
- Up to 20 credit hours of CLEP (College Level Examination Program) may be granted (transferable as freshman/sophomore level courses).

The minimum distribution requirements of subjects by credit hours are as follows:

- Natural and Physical Sciences: 24 credit hours (includes biology, chemistry, physics,

mathematics, geology, astronomy and nutrition)

- Humanities: 6 credit hours (includes literature, history, philosophy, art, theater, music, religion and physical education)
- Social and Behavioral Sciences: 9 credit hours (includes psychology, sociology, political science, business, economics, geography, anthropology and computer science)
- Communication and Languages: 9 credit hours (includes classical languages, foreign languages, English, communication and speech communication)

Undergraduate courses which do not fall into the categories listed above will be classified at the discretion of the Undergraduate Program Oversight Committee.

Undergraduate courses at the junior/senior level are offered on the Davenport campus on the same trimester system as the Doctor of Chiropractic courses. These courses are taught by Palmer faculty and staff, and are structured to complement the Doctor of Chiropractic class schedule. Registration for bachelor's degree courses is held during the same time as registration for Doctor of Chiropractic courses.

## **SELECTION OF CANDIDATES**

To enroll in the Bachelor of Science completion degree in General Science, eligible applicants must have attained the following:

1. Enrolled in the Doctor of Chiropractic degree program; OR
2. Completed a minimum 30 undergraduate credits from an institution accredited by an agency recognized by the U.S. Department of Education with a cumulative grade point average of 2.00 on a 4.00 scale and applied to the DC degree program.

## **APPLICATION PROCEDURE**

Each of the following forms must be completed and fees paid to the College's Student Administrative Services Office:

1. Application for Admission
  - Pay \$150 fee (\$100 evaluation fee and \$50 application fee);
  - Complete application for official acceptance

as a candidate for the B.S. degree program;  
and

- Attach official copies of transcripts to the application.

Admittance is approved by the Undergraduate Program Oversight Committee. To ensure concurrent graduation, it is strongly recommended that application to the B.S. degree program is completed prior to the start of the fourth trimester of the D.C. program.

## 2. Intent to Graduate

- Pay \$100 graduation and records fee.  
Complete Intent to Graduate form for final approval of the B.S. degree.
- To ensure concurrent graduation, the Intent to Graduate form must be completed no later than the end of ninth trimester of the D.C. program.

(Note: Students are allowed one year after their D.C. graduation to complete all B.S. requirements.)

## **TUITION AND FEES**

For relevant tuition and fees see the tuition and fees section of this catalog or [www.palmer.edu/tuition](http://www.palmer.edu/tuition) for the most up-to-date information.

## **ACADEMIC LOAD**

A full-time load for the B.S. degree courses is 12 credits. Students with a credit load between six and 11 credit hours are considered half time, while students with a credit load of fewer than six credits are considered part-time.

## **FINAL ACADEMIC APPROVAL**

Students receiving the B.S. degree must complete all forms and pay all fees (evaluation, application and intent to graduate) prior to entering tenth trimester, or up to one year following their D.C. graduation, to be approved for the D.C. degree by the College Registrar and be approved for the B.S. degree by the Undergraduate Program Oversight Committee.

## COURSE DESCRIPTIONS KEY

ANAT	Anatomy
BUSI	Business
COMM	Communications
HUMA	Humanities
KINE	Kinesiology
PSYC	Psychology
SOCI	Social Sciences

## ELECTIVES - BACHELOR OF SCIENCE DEGREE

Course#	Course	Credit hours
ANAT31310	Functional Primate Anatomy	3.0
BUSI31305	Principles of Management	3.0
BUSI31310	Small Business Management	3.0
BUSI31325	Legal Aspects of Health Service Administration	3.0
BUSI31330	Entrepreneurial Finance	3.0
BUSI31335	Practical Economics for Business	3.0
BUSI31341	Business Ethics	3.0
BUSI31350	Risk Management	3.0
BUSI31355	Principles of Marketing	3.0
COMM31320	Business and Professional Communication	3.0
COMM31325	Advanced Communications for Professionals	3.0
COMM31330	Organizational Communication	3.0
COMM31336	Health Communication	3.0
HUMA31310	History of Health Sciences	3.0
HUMA31320	Care and Prevention of Athletic Injuries	3.0
HUMA31330	Health Issues and the Environment	3.0
HUMA31335	Political Issues and Human Health	3.0
KINE31310	Kinesiology – Study of Human Movement	3.0
KINE31315	Exercise Science	3.0
PSYC31304	Psychology of Personality	3.0
PSYC31305	Introduction to Marriage and Family	3.0
PSYC31306	Psychology of Human Sexuality	3.0
PSYC31308	Learning and Memory	3.0
PSYC31310	Psychology of Wellness, Living and Balance	3.0
PSYC31325	Attitudes Toward Death & Dying	3.0
PSYC31345	Social Psychology	3.0
SOCI31316	Health and Diversity	3.0
SOCI31325	Political, Cultural, Social and Scientific Aspects of Epidemics	3.0

## **COURSE DESCRIPTIONS**

### **ANAT31310 Functional Primate Anatomy**

3 credits

Prerequisite: Anatomy & Physiology

This course is designed to compare and contrast the anatomy of humans and other primates, focusing on the functional morphology of the features covered.

### **BUSI31305 Principles of Management**

3 credits

Prerequisite: None

This course will examine current management theories. Subjects covered include development of American management, motivation, leadership, effectiveness, diagnosing the environment, power, decision-making and change.

### **BUSI31310 Small Business Management**

3 credits

Prerequisite: College-level communications course recommended.

This course will address starting, marketing and managing a small business, with emphasis on the chiropractic office. A major focus will be on how to develop a business plan and use it as a guideline to run the business.

### **BUSI31325 Legal Aspects of Health Service Administration**

3 credits

Prerequisite: None

This course is designed to identify and examine those major areas of law that influence the operation of health-care facilities. Basic legal relationships, terminology and distinctions between solo, associate, group and partnership practice will be emphasized. The growing importance of risk management in health care organizations will be discussed.

### **BUSI31330 Entrepreneurial Finance**

3 credits

Prerequisite: None

This comprehensive finance course covers topics such as basic economic concepts, financial management and planning, financial statement analysis, forecasting, working capital management and profitability analysis. This course is designed to provide students with a broad understanding of financial concepts while allowing for hands-on analysis. Students should leave the course with an ability to apply course material in financial analysis.

### **BUSI31335 Practical Economics for Business**

3 credits

Prerequisite: None

This course explores economic issues affecting the business owner. Course discussion will begin with an overview of macro- and micro-economic principles and a framework for understanding economics as it relates to the world economy in general and the place of the small business in the economic environment. The format of the class will be interactive and participatory.

### **BUSI31341 Business Ethics**

3 credits

Prerequisite: None

This course addresses ethical decision-making in business situations, including: ethical principles, a framework for understanding ethical decision making, and organizational culture, relationships and conflicts related to ethical situations. The format of the class will be interactive and participatory.

### **BUSI31350 Risk Management**

3 credits

Prerequisite: None

This course will examine management of risk in a small business environment including: identifying, assessing and taking action to mitigate or avoid risk. Insurance, legal, and financial aspects will be addressed; however, the focus will be on examining the transfer of risk through insurance and the study of insurance concepts pertinent to a health care professional in a small business setting.

### **BUSI31355 Principles of Marketing**

3 credits

Prerequisite: College-level communications course recommended.

This course focuses on customer behavior, product, channels of distribution, promotion, and pricing, with emphasis on a culturally diverse environment. The objective of this course is to take a practical, managerial approach to marketing. It gives the student a comprehensive and innovative, managerial and practical introduction to marketing. Principles of Marketing provides in-depth exposure to practical examples and applications about managerial decisions. These include the trade-off between the organization's objectives and resources against needs and opportunities in the marketplace.

### **COMM31320 Business and Professional Communication**

3 credits

Prerequisite: College-level communications course.  
This course is designed to emphasize effective business and professional communication at the individual and corporate levels. This course will use an interactive, audience-centered approach to focus on written and oral communication. In this course, students will enhance their written communication by creating several different professional documents including resumes, cover letters, business letters/memos, and designing a website. Students will interact with each other to develop oral communication skills by conducting interviews, providing objective feedback and giving an oral presentation.

### **COMM31325 Advanced Communications for Professionals**

3 Credits

Prerequisite: College-level communications course.  
This course covers principles and practices of communication in business and professional settings. It builds on basic communication principles through the application of course material in negotiation, conflict management, persuasion, presentation skills, how to include research in communications with an emphasis on personal presentations, case studies and role play.

### **COMM31330 Organizational Communication**

3 credits

Prerequisite: College-level communications course.  
This course studies organization theory, group communication, work relationships, team building, leadership theory, ethics and gender, as well as the impact of technology on communication. Students will study the theoretical background for organizational communication and apply these theoretical concepts to practical applications, using case studies, interactive exercises and presentations.

### **COMM31336 Health Communication**

3 credits

Prerequisite: College-level communications course.  
This interactive course will explore various approaches and theories of health communication. The course will emphasize best practices and challenges in health communication. Common health concerns experienced in the general population will be used to focus health communication messages. Students will explore

various methods of motivating patients to improve health through behavioral change. Students will demonstrate the ability to deliver appropriate, focused, evidence-based health information.

### **HUMA31301 Nutrition Health and Wellness**

3 credits

Prerequisite: Nutrition  
This course is designed to study the relationship of nutrition with health fitness. The importance of water, electrolytes and other nutrients in wellness programs will be explored. Weight maintenance, weight loss and weight gain through proper nutrition will be emphasized.

### **HUMA31310 History of Health Sciences**

3 credits

Prerequisite: College level communications course recommended.  
An overview of the history of healing arts from ancient to modern times will be covered. A special emphasis is placed on proliferation of the healing professions in the United States and Europe between 1865-1920.

### **HUMA31320 Care and Prevention of Athletic Injuries**

3 credits

Prerequisites: Anatomy and Physiology or consent of instructor.  
This course will introduce students to the basics of athletic injuries and care, including prevention, recognition and evaluation, management/treatment and disposition, with the introduction to rehabilitation, emergency care, protective devices and decision-making for referrals.

### **HUMA31330 Health Issues and Environment**

3 credits

Prerequisite: College-level communications course recommended.  
This course addresses the relationship between human beings and their environment, the impact that relationship has on one's health, and individual and community roles in the promotion of environmental health.

### **HUMA31335 Political Issues and Human Health**

3 credits

Prerequisite: College-level communications course recommended.  
This course presents a study of selected controversial

political issues that have consequences on human health. We are often confronted in the media, in our community, and in our personal lives with problems that impact human health. The purpose of this course is to introduce the student to a number of contemporary topics in order to illustrate how one might address these controversies. As is always the case in complex human affairs, there are no easy answers to many of the dilemmas investigated. Often, reality is not simply black or white, but is colored by an infinite number of subtle shades of gray. Therefore, when confronted by differing opinions and points of view, it is necessary to develop the ability to comprehend, evaluate and make decisions in the face of uncertainty. The use of such “critical thinking skills” can have a profound impact upon one’s life in terms of academic, professional and personal success.

**KINE31310 Kinesiology-Study of Human Movement**  
3 credits

Prerequisite: Anatomy & Physiology or consent of instructor.

This course deals with the study of muscles as they are involved in the science of athletic movement. Students will understand the relationship between muscles, joints, bones and nerves during movement. Students will study the mechanical principles of human movements as related to functional anatomy.

**KINE31315 Exercise Science**  
3 credits

Prerequisite: Anatomy & Physiology.

This course will provide a comprehensive overview of strength and conditioning. Emphasis is placed on the exercise sciences (including anatomy, exercise physiology, and biomechanics) and nutrition, exercise technique, program design, organization and administration, and testing and evaluation. Additionally, this course is designed to prepare students for the nationally accredited Certified Strength and Conditioning Specialist (CSCS) certification exam.

**PSYC31304 Psychology of Personality**  
3 credits

Prerequisite: General Psychology.

This course is an in-depth study of concepts related to personality development, description, assessment and special problems. It will cover such topics as: methods in the study of personality; types, traits and interactions; needs and motives; inheritance, evolution and personality; biological process and personality;

psychoanalytic structure and process; anxiety, defense and self-protection; ego psychology; psychosocial theories; conditioning theories; social-cognitive learning theories; humanistic psychology; personal constructs; and contemporary cognitive views.

**PSYC31305 Introduction to Marriage and Family**  
3 credits

Prerequisite: General Psychology

This course prepares students to look systemically at family functioning. It will outline ways to approach the diversity of family dynamics, family levels of functioning and lifestyles, and the many common threads shared by family members through the life cycle. This course will stress strengths within the various levels of family functioning rather than on levels of pathology.

**PSYC31306 Psychology of Human Sexuality**  
3 credits

Prerequisite: General Psychology

This course will study the dynamics of human sexuality. Emphasis is given to the physiological, psychological and social aspects of sexuality, including various problems associated with the interpersonal role of sexuality.

**PSYC31308 Learning and Memory**  
3 credits

Prerequisite: General Psychology

This interactive discussion-based course explores the neurological and structural aspects of human learning with application to daily experience and chiropractic practice. Class discussion explores strategies and exercises for enhancing learning and memory, provides numerous examples and emphasizes meaningful learning. The course focuses on learner-centered active construction of knowledge. Embedded within theories of learning are models of human memory. The course will explore memory function and dysfunction.

**PSYC31310 The Psychology of Wellness:  
Living in Balance**  
3 credits

Prerequisite: General Psychology

This course will examine integrative and intercultural concepts of wellness. Through the process of studying various perspectives and components of wellness, students will construct a wellness model that can be the framework of their daily experience and chiropractic practices. This course will include social and

psychological perspectives on why individuals may choose lifestyle practices and behaviors that support being ill as opposed to well. Designed for students with an introductory background in psychology, the course explores and emphasizes meaningful learning. Students will gain a better understanding of their own wellness choices and practices.

**PSYC31325 Attitudes Towards Death and Dying**  
3 credits

Prerequisite: General Psychology

This course will examine the many different aspects, attitudes and experiences associated with the process of death and dying. Students will study what is death, what are the current attitudes concerning death in different cultures, and the practices surrounding death and mourning. They will identify personal and professional resources necessary for coping with the loss of a significant person. They will also examine the grief process in children, how age affects grief and the subsequent experiences, suicide and self-destructive behaviors, and the commercial death market. The final goal will be to view death as a part of living and to realize its power as a stimulus for living.

**PSYC31345 Social Psychology**  
3 credits

Prerequisite: General Psychology

Social psychology is the scientific study of how people's thoughts, feelings and behaviors are influenced by other people. This course will explore important social influences that impact all of us in ways we may not be aware of. Through relevant practical application, students will better understand their own behavior and the behavior of others.

**SOCI31316 Health and Diversity**  
3 credits

Prerequisite: College-level communications course recommended.

This course will explore the difference between diverse populations and how those differences impact health and health care. It examines common health conditions prevalent in various populations and explores contributing factors of these health disparities and inequalities. The student will develop culturally-sensitive health materials.

**SOCI31325 Political, Cultural, Social and Scientific Aspects of Epidemics**  
3 credits

Prerequisite: College-level communications course recommended

This course will allow the student to explore the impact of historically important epidemics on society from a variety of perspectives. Throughout the course, the student will define the major epidemic diseases that have shaped human history. Also explored will be how societies of the time understood and responded to those epidemics. Through analyses of contemporary materials, the student will try to understand the historical setting in which a given epidemic disease occurred, the social responses to the epidemic, the demographic and long-term consequences of the epidemic, and the possible relevance of events connected with one epidemic to those of subsequent epidemics. Critical thinking will be applied in relation to the disease history to develop an understanding of cause and effect. The notion of major epidemics as one of the key contingencies of history and the changing responses of societies and governments to epidemics will be considered.

## **ASSOCIATE OF APPLIED SCIENCE IN CHIROPRACTIC TECHNOLOGY**

The College's Associate of Applied Science in Chiropractic Technology (A.A.S.C.T.) degree program provides specialized training in both the front and back office for health-care professionals who seek chiropractic career opportunities. Students learn to perform chiropractic X-rays, physiotherapy, fundamental screenings and physical assessments of chiropractic patients, supplying students with the necessary classroom, laboratory and clinical experiences to become valued members of the chiropractic health care team. In a chiropractic practice, the trained health-care professional may assist doctors of chiropractic in conducting orthopedic, neurological and chiropractic assessments. They may also perform ancillary procedures, such as physiotherapy, and conduct patient education. Additionally, students are trained to compliantly manage a professional office, including administrative duties related to financial transactions, insurance billing and coding, business correspondence, and Occupational Safety and Health Administration (OSHA) regulations.

Upon successful completion, graduates will earn an Associate of Applied Science in Chiropractic Technology (A.A.S.C.T.) degree and are also eligible to sit for the certification examination of the American



Chiropractic Registry of Radiologic Technologists (A.C.R.R.T.) to perform chiropractic X-rays in most states. Opportunities for job placement can be obtained from the Palmer College of Chiropractic Undergraduate Department.  
1000 Brady Street  
Davenport, IA 52803-5287;  
Phone (563) 884-5656 or (800) 722-3648, Ext. 5656;  
or [www.palmer.edu/ct](http://www.palmer.edu/ct)

## PURPOSE STATEMENT

The College's Associate of Applied Science in Chiropractic Technology (A.A.S.C.T.) program is dedicated to providing quality training to individuals interested in an allied health career in chiropractic. The program's purpose is to provide students with the knowledge and technical skills required to be valuable members of a health care team, who are committed to lifelong learning in assisting the Doctor of Chiropractic to meet the diverse needs of chiropractic patients and the community.

## A.A.S.C.T. PROGRAM LEARNING OUTCOMES

### Clinical Competency

The competent Palmer A.A.S.C.T. graduate:

- Applies the basic principles of anatomy and physiology in clinical work.
- Understands the differences between chiropractic adjustment techniques taught by Palmer College.
- Collects detailed and accurate patient information from case histories and physical, orthopedic and neurological examinations.
- Produces diagnostic quality radiographs of the spine and extremities using safe radiographic techniques.
- Administers active and passive rehabilitative modalities in a safe manner.

### Business and Communications Knowledge and Skills

The competent Palmer A.A.S.C.T. graduate:

- Effectively communicates via written, verbal and non-verbal communication channels.
- Carries out front-office functions effectively.
- Follows medico-legal and technical requirements

for proper documentation, recordkeeping, and insurance claim filing.

### Critical Thinking and Professional Growth

The competent Palmer A.A.S.C.T. graduate:

- Applies a logical decision-making process to the identification and management of problems.
- Synthesizes concepts from coursework into clinical setting.
- Seeks current and accurate information to apply in the field of health care.
- Responds to ethical challenges that arise in a chiropractic setting.

## JOB PLACEMENT SERVICE

An active list of chiropractors seeking trained chiropractic technologists is maintained on the Palmer Career Network. For assistance with the Career Network contact the Center for Business Development, (563) 884-5521.

While the College does not guarantee placement of its graduates, it does provide employment opportunity listings.

## ORIENTATION

All entering students are required to attend a formal orientation conducted at the beginning of their first term.

## SELECTION OF CANDIDATES

Candidates are selected on a composition of factors that include a high school diploma or its equivalent and demonstrated academic ability by a cumulative grade average of "C" in the disciplines of Science, Math and English and an overall cumulative grade average of 2.00.

## APPLICATION PROCEDURE

The following information is required for application to the A.A.S.C.T. program:

- Application for admission submitted to the Undergraduate Studies Office on the Davenport Campus. Applicants are encouraged to apply online at [www.palmer.edu/ct](http://www.palmer.edu/ct).
- A non-refundable processing fee of \$50 submitted with the application, checks made payable to Palmer College of Chiropractic. PayPal is available when applying online.

- Official transcripts from all high schools and colleges attended, including summer school, sent directly to the Department of Undergraduate Studies from the issuing school or college. Applicants still attending other schools or colleges should have official transcripts forwarded as soon as they are available.

The application and all pertinent forms should be on file with the Undergraduate Studies Department at least four weeks prior to the beginning of the desired starting academic term. Students are encouraged to submit their application at least six months prior to their desired term of entry. Supporting documents will be held only 30 days without an application.

Applicants are promptly notified as documents are received and each step of the application is completed. Only written communication directly from the Undergraduate Studies Office shall be considered official.

Acceptance is based on approval of the completed file. Applicants will be notified of their current status. A \$50 deposit is required within 21 days of acceptance. The deposit is nonrefundable and is applied in full toward the first trimester tuition. The balance of the first academic term tuition is due on orientation day. If the applicant does not begin at the College in the academic term requested and the Undergraduate Studies Department is unable to make contact, the file will be destroyed. The prospective student must then reapply and resubmit all necessary documents. Further questions about admissions requirements or the application process should be directed to the Office of Admissions/Enrollment at (800) 722-3648, Ext. 5656 or (563) 884-5656.

## PROGRAM REQUIREMENTS

The basic prerequisite education for the A.A.S.C.T. program includes:

- High school diploma or equivalent with a cumulative grade point average of 2.00.
- Minimum one year of high school English Composition with a grade average of “C”.
- Minimum one year of high school general math with a grade average of “C.”
- Minimum one year of high school general science with a grade average of “C.”
- Minimum one year of high school biology with

a grade point average of “C,” taken within the last five years prior to enrollment, or concurrent enrollment in Fundamentals of Human Biology and Anatomy and Physiology I.

## OTHER PROGRAM INFORMATION

- Completion of 68-69 credit hours
- No grade below a C (2.00/4.00) will be accepted.
- Credit hours may be transferred from a regionally accredited undergraduate school.

Distribution of Subjects by Credit Hours:

Natural and Physical Science—11-12 credit hours. Includes anatomy and physiology, nutrition and human biology.

Clinical—13 credit hours. Includes chiropractic methods, clinical science, rehabilitation procedures, emergency procedures/cardiopulmonary resuscitation, clinic externship, and Occupational Safety and Health Administration (OSHA) Regulations.

Humanities/Social and Behavioral Science/Communications—13 credit hours. Includes philosophy, psychology, ethics, interpersonal communications, and written communications.

Business—18 credit hours. Includes computer skills, office management, insurance billing and coding, bookkeeping, and business law.

Radiography—13 credit hours. Includes radiographic anatomy, X-ray technology and protection, X-ray positioning, and radiographic quality.

Clinic requirements—Meeting the clinic requirements for graduation requires the successful completion of the Clinic Externship course.

General Education—15-17 credit hours, distributed in the science, social science and communication courses.

## TUITION AND FEES

For relevant tuition and fees, refer to the appropriate section of this catalog or [www.palmer.edu/tuition](http://www.palmer.edu/tuition) for the most up-to-date information.

## ACADEMIC LOAD

A full-time load in the A.A.S.C.T program is defined as 12 or more credit hours. Students with a credit load of between six and 11 credit hours are considered half time, while students with a credit load of fewer than six credits are considered part-time.

NOTE: For full veteran's benefits, students must carry a minimum of 12 standard class-sessions per week. A standard class session is one 50-minute lecture hour per week or two 50-minute laboratory hours per week.

## ACADEMIC PROGRESS

Palmer College is required by federal regulations to monitor that all enrolled students are making satisfactory academic progress towards completion of their degree. All students are monitored regardless of their eligibility or intent to receive financial aid. Please refer to the detailed financial aid eligibility requirements in this catalog.

## GRADUATION REQUIREMENTS

The A.A.S.C.T. degree is granted to students who have completed the following requirements.

Academic requirements:

1. A minimum of 68 credit hours for the A.A.S.C.T. program. The Undergraduate Program Oversight Committee reviews the records of all students on the intent-to-graduate list to determine that all academic requirements other than those in the final academic term have been met. Discrepancies in the student's academic record will be investigated and non-qualified students will be removed from the intent-to-graduate list.
2. Clinic Requirements: Meeting the clinic requirements for graduation requires the successful completion of the Clinic Externship.
3. Institutional clearance: Institutional clearance will be conducted shortly after the graduation list is approved. Graduating students are required to fulfill all outstanding obligations to the College at this time. Those who fail to complete institutional clearance will be removed from the graduation list and may be reinstated only by application to the Faculty Marshal.

## A.A.S.C.T. DEANS LIST HONORS

At the end of each academic term students are evaluated on the following criteria for the purpose of determining eligibility for Dean's List honors for that term. A student will be recognized for this academic honor and will receive a letter of merit if the following conditions are met:

1. The student must be considered a full-time student for the specified academic term. The student must not have had any grade less than a "B" during the specified academic term.
2. The student must be in good academic standing during the specified term.
3. The student's academic term grade point average must be 3.5 or higher on a 4.0 scale.
4. There must be no finding of misconduct taken against the student during the specified term.

A student will be recognized for the award of Academic Excellence if the student meets all of the criteria for the Dean's List for each term of enrollment at Palmer College of Chiropractic. Award recipients will be honored at their graduation.

Transfer Students: To be recognized as an Academic Excellence recipient, in addition to the above criteria, previous coursework for which the student receives advanced standing in the chiropractic program must also meet the criteria of not having received any grade less than a B along with a cumulative grade point average of 3.5 or higher on a 4.0 scale at the time of transfer.

Students meeting the following criteria will be awarded honors at graduation. The criteria are:

- Cum Laude – C.G.P.A. of 3.50 to 3.69
- Magna Cum Laude – C.G.P.A. of 3.70 to 3.89
- Summa Cum Laude – C.G.P.A. of 3.90 to 4.00

## COURSE BY TRIMESTER

### COURSE DESCRIPTIONS KEY

ANAT 11110

ANAT = Departmental Abbreviation

11110 = Course number (first two numbers indicate which trimester)

### ASSOCIATE OF APPLIED SCIENCE IN CHIROPRACTIC TECHNOLOGY

#### FIRST TRIMESTER

Course #	Course Name	Credit Hours
ANAT 00099	Fundamentals of Human Biology*	(1)
ANAT 11110	Anatomy & Physiology I	4
BUSI 11110	Computer Skills	3
BUSI 11115	Introduction to Insurance Concepts	1
BUSI 11230	Bookkeeping	3
CLIN 11110	Chiropractic Methods	1
PHIL 11112	Philosophy	2
ROEN 11110	X-Ray Technology	4
<b>TOTAL CREDITS</b>		<b>18 (19*)</b>

#### SECOND TRIMESTER

Course #	Course Name	Credit Hours
ANAT 12220	Anatomy & Physiology II	4
BUSI 12220	Office Management	3
BUSI 12221	Procedure and Diagnosis Coding For Chiropractic	3
COMM 12110	Written Communications	3
PSYC 12221	General Psychology	3
ROEN 12120	Radiographic Anatomy	2
ROEN 12515	Radiographic Positioning-Spine	1
<b>TOTAL CREDITS</b>		<b>19</b>

#### THIRD TRIMESTER

Course #	Course Name	Credit Hours
BUSI 21225	Insurance Billing Applications	2
CLIN 21233	Clinical Science	3
CLIN 21230	Rehabilitation Procedures	3
CLIN 21809	Emergency Procedures / CPR	2
COMM 21220	Interpersonal Communications	3
PHIL 21113	Professional Ethics	2
ROEN 21515	Rad Positioning-Extremities	2
<b>Total Credits</b>		<b>17</b>

#### FOURTH TRIMESTER

Course #	Course Name	Credit Hours
BUSI 22241	Business Law	3
CHEM 22241	Nutrition	3
CLIN 22240	OSHA Regulations	1
CLIN 22242	Clinic Externship	3
ROEN 22241	Radiographic Quality	4
<b>Total Credits</b>		<b>14</b>

Total Credits Required For Graduation

169

68 (69\*)

## COURSE DESCRIPTIONS

### **ANAT00099 Fundamentals of Human Biology**

1 credit

Prerequisite: None

This course introduces the basic concepts in human biology, including the composition of living matter. It also introduces the general terminology commonly used in human anatomy and physiology. Emphasis is placed on the construction of terms, the molecular basis of life, basic physiological processes, and the basic structure and function of cells and tissues.

### **ANAT11110 Anatomy and Physiology I**

4 credits

Prerequisites: High school or college biology within the last five years or concurrent enrollment in ANAT00099 or consent of instructor.

This course, along with Anatomy and Physiology II, provides an introduction to human anatomy and physiology, focusing on the organization of the body in a hierarchical manner, from the level of the cell up to the level of the human organism as an integrated unit. Anatomy and Physiology I will cover cell and tissue organization and physiology, structure and function, as well as the organization and physiology of the integumentary, skeletal, muscular and nervous systems.

### **ANAT12220 Anatomy and Physiology II**

4 credits

Prerequisite: ANAT11110

A continuation of Anatomy and Physiology I, this course will focus on the structure and function of the body as an integrated whole. Lecture periods will provide in-depth understanding of the human body and its regulatory mechanisms while the laboratory is designed to provide hands-on learning experiences to complement lecture material.

### **BUSI11110 Computer Skills**

3 Credits

Prerequisite: None

An interactive and hands-on approach will be used to present the fundamentals of personal computers and their applications in the dynamic environment of business. The course will focus on microcomputer hardware, software and usage issues facing decision makers as well as specific software skills. Information specific to the Windows environment will be presented, including file arrangement and other features, keyboarding techniques, preparing business correspondence and using spreadsheets and

presentation software in a professional office. Methods will include instructor-led discussion, small group activities, reading assignments, lecture, self-directed projects and hands-on computer activities.

### **BUSI11115 Introduction to Insurance Concepts**

1 credit

Prerequisite: None

This class will introduce the student to insurance terminology and insurance concepts, providing the student with foundational knowledge needed to perform coding and billing in a chiropractic office. Upon completion, the student will be able to verify patient insurance benefits, create payment projections for patients based on the insurance benefits and explain this to the patient. Students will also be able to describe the five most common features of cost sharing.

### **BUSI11230 Bookkeeping**

3 credits

Prerequisite: None

This course provides students with a hands-on application of bookkeeping in a professional office. Emphasis is placed on practical application relating to accounts receivable/payable; journal and ledger forms; preparation of reports; doing payroll; and understanding how to prepare and read financial statements. Both manual and electronic methods are utilized.

### **BUSI12220 Office Management**

3 credits

Prerequisite: None

Basic skills needed to work in and manage the professional office are the framework in this course. Included are office skills—telephoning, electronic appointment scheduling and patient records, and collecting procedures. A portion of the course emphasizes consumer/patient point of view and patient satisfaction.

### **BUSI12221 Procedure and Diagnosis Coding for Chiropractic**

3 credits

Prerequisites: ANAT11110, BUSI11115

This course focuses on procedure and diagnosis coding in the chiropractic field, including American Medical Association (AMA) coding guidelines and application. The course will include most commonly used chiropractic codes including ICD (International

Classification of Diseases) codes, CPT (Current Procedural Terminology) codes, HCPCS (Healthcare Common Procedures Coding Systems) codes, and modifiers. Also included is an in- depth study of E/M (Evaluation and Management) code usage.

### **BUSI21225 Insurance Billing Applications**

2 credits

Prerequisite: BUSI12221

This course addresses the practice of billing for Medicare, Medicaid, group health insurance, Workers' Compensation, bodily injury, and other third-party payers. Accurate preparation of insurance billing, preparation of paperwork for a chiropractic patient, the appeals process and keeping current in the dynamic insurance arena are included.

### **BUSI22241 Business Law**

3 credits

Prerequisite: None

Basic principles of business law are the framework for this course, including the study of sources of law, contracts, torts including negligence/malpractice, litigation, principles of employment and government regulations, business legal structure and consumer issues.

### **CHEM22241 Nutrition**

3 credits

Prerequisite: ANAT11110

This course is designed to study the basic principles of nutrition. It will include defining key nutrition concepts and terms. Included are discussions about the interaction of nutrition with health; defining food, energy, carbohydrates, proteins, fats, cholesterol, and alcohol; digestion and absorption; weight control myths and realities; eating disorders; nutrition and physical activity; and food allergies. The concept of disease prevention will be discussed in detail.

### **CLIN11110 Chiropractic Methods**

1 credit

Prerequisite: None

This course introduces the student to the basic concepts of the numerous techniques utilized in the chiropractic profession. The student will be presented the instruments and equipment that are pertinent to the specific technique being taught. This course also will present the student with a brief philosophy of chiropractic and addresses how the Chiropractic Technologist is an integral part of the chiropractic profession.

### **CLIN21230 Rehabilitation Procedures**

3 credits

Prerequisite: ANAT11110

This course covers therapeutic procedures used in the chiropractic office, including ice, heat, ultrasound, electrical modalities, stretching, massage and exercise. Physiologic effects, indicators, contraindicators and practical applications are addressed through lectures and lab participation, with the primary focus on practical experience.

### **CLIN21233 Clinical Science**

3 credits

Prerequisite: ANAT12220

Clinical Science is designed to educate the Chiropractic Technologist student on the fundamental screening, regional physical assessment techniques and orthopedic and neurological exams utilized in the chiropractic setting. It also augments the student's basic knowledge of appropriate documentation for clinical practice.

### **CLIN21809 Emergency Procedures/CPR**

2 credits

Prerequisites: None

This course covers basic procedures used in an emergency situation. Upon successful completion of this course, the student will be certified in cardiopulmonary resuscitation (CPR).

### **CLIN22240 OSHA**

1 credit

Prerequisite: None

This course introduces the student to the Occupational Safety and Health Act of 1970 and to selected Occupational Safety and Health Administration (OSHA) regulations as they relate to chiropractic. This course will prepare the student to create and maintain a Hazardous Communications Manual specific to a chiropractic office. Specific subject matter covered in this course includes OSHA provisions for: inspections, hazard communications/chemicals, blood borne pathogens/universal precautions, emergency action and ergonomics.

### **CLIN22242 Clinic Externship**

3 credits

Prerequisites: CLIN21233, CLIN21230, ROEN12515, ROEN21515, BUSI21225

This course offers students the opportunity to apply their knowledge while working under the supervision of a Doctor of Chiropractic. The C.T. student will

acquire first-hand experience in both the business aspects and patient care areas of a chiropractic offices and clinics, on or off campus. Successful completion of the Clinical Assessment Practical (CAP) is required to pass this course.

### **COMM12110 Written Communications**

3 credits

Prerequisite: None

This course gives students an overview of communication and its scope and importance in the business setting. Coursework includes a focus on writing skills, business communication media, analysis of the quality of source materials and the job application process.

### **COMM21220 Interpersonal Communications**

3 credits

Prerequisites: None

This course will focus on the communication model, theories of communication and the communication process between individuals and among groups. It will also include formal and informal presentations, and group activities to develop skills in these areas.

### **PHIL11112 Philosophy**

2 credits

Prerequisite: None

This is a lecture and discussion class which is an introduction to the principles and tenets that embody chiropractic philosophy. The unique chiropractic paradigm of wellness will be established, and the instructor will develop foundations for the further study of chiropractic philosophy, science and art. People and events in the history and development of the profession and clinical approaches are also included.

### **PHIL21113 Professional Ethics**

2 credits

Prerequisite: PHIL11112

This lecture and discussion course introduces the student to professional ethics relating to peers, other professionals, patients and society.

### **PSYC12221 General Psychology**

3 credits

Prerequisite: None

This course surveys major topics in psychology, the scientific study of behavior, and mental processes with emphasis given to biology, learning, memory,

motivation, emotion, health, abnormal psychology and treatment of psychological disorders.

### **ROEN11110 X-Ray Technology**

4 credits

Prerequisite: None

This course utilizes lecture, experimental work, image analysis, discussion and review exercises to assist the Chiropractic Technology student in learning: the principles of physics applicable to X-ray production; the principles of X-ray exposure necessary for creating optimal quality radiographs; the process of assessing and controlling image quality; federal and state standards governing safe and effective use of imaging equipment; and radiation protection regulations and practices for patients and occupational workers.

### **ROEN12120 Radiographic Anatomy**

2 credits

Prerequisite: ANAT11110

The emphasis of this course is the recognition of skeletal, and some visceral, anatomy on radiographic images. A variety of radiographic views are examined to compare different perspectives and different anatomy visualized. Anatomical terms are applied and radiographic terminology is introduced.

### **ROEN12515 Radiographic Positioning-Spine**

1 credit

Prerequisite: ANAT11110, ROEN11110

Co-prerequisite: ROEN12120

This course will prepare the student to create diagnostic images of the axial skeleton. Positioning lecture material will be supported by experiential lab exercises to include radiation safety practices. The application of relevant legal and ethical standards also will be discussed.

### **ROEN21515 Radiographic Positioning-Extremities**

2 credits

Prerequisites: ROEN11110, ROEN12120

This course is a continuation in the study of radiographic positioning with emphasis on extremity, chest, and abdomen setups. Additionally, strategies for image improvement and procedural adaptations for special patient populations are explored. The application of relevant legal and ethical standards continues.



**ROEN22241 Radiographic Quality**

4 credits

Prerequisites: ROEN12515, ROEN21515

The emphasis of this course is the review and re-emphasis on the qualities necessary for the production of optimal quality radiographs and the assessment and correction of common errors that occur in the workplace. This course further prepares the student for the ACRRT board examination by compiling salient parts of each radiology class in which the student has previously participated.

## PUBLIC INFORMATION

Detailed College information regarding the governance, educational programs, admissions and attendance requirements, tuition and refund policies, and facilities and learning resources, and the mailing address and telephone number for the Council on Chiropractic Education and the Higher Learning Commission may be found either in this Palmer College of Chiropractic Catalog, the College Student Handbook or at *www.palmer.edu*.

### CONTACT INFORMATION

The Doctor of Chiropractic Degree Program at Palmer College of Chiropractic's Davenport campus in Davenport Iowa; Florida campus in Port Orange, Fla.; and West campus in San Jose, Calif.; are awarded programmatic accreditation by The Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ 85258-4321. Telephone: (480) 443-8877, website: *www.cce-usa.org*.

Palmer College of Chiropractic's Davenport campus in Davenport, Iowa; Florida campus in Port Orange, Fla.; and West campus in San Jose, Calif.; are regionally accredited by The Higher Learning Commission.

Palmer College of Chiropractic's Florida campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, or the toll-free telephone number (888) 224-6684.

Contact information for Palmer College of Chiropractic is located on page 1.

The College's San Jose, Calif. campus is a private institution approved to operate by the Bureau for Private Postsecondary Education. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0181, website: *www.bppe.ca.gov*, (916) 431-6959 or by fax (916) 263-1897

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# CATALOG ADDENDUM AS OF 10/26/2018

## GENERAL INFORMATION

### ACCREDITATION/LICENSURE (PAGE 11)

Both the Higher Learning Commission and the Council on Chiropractic Education are recognized by the United States Department of Education.

## STUDENT AFFAIRS

### STUDENT PORTALS (PAGE 19)

Student transcripts are permanently kept.

## THE FOLLOWING ADDENDUMS APPLY TO THE WEST CAMPUS ONLY:

### WEST CAMPUS INFORMATION (PAGE 14)

Palmer College of Chiropractic is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition filed against it in bankruptcy in the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

### THE CAMPUSES (PAGE 20)

Classes will be held at the following address.

90 E. Tasman Drive  
San Jose, CA 95134

### STUDENT TUITION RECOVERY FUND (PAGE 47)

Statement regarding the Student Tuition Recovery Fund (STRF):

The following language is mandated by the State of California and its Bureau for Private Postsecondary Education.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or, has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## **COST OF ATTENDANCE (PAGE 51)**

A student who began the Doctor of Chiropractic program at the West Campus during the 2018-2019 academic year can expect to pay approximately \$233,537 for the duration of the program. The amount listed includes tuition, fees, books, supplies, and living expenses while in the program.

If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Palmer College of Chiropractic West shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit of \$250, if the notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment.

# CATALOG ADDENDUM AS OF 8/28/2018

## DISCLAIMERS, DISCLOSURES AND ACKNOWLEDGMENTS

### STUDENT COMPLAINTS (PAGE 13)

#### STUDENT COMPLAINT RESOLUTION PROCESS

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

#### Informal Resolution

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

#### Formal Resolution

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

#### General complaint process for Formal Resolution

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

#### Sexual Misconduct or Athletics Reporting

Report Title IX/Sexual Misconduct here: [Sexual Misconduct Prevention and Awareness](#).

#### Student Misconduct

Report Student Ethical Misconduct here: [Report Student Misconduct](#).

#### Anonymous Reporting

Lighthouse, the College's anonymous reporting hotline: <https://www.lighthouse-services.com/palmer>;  
via email at: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com); or  
Phone at: English-speaking 844-990-0002  
Spanish-speaking 800-216-1288

#### Confidential Reporting

Please go to [Confidential Resources](#) for more information.

## Contact Us

Office of compliance

563-884-5246 or 563-884-5826

## STUDENT AFFAIRS

### STUDENT PORTALS (PAGE 19)

Please refer to Palmer College of Chiropractic's online Record Retention and the Disposal of College Records policy and accompanying appendix for information regarding how the College handles student records.

## ACADEMIC PROGRAMS

### JOB CLASSIFICATION CODE (PAGE 38)

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

## TRANSFER STUDENTS

### TRANSFERABILITY OF CREDITS (PAGE 63)

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Palmer College of Chiropractic is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the Doctor of Chiropractic Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Palmer College of Chiropractic to determine if your credits will transfer.

# CATALOG ADDENDUM AS OF 7/9/2018

## TUITION AND FEES

### REFUND POLICY (PAGE 42)

Palmer College of Chiropractic's Refund Policy for withdrawals is calculated using the official withdrawal date to pro-rate aid as well as tuition and refundable charges through the 60 percent point in the term. This is based on calendar days from the first day of the term through the last scheduled day of the term, including weekends and mid-term breaks of less than five days. After the 60 percent point in the term, financial aid will not be reduced for any withdrawal, nor will any refund of tuition or other refundable charges be granted. This policy applies to all College withdrawals whether student initiated or administrative withdrawals.

Financial aid awarded (if any) will be returned to the federal, state and Palmer programs on a pro rata basis through the 60 percent point in the term. Outside scholarship or non-federal loan assistance will not be returned unless specifically requested by the provider.

Eligible charges due or paid will be refunded on a pro rata basis through the 60 percent point in the term.

## ACADEMIC POLICIES

### MILITARY ACTIVE-DUTY NOTIFICATION (PAGE 73-74)

In the event an enrolled student or an enrolled student's spouse with a dependent child receives active duty notification, the student must provide the Registrar with advance notice of military service. Notice may be either written or oral. It may be provided by the student or by an appropriate officer of the branch of the military in which the student will be serving. However, no notice is required if:

- Military necessity prevents the giving of notice; or
- The giving of notice is otherwise impossible or unreasonable.

Dependent on the point in the academic term, one of the following options will be afforded to the student:

- a) The Registrar will process a withdrawal from the College for the academic term enrolled. A grade of "AW" (Administrative Withdrawal) will be placed on the student's record. The student's tuition fees will be refunded in full to the student or the student's lender, whichever is appropriate, regardless of the point in the academic term that the military orders are received. The Registrar will notify the appropriate departments of the withdrawal.
- b) Arrangements will be made with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

- c) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for the grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Upon completion of Active-Duty service, the student may contact the Registrar for re-enrollment. Students returning after a hiatus of greater than one year will be required to meet the re-admission guidelines as outlined in the re admissions policy.

The academic term of enrollment from which a student withdrew will not be considered in academic progress relating to financial aid eligibility or academic status. In addition, the Length of Time to Completion policy will be lengthened based on the length of time the student was away from the College due to military service.

# CATALOG ADDENDUM AS OF 5/11/2018

## DISCLAIMERS, DISCLOSURES AND ACKNOWLEDGMENTS (PAGE 13)

### STATE COMPLAINT PROCESS POLICY

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

#### IOWA

Iowa College Student Aid Commission  
877-272-4456

<https://www.iowacollegeaid.gov/content/constituentrequest-review>

#### FLORIDA

Florida Commission On Independent Education  
325 W. Gaines Street, SUITE 1414  
Tallahassee, FL 32399-0400

<http://www.fldoe.org/policy/cie/file-a-complaint.shtml>

#### CALIFORNIA

California Bureau Of Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
P.O. BOX 980818  
Sacramento, CA 95798-0818

[https://www.dca.ca.gov/webapps/complainthelp/online\\_complaint.php](https://www.dca.ca.gov/webapps/complainthelp/online_complaint.php)