

SHERMAN COLLEGE OF STRAIGHT CHIROPRACTIC



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of STRAIGHT CHIROPRACTIC

BULLETIN 2004

The Sherman College Bulletin is provided in order to serve prospective students, students, faculty and staff members as a reference explaining college mission, curriculum and a number of the college's policies and procedures that pertain particularly to students. This Bulletin is subject to change as new and more efficient policies, procedures and or curriculum revisions are adopted. It does not serve as a contract, but as a source of information to interested parties and students. Suggestions are welcome and may be submitted in writing to the Office Of Admission.

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Sherman College of Straight Chiropractic reserves the right, without notice, to modify the requirements for admission or graduation; to change the arrangements or content of courses, the instructional materials used, the tuition and other fees; to alter any regulation affecting the student body; to refuse admission or readmission to any student at any time, or to dismiss any student at any time, should it be in the interest of the college or the student to do so. The college also reserves the same right as to any other material in this application and the Bulletin. It is the duty of the student to inquire as to whether any change has been made. Sherman College of Straight Chiropractic offers equal opportunity to all persons without regard to races, sex, age, creed, color, national origin, religion, marital status, disability or other protected classes. This applies to all Sherman College policies and programs. If you have any questions, please contact Lisa Hildebrand, Director of Admission, Sherman College of Straight Chiropractic, 2020 Springfield Road, Spartanburg, SC 29316; 800-849-8771, ext. 1222.

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CALENDAR

WINTER QUARTER 2004

January 5	Faculty Development/Orientation
January 6	First day of class
January 12	Last day to drop/add
January 19	Martin Luther King Holiday
February 2-6	Midterm Exams
February 23-27	Registration
March 11	Last day of class
March 12-14	National Board Break
March 15	Reading Day/Faculty In-Service
March 16-19	Final Exams
March 20	Graduation
March 21-28	Spring Break

SPRING QUARTER 2004

March 29	First day of class
April 2	Last day to drop/add
April 26-30	Midterm Exams
May 17-21	Registration
May 27-30	Lyceum
May 31	Memorial Day Holiday
June 4	Last day of class
June 7	Reading Day/Faculty In-Service
June 8-11	Final Exams
June 12	Graduation
June 13 - July 5	Summer Break

SUMMER QUARTER 2004

July 6	Orientation
July 7	First day of class
July 13	Last day to drop/add
August 9-13	Midterm Exams
August 23-27	Registration
September 6	Labor Day Holiday
September 10-13	National Board Break
September 17	Last day of class
September 20	Reading Day/Faculty In-Service
September 21-24	Final Exams
September 25	Graduation
Sept. 26 - Oct. 3	Fall Break

FALL QUARTER 2004

October 4	Orientation
October 5	First day of class
October 11	Last day to drop/add
November 2-6	Midterm Exams
November 11	Veterans Day Holiday
November 15-19	Registration
November 25-28	Thanksgiving Holiday
December 10	Last day of class
December 13	Reading Day/Faculty In-Service
December 14-17	Final Exams
December 18	Graduation
Dec. 19 – Jan. 2	Christmas Break

WINTER QUARTER 2005

January 3	Faculty Development/Orientation
January 4	First day of class
January 10	Last day to drop/add
January 17	Martin Luther King Holiday
Jan. 31 - Feb. 4	Midterm Exams
February 21-25	Registration
March 17	Last day of class
March 18-20	National Board Break
March 21	Reading Day/Faculty In-Service
March 22-25	Final Exams
March 26	Graduation
March 27 - Apr. 3	Spring Break

SPRING QUARTER 2005

April 4	Orientation
April 5	First day of class
April 11	Last day to drop/add
May 2-6	Midterm Exams
May 16-20	Registration
May 26-29	Lyceum
May 30	Memorial Day Holiday
June 10	Last day of class
June 13	Reading Day/Faculty In-Service
June 14-17	Final Exams
June 18	Graduation
June 19 - July 10	Summer Break

SUMMER QUARTER 2005

July 11	Orientation
July 12	First day of class
July 18	Last day to drop/add
August 8-12	Midterm Exams
Aug. 29 - Sept. 2	Registration
September 5	Labor Day Holiday
September 15	Last day of class
September 16-18	National Board Exams/Break
September 19	Reading Day/Faculty In-Service
September 20-23	Final Exams
September 24	Graduation
Sept. 25 - Oct. 2	Fall Break

FALL QUARTER 2005

October 3	Orientation
October 4	First day of class
October 10	Last day to drop/add
Oct. 31 - Nov. 4	Midterm Exams
November 11	Veterans Day Holiday
November 14-18	Registration
November 24-27	Thanksgiving Holiday
December 9	Last day of class
December 12	Reading Day/Faculty In-Service
December 13-16	Final Exams
December 17	Graduation
Dec. 18 – Jan. 2	Christmas Break

ACCREDITATION

Sherman College of Straight Chiropractic is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the doctor of chiropractic degree. www.sacscoc.org.

The doctor of chiropractic degree program of Sherman College of Straight Chiropractic is accredited by the Commission on Accreditation of the Council on Chiropractic Education, 8049 N. 85th Way, Scottsdale, AZ 85258-4321. Tel: 480-443-8877. www.cce-usa.org.

Sherman College is listed as an institution of higher learning in the U.S. Directory of Higher Education. Sherman College is licensed by the South Carolina Commission on Higher Education (1333 Main Street, Suite 200, Columbia, SC 29201: Telephone: 803-737-2260, Fax: 803-737-2297) to award the doctor of chiropractic degree. www.che400.state.sc.us.

APPROVALS

The United States Immigration and Naturalization Service has approved Sherman College for attendance by foreign students. The Veterans Administration state approving agency has approved Sherman College for veteran's benefits. The United States government has approved Sherman College for participation in the Guaranteed/Federally Insured Student Loan program.

A MESSAGE FROM THE PRESIDENT

JERRY L. HARDEE, ED.D.

Welcome to Sherman College of Straight Chiropractic. As you explore your educational opportunities, I would like you to know what Sherman College has to offer you, and what we are looking for in men and women seeking to become chiropractors.

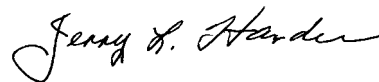
Sherman College is dedicated to a vision of health care centered first and foremost on a recognition of the body's own inherent wisdom, called innate intelligence, which is the basis for a person's natural recuperative, self-regulatory and creative powers. This innate intelligence of life is expressed through the functioning of the nerve system. Chiropractic contributes to health by correcting vertebral subluxations, which are a major source of interference to normal nerve function, and thus to the expression of the body's natural health potential.

Sherman College offers an integrated educational program focused on preparing students to become fully qualified doctors of chiropractic. Its graduates are prepared to offer effective, safe, affordable family-oriented chiropractic care to their communities. With its emphasis on philosophically based practice principles, scientific research, the most effective techniques for analyzing and adjusting the vertebral subluxation, and one-on-one mentoring in the clinical arts of chiropractic, Sherman College is uniquely able to provide a student with the best straight chiropractic education available today.

Sherman College seeks students who have a desire to promote health, a commitment to seeking personal fulfillment through service to others, and the capacity to become outstanding doctors of chiropractic. They should also have unquenchable curiosity and an uncompromising desire for truth. Finally, they should know that the rewards of any endeavor, whether an education or the career that follows, are the direct result of the dedication, commitment and efforts they bring to bear on that endeavor.

If you choose to come to Sherman College, you will work with a faculty and staff dedicated to your mastery of the philosophy, science and art of chiropractic. You will attend classes at a beautiful suburban campus with all the tools and resources you need to accomplish your personal goal of becoming a doctor of chiropractic. Perhaps most importantly, you will become a member of the growing Sherman College community, where we are all working together toward the common goal of helping humankind enjoy greater life expression through the correction of vertebral subluxation.

Dr. Thom Gelardi, the founder of Sherman College, once said, "The happiest, most interesting lives are those lived with purpose. With such purpose, one can grow as a person." Sherman College exists to help students find and fulfill a noble purpose for their lives. I extend to you my personal invitation to join us, to make chiropractic's purpose your purpose, and to grow with us into the outstanding chiropractor you have the capacity to become.



Jerry L. Hardee, Ed.D.
President

CHIROPRACTIC — PAST, PRESENT, FUTURE

“This science covers a field of usefulness, where the amount of work is unlimited. Chiropractors have the opportunity to make the world better for their having lived in it.”

— D.D. Palmer

WHAT IS CHIROPRACTIC?

Central to chiropractic is the vertebral subluxation, a condition in which a vertebra becomes slightly misaligned and disturbs nerve function. The practice objective of chiropractic is to locate, analyze and correct vertebral subluxations.

Chiropractic recognizes that the body possesses a unique internal wisdom that continually strives to maintain a state of health within the body. This wisdom is innate, instinctive. This innate intelligence works to maintain normal heart rate, blood pressure and adrenaline production; this same intelligence directs our bodily functions to continuously adapt to an ever-changing environment.

Maintaining health depends upon the body’s natural ability to continually adapt to changes in its internal and external environment. Ensuring this capability is one of nature’s most remarkable communication networks: the nerve system.

The body’s innate intelligence sends mental impulses from the brain to each of the body’s more than 100 trillion cells, coordinating their activities for the common purpose of adaptation and health. At the same time, each part of the body sends information concerning its internal and external environment to the brain. These impulses are transmitted to and from the brain by way of the nerves passing through the spine.

Vertebrae in the spine can, and on occasion do, become subluxated, interfering with the body’s communication process. A vertebral subluxation causes messages, transmitted over nerves, to become garbled or modified, rendering the body’s response to the environment inadequate.

Chiropractic makes its contribution to health by identifying, analyzing and correcting subluxated vertebrae. The doctor of chiropractic eliminates this particular kind of interference to the body’s innate striving to maintain its own health.

Chiropractic’s concern is with vertebral subluxation and its influence on health and health maintenance. Its aim is to ensure that the nerve system is functioning without interference from subluxation.

Straight chiropractic education involves the study of philosophy, science and art.

- Philosophy considers the fundamental nature of existence of human beings and of their interaction with the environment. Chiropractic recognizes that the body possesses a unique internal wisdom that continually strives to maintain a state of health. This wisdom is innate, inherent. The innate intelligence works to maintain homeostasis as it coordinates bodily functions to continuously adapt to ever-changing internal and external environments and maintain a state of wellness.

- Chiropractic science deals with human biology – especially the relationship between the spinal segments and the nerve system, and the effect this relationship has on the body’s innate striving to express and maintain its own health. This relationship between structure and function is the applied science of chiropractic, which focuses on the inherent ability of the body to heal without the use of drugs or surgery. Chiropractic’s concern is with vertebral subluxation and its influence on health and health maintenance. Its aim is to ensure that the nerve system is functioning without interference from subluxation.
- Chiropractic art is the expression of its philosophy and is concerned with locating and correcting vertebral subluxations. Central to chiropractic is the vertebral subluxation, a condition in which a vertebra becomes slightly misaligned and disturbs nerve function. The practice objective of chiropractic is to locate, analyze and correct vertebral subluxations. To fulfill the role of a primary health care provider, the clinical training includes taking a case history, physical examination, spinal examination, x-ray studies, the interpretation of specialized imaging studies, diagnosis, patient report of findings, determining a plan of care and the safe application of adjustive technique. Ultimately, chiropractic is concerned with improving the expression of life and health while the doctor of chiropractic functions as a member of a patient’s health care team through referral and co management.

CHIROPRACTIC HERITAGE

One day in 1878, while working in a stooped, cramped position, Harvey Lillard felt something “pop” in his neck. A few days later his hearing was gone.

Seventeen years passed in silence. Then, on September 18, 1895, Harvey Lillard related his story to Daniel David Palmer, a magnetic healer who practiced in Davenport, Iowa, in the Ryan Building where Lillard was a janitor.

Palmer examined the janitor’s spine and discovered a bump in the area where Lillard said he had felt the pop. Reasoning that this bump was the result of one of the spinal column’s 26 vertebrae being out of line, Palmer persuaded Lillard to let him try to restore it to its normal position.

He applied a force to the bump. There was another pop, and the bump was gone. In a few days, Lillard’s hearing was restored. In the process, chiropractic was born.

Chiropractic is a relatively new health care profession—just over 100 years old. Although the profession is young, many of its vitalistic principles date back thousands of years. Ancient Egyptians and Greeks, while possessing little knowledge of the internal structure of the human body, were aware of the body’s continual striving to heal itself. During the Renaissance, men of learning put forth theories that spoke of “vital forces” within the body that organized its resistance to disease. The “vital force” they spoke of is what chiropractors refer to as the body’s innate intelligence.

It was Daniel David Palmer who, in 1895, discovered the relationship among the vital forces, the nerve system, the vertebrae and the expression of health. He reasoned that an innate intelligence continuously strives to maintain the body’s organization. He also realized that this innate intelligence utilizes the nerve system to assemble and transmit the information necessary to ensure the proper function of the various parts of the body.

Palmer further reasoned that a vertebra that was even slightly misaligned could cause pressure on the spinal cord or small spinal nerves. This misalignment and interference, called a vertebral subluxation, modifies the impulses carried by the nerves and this, in turn, modifies bodily function. In such a state, the body is less able to function, maintain its own health, and ultimately to express life.

After adjusting a subluxated vertebra for the first time, Palmer witnessed the restoration of spinal integrity, a dramatic change in his patient’s health and the birth of a profession.

Chiropractic grew rapidly under the guidance of Palmer’s son, B.J., who transformed the profession into an advanced science and a well-developed art. His goal was to be able to objectively locate and analyze vertebral subluxation and to verify the changes that occurred both when vertebrae became subluxated and when the vertebral subluxation was corrected.

Today, chiropractic has evolved into a highly developed science and art which deals not with disease, but with vertebral subluxation and its effect on the body’s natural striving toward health. Chiropractic, as a primary health care profession, recognizes and respects the body’s innate striving to maintain its own health and has developed sophisticated techniques for correcting vertebral subluxation, a major interference to that striving. Chiropractic views health as more than the absence of disease. It is optimum life expression on every level.

SHERMAN COLLEGE OF STRAIGHT CHIROPRACTIC

In the mind of Thom Gelardi, the founder of Sherman College, the chiropractic profession had a need. Helping to meet that need became his dream. Gelardi, a doctor of chiropractic, sensed the necessity for an institution that, within an academically and intellectually stimulating environment, remained fully consistent with the goals and objectives of his profession. He envisioned a college where the natural health benefits of chiropractic could be explored, advanced, taught and then shared worldwide for the ultimate good of humanity.

In 1973, with the establishment of Sherman College of Straight Chiropractic, Dr. Gelardi's dream to fill chiropractic's need began to be realized.

A private, non-profit institution, Sherman College's goal is simple: to prepare its students, as fully qualified primary health care providers, to assume and discharge their chiropractic responsibilities both to their patients and to society.

To that end, Sherman College has assembled a distinguished faculty of highly qualified, highly skilled professionals. It includes respected doctors of chiropractic and basic scientists from throughout the United States and the world . . . men and women whose dedication to the growth and development of chiropractic is unrivaled.

Sherman College offers the doctor of chiropractic program, which provides students a fresh perspective on life and natural good health. Consisting of basic and clinical science programs, it affords students not only an opportunity to learn and practice the necessary chiropractic skills and health care procedures but also the chance to broaden themselves personally to meet the challenges of the future.

The college is named in honor of the late Dr. Lyle W. Sherman, a pioneer in the development of modern chiropractic and one-time assistant director of the B.J. Palmer Chiropractic Research Clinic in Davenport, Iowa. Dr. Sherman's commitment to humanity and to advancing the art of chiropractic was frequently recognized by his peers.

Among his many honors was selection as International Chiropractor of the Year in 1955. He served as chairman of Sherman College's Board of Trustees from 1973 until his death in 1977.

A WORD ABOUT STRAIGHT

There exist, within the chiropractic profession today, two schools of thought.

"Straight" chiropractic uses chiropractic methods of examination, analysis and adjusting to accomplish the objective of correcting vertebral subluxation. Vertebral subluxation is a condition in which a vertebra becomes slightly misaligned with an adjacent segment in such a way as to disturb nerve function, interfering with the body's striving to maintain its own health. The other school of thought prescribes the use of manipulation (similar to adjustments) and other methods to accomplish the objective of treating symptoms and disease.

"Straight" means a total commitment to the teaching, research and practice of chiropractic focused on correcting vertebral subluxation. The word "straight" is in the college's name to identify it with this distinct mission.

CHIROPRACTIC – YOUR CAREER, YOUR FUTURE

There are many professions from which to choose when contemplating a career, but few are more rewarding and fulfilling than straight chiropractic. Once you have made the decision to study at Sherman College of Straight Chiropractic, you can be assured that your future will be as dynamic and vital as the expression of life itself.

Chiropractic is a career that puts you in charge of your own future. It is a relatively young profession that abounds in opportunities. Educator, researcher, lecturer, and private or associate practitioner are but some of the directions in which your chiropractic career may lead you.

No matter which professional avenue you choose to follow, your work in chiropractic will influence the lives of others in a positive way. Furthermore, the personal satisfaction that you'll receive from helping individuals achieve a healthier, more fulfilling life is something that words alone cannot describe.

Perhaps the greatest gifts one person can give others are an awareness of their potential and the help necessary to realize it. As a straight chiropractor, you will teach your patients and community about the human potential for physical, mental, social and spiritual well-being. You will teach that health is not due to accident or luck, but is the expression of a natural, intentional striving within the body. You will also teach basic health principles that help identify lifestyles and activities that enhance the expression of the body's innate wisdom.

When you choose a career in straight chiropractic, you take command of your future, while expressing your concern and compassion for humanity.

INSTITUTIONAL MISSION

The mission of Sherman College of Straight Chiropractic is to be the leader in bringing straight chiropractic to the world.

Our mission is based upon the college's philosophy and core values, and encompasses:

EDUCATION

We shall educate, graduate, and support competent, compassionate, ethical, and successful doctors of chiropractic who excel as primary health care providers centered on vertebral subluxation.

RESEARCH

We shall be the recognized leader in scholarly activity, institutional research, and clinical research centered on vertebral subluxation.

SERVICE

We shall serve humanity by providing the highest quality in chiropractic care, public education, professional partnerships, and community initiatives.

OUR CORE VALUES

We realize that our greatest assets are people and our mission. Without either of these, we have no reason for being and no means to put our ideal into action.

- We honor and respect the innate intelligence of the body.
- We hold that a vertebral subluxation-free life is a better life.
- We have a regard for the inseparable and synergistic nature of the philosophy, science and art of chiropractic.
- We value a sense of community, tradition and shared commitment to our ideals.
- We recognize the inherent dignity of all people and offer them our best services regardless of race, religion or ability to pay.
- We value a sense of community, tradition and shared commitment to our ideals.
- We recognize the inherent dignity of all people and offer them our best services regardless of race, religion or ability to pay.
- We value perseverance, and are committed to helping others who share in our mission, in reaching their chiropractic goals.

OUR PHILOSOPHY OF STRAIGHT CHIROPRACTIC

Straight chiropractic espouses the vitalistic philosophy of life and health, and is defined as the art and science of locating, analyzing and correcting vertebral subluxation in accordance with that philosophy.

Straight chiropractic is based on the premise that living things have an innate striving toward organization, and that vertebral subluxation is an abnormal, but most often correctable, condition which interferes with the expression of that striving.

INSTITUTIONAL GOALS AND OBJECTIVES

- A. To develop and maintain a first professional degree program and the physical plant, faculty, staff and administration capable of fulfilling the mission of the institution.
- B. To prepare students to qualify for licensure in various jurisdictions.
- C. To teach the philosophy, science and art of chiropractic by:
 - 1. Establishing the philosophy of chiropractic as the foundation for all considerations, policies, and decisions.
 - 2. Educating all students in the relationship of chiropractic philosophy to the practice of chiropractic.
 - 3. Teaching and further developing the science and art of locating and correcting vertebral subluxations.
 - 4. Pursuing scientific research concerning the characteristics, analysis and correction of vertebral subluxations, and the characteristics and improvement of chiropractic education.
 - 5. Teaching chiropractic technique as a highly skilled, specific art and to develop in students the dexterity necessary to practice that art.
 - 6. Offering a diversified education in the basic sciences in order to provide students with a basis for understanding the science of chiropractic and its relationship to human physiology and health.
 - 7. Developing in all students the necessary training, knowledge, skill and sense of responsibility to prepare them to serve humanity in the capacity of primary health care providers specializing in the area of vertebral subluxation.
 - 8. Emphasizing the importance of communications as a tool by which to inform individual patients and communities of the significance of vertebral subluxations, and of the separate and unique objectives of chiropractic practice.
 - 9. Instilling in students a sense of dedication and responsibility to a high ethical standard of practice toward patients, colleagues and the community.
 - 10. Teaching practice management and office procedures applicable to the development of a successful practice.
 - 11. Offering orientation courses for the spouses of students and for prospective students.
 - 12. Offering continuing education, review and graduate level courses for field practitioners.

13. Developing for state, national and international chiropractic leadership, graduates who are fully versed in the philosophy, science and art of their profession.
14. Making available to the profession extension faculty for state, national and international conventions and seminars.
15. Accepting and fulfilling all the responsibilities of serving the student, the profession and the public through the philosophy, science and art of chiropractic.
16. Contributing to the city of Spartanburg and the state of South Carolina by presenting cultural and educational programs through faculty and student involvement in community affairs.

EXPECTED EDUCATIONAL RESULTS

Upon completing the requirements for the doctor of chiropractic degree at Sherman College of Straight Chiropractic, the student will be expected to:

1. Integrate the philosophical principles of chiropractic into the care of patients.
2. Demonstrate an understanding of human physiology, health assessment, maintenance and promotion, and their relationship to the science of chiropractic.
3. Integrate the knowledge acquired in the didactic program that is pertinent to the safe and effective practice of chiropractic into practical application in the care of patients.
4. Communicate the objectives of chiropractic care in both written and verbal form.
5. Perform those functions necessary to operate a successful chiropractic practice.
6. Demonstrate an inculcation of ethical values and a recognition of his/her responsibility to serve the patient as a primary health care provider.
7. Locate, analyze and correct vertebral subluxations effectively and safely including the following:
 - a. Elicit and record the appropriate information for a patient's case history.
 - b. Conduct an appropriate physical and spinal examination.
 - c. Conduct an appropriate x-ray examination and interpret the findings.
 - d. Integrate case history data, physical and spinal exam findings, and specialized diagnostic studies into a diagnosis and develop a plan of care for each patient, which includes consultation with, co-management with and/or referral to other health care providers, when indicated.
 - e. Perform spinal adjustive procedures.
 - f. Identify an emergency or life-threatening situation and apply the appropriate care or procedures.
 - g. Create and maintain confidential patient records that are accurate, legible and complete.

THE STRAIGHT CHIROPRACTOR'S OATH

I shall diligently engage in creative activities
which will enrich my philosophical understanding
and enhance my artistic ability, further enabling me
to fulfill my responsibilities as a straight chiropractor.

In doing this, I will take into consideration
my patients, my colleagues and myself.
I will serve my fellow human beings
with an attitude of humility,
honored with the opportunity to be instrumental
in the correction of vertebral subluxations.
My best service will be available to all, regardless of their
cultural, racial or religious background,
or their ability to pay.

To all this I pledge myself, knowing these ideals
are prescribed by the dictates of reason
and the love for humankind.

LOCATION

Sherman College of Straight Chiropractic, the first chiropractic college established in the Southeastern United States, was chartered by the state of South Carolina on January 11, 1973. The first class entered Sherman College on October 1, 1973.

The 80-acre Sherman College campus is ideally located at the foothills of the Blue Ridge Mountains in Spartanburg, South Carolina.

Spartanburg is a thriving city full of opportunity. Home to nearly 50 corporate headquarters, Spartanburg is growing into one of the leading metropolitan areas in the country. The headquarters and research center for the world's largest privately held company, Milliken, Inc., are located here. BMW also maintains its North American headquarters here.

Known as "The Crossroads of the New South," Spartanburg is the hub of a modern highway system. I-85 (North/South), I-26 (East/West) and three U.S. highways make Spartanburg easily accessible to major metropolitan areas by car and bus.

Amid magnolias and maples, the residents of Spartanburg enjoy a mild year-round climate with four distinct seasons. Lakes for water sports and trails for hiking are accessible in almost any direction.

With its low cost, high quality standard of living, the area also offers all the advantages of being a college town. Sherman College is among six major colleges and universities located in Spartanburg.

Exciting art and entertainment events in the area include everything from ballet to concerts by nationally acclaimed musicians. Cultural attractions include the Spartanburg Symphony, the Spartanburg County Museum of Art, the Ballet Guild, the Spartanburg Little Theatre and the Spartanburg Memorial Auditorium.

Recreational activities are sponsored throughout the year by the City Recreation Department, the Y.M.C.A. Family Center and Croft State Park.

Spartanburg is served by several major airlines, five radio stations, four television networks, cable television, a brand new \$14 million public library and several shopping malls.

SCHOOL COLORS

The school colors are brown, black and white.

MASCOT

The unicorn is the Sherman College mascot. It was chosen because it is associated with purity, strength and fierceness against evil.

LOGO

The arrows in the logo represent the idea that health comes from Above-Down, Inside-Out (ADIO), which is a part of the vitalistic philosophy of chiropractic. This ADIO logo is the identifying symbol for the college and cannot be used without its expressed written consent.

FACILITIES

SCALLON BUILDING

The Mack and Kitty Scallon Building on the Sherman College campus houses classrooms, administrative and faculty offices, the library, the multimedia resource center, the bookstore, and the Inn-ate Cafe. Its H-shaped design and an abundance of sliding glass doors serve to provide maximum natural light and ventilation to its classrooms and offices, as well as breathtaking vistas of the beautiful Blue Ridge Mountains.

TOM AND MAE BAHAN LIBRARY

The Tom and Mae Bahan Library, located in the Scallon Building, is a specialized health sciences library and resource center. Materials for the biological and clinical sciences, as well as chiropractic-related and business-related subjects, are available. Supplemental materials for courses are also in the collection. The library also has a section for leisure reading.

Inter-library loan services are available through OCLC, a computerized database linking more than 5,000 libraries around the world. The library offers, through the Internet, access to additional databases such as the National Library of Medicine. The library also has access to a variety of periodicals through the South Carolina State Library's DISCUS program. The Index to Chiropractic Literature is also available in the Multimedia Resource Center.

The Bahan Library has an extensive collection of the "Green Books" (history and philosophy of chiropractic) in rare first editions as well as reprints.

The audio-visual section of the library houses a variety of software materials, including CD-ROMS, audio and videotapes relevant to the mission and curriculum of the college. Most college-wide speaker presentations are videotaped and are available for use either in the library or can be checked out for home viewing. Copies of college-produced programs are available for purchase for a nominal fee and a blank tape.

The Tom and Mae Bahan Library is a member of the American Library Association, the Medical Library Association, the Chiropractic Library Consortium, the South Carolina Library Association and the Piedmont Library Association. The library is an associate member of the Southeastern Library Network (SOLINET), which gives patrons access to many library services, including OCLC.

The library provides six small study rooms for individual study or tutoring and two larger rooms for group study sessions.

MULTIMEDIA RESOURCE CENTER

The Multimedia Resource Center houses 35 networked computers and provides access to the Internet and a variety of general content and chiropractic-related software. Faculty and students may utilize a variety of Web sites such as OCLC FirstSearch and THE LANCET for learning enhancement and research. Students also use Microsoft Office Suite to prepare papers and multimedia presentations. Software titles, such as MedTerm, Virtual Viewboxes, LYTEC Chiropractic, A.D.A.M. Practice Practical, The Dissectible Human and M.A.N.T.I.S., offer students an opportunity to obtain additional information to extend classroom learning.

Students may also use the computers and individual e-mail accounts, provided by the college, to communicate with family and friends around the world.

The center also provides a variety of seminars and learning experiences to assist students, faculty and staff in enhancing their information literacy skills. Seminars are hands-on and offered in small groups or on a one-to-one basis. Topics include the beginner, intermediate and advanced levels of Windows '98, Word 2000, Outlook 2000, Internet Explorer 4.0, Excel 2000 and PowerPoint 2000. Additional topics are offered as needed.

COLLEGE BOOKSTORE

The Sherman College Bookstore is located in the Scallon Building and is open Monday through Friday from 8 a.m. - 12 p.m. and 1 p.m. - 4 p.m.

In addition to required texts, school supplies and collegiate apparel, the bookstore offers a variety of leisure reading materials and gift items for sale. The bookstore also offers a mail order service for chiropractors ordering equipment, charts, books and other items needed in practice.

E.C. TAYLOR BUILDING (CHIROPRACTIC HEALTH CENTER)

The Sherman College Chiropractic Health Center, located in the E.C. Taylor Building, includes 23 spacious patient care rooms, as well as a Student Health Center, equipped with modern chiropractic analytical and adjusting equipment, to serve the educational needs of the students, and provide the community with quality chiropractic care.

The Taylor Building also houses classrooms, completely equipped modern x-ray facilities and the X-ray Resource Center, where students can enhance their knowledge of x-ray interpretation. Other areas of the building include a spacious intern lounge, a public lecture room, the research department, private consultation rooms and staff offices.

OLSEN BUILDING

The 5,000 square-foot brick and stone Theron and Selma Olsen Building houses a lobby/atrium gathering space, one large contemporary classroom, a new fitness facility, Student Affairs offices and restroom and shower facilities. The fitness facility features circuit training equipment from Magnum Fitness, the same equipment used by the Spartanburg YMCA. The area behind the building has been leveled and graded for general use as a sports and recreation field, providing students with additional opportunities to pursue organized and social athletic activities and special events.

BASIC SCIENCE LABORATORIES

Basic science laboratories in anatomy, microbiology, physiology and pathology help students understand, in more detail, the development, structure and function of body systems. They make full use of detailed models and interactive multimedia to instill a sense of exploration and independence in the learning experience of the student. The anatomy laboratory has a fully integrated state-of-the-art digital video system to allow both direct and remote interactive learning from laboratory dissections. The physiology laboratories make use of newly acquired research equipment that allow a more sophisticated scrutiny of human body function. Diagnosis laboratories are designed to assist the student in developing the skills necessary to examine patients and integrate the findings into a clinical impression. The student is exposed to standard assay methodologies to complement course material.

CLINICAL SCIENCE LABORATORIES

Chiropractic technique labs utilize computerized adjustive thrust monitors to assist students in developing the coordination and psychomotor dexterity necessary for mastery of the adjustive process. A graphic depiction of speed, depth and force may be recorded and stored for later reference and to assure progress in the physical skills required for adjusting. Models of the human torso, complete with spines, are also available in labs for students to practice adjustive setups and thrusts.

Radiology labs provide students the opportunity to view thousands of digitized x-rays. This vast collection of films allows students to practice analysis and diagnostic skills in the Multimedia Resource Center with rare and unusual cases not frequently seen in chiropractic settings. The use of radiology web sites is encouraged to expand the knowledge base of the students in this important aspect of chiropractic practice. Three complete x-ray labs allow students to practice the hands-on skills necessary for taking chiropractic x-rays. State-of-the-art processing equipment allows students to develop films and immediately screen for quality radiographs.

Diagnostic labs emphasize the use of standard equipment in the field. Otoscope and ophthalmoscope instruction is enhanced by practice in the lab. Fifty sets of diagnostic equipment are available for student use through the library. Cardiovascular monitoring devices, neurological tools and goniometry devices are available for student use in the labs.

SANDELLA'S CAFE

Sandella's Café is noted for its creative menu of wholesome, natural foods and its warm, leisurely atmosphere. A popular place for students and faculty to congregate, it offers a variety of breakfast and lunch selections, as well as hot and cold beverages.

BROWN HOUSE AND MUSEUM

The Brown House and Museum serves as a museum for the college's rare books and historical chiropractic holdings as well as an on-campus residence for Gordon Brown, D.C., and Mrs. Helen McPike Brown, dedicated supporters and friends of the Sherman College. The Browns have contributed generously to Sherman College in many ways over the years, and in 1999, they donated the proceeds from the sale of their home in Sedona, AZ, to the college. Dedicated during Lyceum 2001, the Brown House and Museum includes a large area for meetings and receptions.

PUBLICATIONS

Sherman College publishes several focused newsletters directed at specific college constituencies, including the publication *Straight from Sherman*, the alumni newsletter *Postcheck* and the electronic newsletter *Sherman Shares*. The Public Relations Office produces a variety of materials designed to provide public relations, career and continuing education information. Students who have skills in writing, photography and graphic arts will have many excellent opportunities to use these talents to benefit and support the college through the Public Relations Office.

PLACEMENT SERVICES

By the beginning of his or her senior year at Sherman College, each student will be completing the basic educational requirements for licensure, should have taken and successfully completed Parts I and II of the National Board examinations, and will usually know where he or she plans to practice.

To assist in the transition from student to practitioner, the college provides a graduate placement service for students and alumni through the Student Affairs Office. Through a locator program, the college provides a means for field practitioners to arrange for graduates to become associates or partners, and for retiring practitioners to select successors.

MEMBERSHIPS

Sherman College holds membership in the following organizations:

- Altrusa International
- American Library Association
- Association of Chiropractic Colleges
- Carolinas Association of Collegiate Registrars and Admissions Officers
- Chiropractic Library Consortium
- College and Research Library Association
- College News Association of the Carolinas
- Council on Chiropractic Education
- Medical Library Association
- National Association of Accountants
- National Association of Independent Colleges and Universities
- National Association of Student Financial Aid Administrators
- National Association of Women Deans and Counselors
- National Federation of Press Women
- National Institute for Staff and Organizational Development (NISOD)
- South Carolina Association of Colleges and Universities
- South Carolina Association of Physical Plant Administrators
- South Carolina Association of Student Financial Aid Administrators
- South Carolina Association of Veterans Administrators
- South Carolina Campus Law Enforcement Association
- Southern Association of College Student Affairs
- Southern Association of Student Financial Aid Administrators
- Southern Building Code Congress International, Inc.
- Spartanburg Adult Continuing Education Association
- Spartanburg Area Chamber of Commerce
- Spartanburg Area Communicators

STATE LICENSURE

Because each state determines by statute who is eligible to practice in its jurisdiction, pre-licensure requirements vary from state to state.

The college endeavors to assist the applicant in ascertaining the licensure requirements of any state or international jurisdiction in which he or she may seek licensure. Since jurisdictional requirements are subject to change, the applicant is encouraged to contact the Admission Office at 800-849-8771, ext. 1222 (or visit the college's web site at www.sherman.edu), for an updated listing of licensure requirements. Applicants may also visit the Federation of Chiropractic Licensing Boards web site at www.fclb.org.

Some states require certification in the area of physiotherapy, which is not included in the Sherman College curriculum. Sherman College has agreements with other chiropractic colleges which allow the student the opportunity to complete the required hours of study in physiotherapy and transfer that credit as an elective course.*

Sherman College graduates are eligible for licensure in all of the United States, Canada and other international jurisdictions. Please call the Admission Office at 800-849-8771, ext. 1222, if you have questions regarding licensure.

** The state of Iowa requires that training and certification in physiotherapy be taken as a part of the chiropractic college curriculum. Sherman College has agreements with other chiropractic colleges which have agreed to offer our students with the opportunity to meet this requirement.*

APPLICATION PROCEDURE FOR THE DOCTOR OF CHIROPRACTIC PROGRAM

Applications for admission may be obtained by writing to:

Office of Admission
Sherman College of Straight Chiropractic
P.O. Box 1452
Spartanburg, South Carolina 29304

1. Return the fully completed application to the Admission Office with your résumé and a non-refundable \$35 application fee.
2. Request official transcripts from all colleges you have attended. Transcripts must be mailed directly to Sherman College from the school of origin.
3. Include lab documentation to verify your lab experience in all science courses in which less than four semester hours of credit were earned per course. A course description from a college catalog is sufficient.

Application is made only for the term specified on the application form.

After receiving the application form, the admission department will mail reference requests to the individuals listed as references, which should include a chiropractor and another professional person. Relatives cannot be accepted as references.

As a candidate for admission, each applicant is evaluated individually and admitted to the college on the basis of motivation, scholastic achievement, and an honest desire to join a health care profession. In making its decision, the Sherman College Admission Committee reviews each applicant's academic credentials and personal references. Sherman College admits only applicants who meet all the qualifications for a chiropractic education. Every candidate for admission is given serious consideration and notified of the decision of the college's Admission Committee once the admission process is complete.

Submission of a falsified application, which may include any omission of information relevant to the application process and submission of fraudulent documents shall be cause for denial of admission or revocation of admission.

After notification of acceptance for admission to Sherman College, a student is required to pay an advance reservation fee of \$150, which will be credited to the student's tuition for the enrollment period specified. This non-refundable fee reserves the applicant a space in the student body.

WHEN TO APPLY

As class size is limited, applicants are advised to submit their application as early as possible to assure a place in the enrolling class of their choice. Doing this will automatically place the student on the college's mailing list to be advised of all updates to the Bulletin and to receive various Sherman College publications.

PRE-PROFESSIONAL ACADEMIC REQUIREMENTS FOR ADMISSION

The prerequisite for admission to the doctor of chiropractic program is a minimum of 90 semester hour credits, to include at least 30 semester hours applicable to the award of a baccalaureate degree at a four-year institution or institutions accredited by a nationally recognized agency. Included in these credits must be a minimum of 48 semester hour credits in the course areas noted below. In addition, all matriculants must have earned a cumulative grade point average of at least 2.50 on a scale of 4.00 for those required courses listed below **AND** cumulatively. All required courses must have been completed with a “C” (2.0) or better. Credits must have been earned in an institution that is accredited by an accrediting body recognized by the U.S. Department of Education.

The prerequisite program **MUST** include completion of the following coursework:

REQUIRED COURSES

English Language Skills	6 semester hours
Psychology	3 semester hours
Social Sciences or Humanities	15 semester hours
Biological Sciences*	6 semester hours
Chemistry**	12 semester hours
Physics and related studies***	6 semester hours
Computer Literacy	1 semester hour or demonstrated equivalency

*The biological science requirement must be met with two or more courses with unduplicated content, and include pertinent related laboratory experiences, which cover the range of material presented in the didactic portions of the courses. **Anatomy is strongly recommended.**

**At least three (3) semester hours of chemistry must be general or inorganic chemistry, and at least six (6) hours of chemistry must be organic chemistry and/or biochemistry. At least six (6) semester hours of the chemistry courses must include pertinent related laboratory experiences, which cover the range of material presented in the didactic portions of the courses.

***This requirement may be met with either two unduplicated physics courses (of which one must include a pertinent related laboratory which covers the range of material presented in the didactic portion of the course), or three (3) semester hours in physics (with laboratory) and three (3) semester hours in either biomechanics, kinesiology, statistics or exercise physiology.

Students who hold a professional degree in a health science discipline at the baccalaureate level or above with an earned cumulative grade point average of at least 2.50 on a scale of 4.0, or who hold a baccalaureate degree with an earned grade point average of at least 3.25 on a scale of 4.0, may be admitted upon presenting evidence that their academic preparation substantially meets* the requirements for admission.

* “Substantially meets” will be determined by the Admission Committee, and a personal interview is required of candidates seeking admission based on this criteria.

Although the remaining 42 hours of prerequisite courses are elective, we highly recommend that the elective credits include courses in the humanities, business and additional science classes, such as microbiology and anatomy.

PLEASE NOTE:

Pre-chiropractic and pre-licensure requirements vary from state to state. To ensure that you meet the liberal arts requirements of the state(s) in which you wish to practice, we suggest that you contact the state board(s) of chiropractic examiners directly.

Credits earned by C.L.E.P. or other proficiency examinations will be accepted. The credits must be evaluated by and appear on the official transcript of an institution accredited, at the college level, by an accrediting organization listed as nationally recognized by the Secretary of Education of the U.S. Department of Education. None of the science prerequisites may be earned through C.L.E.P. or other proficiency exams.

COMPUTER LITERACY REQUIREMENT

All entering students are required to demonstrate basic computer literacy. Students may meet the requirement through any of the following avenues: (Note: The college reserves the right to request additional proof of competency when certification is unclear or incomplete.)

COLLEGE-BASED CERTIFICATION

1. One semester hour or two quarter hours of college course credit in computer science (i.e.: introduction to computers, basic programming, computer literacy).
2. Certification of computer literacy by an accredited college or university.
3. Continuing Education certificate(s) certifying a minimum of 15 hours of training in computer programs/software.

HIGH SCHOOL-BASED CERTIFICATION

4. A minimum of 15 hours of study in computers and software (documented by transcript).
5. Certification of computer literacy by an accredited high school.

WORK-BASED CERTIFICATION

6. A letter from an employer indicating on-the-job experience or training in the use of computers and software, including an estimate of time spent using computer technology.
7. A letter from an employer documenting employment with a detailed job description outlining required computer skills and percentage of work hours in which said skills are used.
8. A letter from an employer certifying computer literacy, including a list of specific software in which literacy is certified.

Documentation must be submitted to the Admission Office, Sherman College of Straight Chiropractic, P.O. Box 1452, Spartanburg, SC 29304. The Admission Office and/or Admission Committee will review all documentation and notify applicants of a decision regarding fulfillment of the competency.

PRE-CHIROPRACTIC CURRICULUM

Sherman College advises prospective students to follow the pre-chiropractic curriculum suggested below when planning their 90 semester hours or 135 quarter hours of undergraduate credit leading to a baccalaureate degree from an accredited liberal arts or science college. The following is an example of a recommended curriculum of pre-professional study, including all courses specifically required for admission to Sherman College:

FIRST YEAR

FALL SEMESTER

English I* English
Anatomy/Physiology I with Lab*
(or Biology or Zoology with Lab)
General Chemistry I with Lab*
College Algebra Trigonom
Psychology* Social
Computer Science*

SPRING SEMESTER

II*
Anatomy/Physiology II with Lab*
(or Biology or Zoology with Lab)
General Chemistry II with Lab*
etry
Science/Humanities*

SECOND YEAR

FALL SEMESTER

Physics I with Lab*
Organic Chemistry I with Lab*
Social Science/Humanities*
Social Science/Humanities*

SPRING SEMESTER

Physics II OR Statistics, Biomechanics,
Kinesiology or Exercise Physiology*
Organic Chemistry II OR Biochemistry*
Social Science/Humanities*
Social Science/Humanities*

THIRD YEAR

FALL AND SPRING SEMESTERS

Electives – **to bring the total amount to at least 90 hours:**

We highly recommend that the elective credits include courses in Business, Computer Science and additional science classes such as Microbiology and Anatomy.

***Required Courses**

Please note: You must have completed at least 30 hours in upper division credit as designated by the credit-granting institution in courses that are applicable towards a bachelor's degree. All required classes must be completed with a grade of "C" or higher. A cumulative and prerequisite GPA of at least 2.5 on a 4.0 scale is required for admission. For more information, call the Admission Office at 800-849-8771, ext. 1221 or 1222, or in Spartanburg at 578-8770, ext. 1221 or 1222.

PRE-CHIROPRACTIC PROGRAMS

Sherman College has made arrangements with several four-year institutions for students to earn their bachelor's degree based on credits earned during the first year of study at Sherman. As part of these agreements, called Three-Plus-One programs, students will complete the first three years toward a bachelor's degree prior to admission to Sherman College. Then, upon successful completion of the first year at Sherman College, students will be awarded a bachelor's degree from the transferring school.

Sherman has also made arrangements with two-year technical/community colleges in the form of Two-Plus-One-Plus-One agreements, whereby students complete the first two years at the technical/community college, then transfer to an approved four-year institution for one year of additional study. Following the successful completion of the first year at Sherman College, students will be awarded a bachelor's degree from the four-year school.

Please e-mail the Sherman College Admission Office or call 800-849-8771 for complete details and an application. Additional details about several admission agreements can be found at <http://www.sherman.edu/edu/admissions/requirements.html>.

THE FAST TRACK PROGRAM AT GREENVILLE TECHNICAL COLLEGE

The Preprofessional Health Sciences Program at Greenville Technical College in nearby Greenville, SC, offers unique scheduling of science courses. This allows motivated students to complete the science prerequisites for admission to Sherman College in much less time than in traditional programs. *Students can complete all of the science requirements in the 27- or 32-week program.*

The 32-week day program at Greenville Technical College consists of the following offerings:

FALL SESSION (16 WEEKS): AUGUST - DECEMBER

1st 8 weeks	College Chemistry I
2nd 8 weeks	College Chemistry II
1st 8 weeks	Organic Chemistry I
2nd 8 weeks	Organic Chemistry II
Full 16 weeks	Anatomy & Physiology I
Full 16 weeks	Physics I

SPRING SESSION (16 WEEKS): JANUARY - MAY

1st 8 weeks	Organic Chemistry I
2nd 8 weeks	Organic Chemistry II
Full 16 weeks	Anatomy & Physiology II
Full 16 weeks	Physics II

The 27-week day program at Greenville Technical College consists of the following offerings:

SPRING SESSION (16 WEEKS): JANUARY - MAY

1st 8 weeks College	Chemistry I
2nd 8 weeks	College Chemistry II
1st 8 weeks	Anatomy & Physiology I
2nd 8 weeks	Anatomy & Physiology II
*Full 16 weeks	Anatomy & Physiology I
Full 16 weeks	Physics I

SUMMER SESSION (11 WEEKS): MAY - AUGUST

Organic Chemistry I & II
*Anatomy & Physiology II
Physics II

Or, students can complete the organic chemistry and physics requirements in a split 11-week summer session:

SUMMER SESSION I: MAY - JULY

Organic Chemistry I
Physics I

SUMMER SESSION II: JULY - AUGUST

Organic Chemistry II
Physics II

NOTE: College Algebra is a prerequisite for College Chemistry I and Physics I. Students lacking the proper math background may complete the math course during the short-term Summer session May - August.

If your local college does not offer a pre-chiropractic program, Sherman College will be glad to assist you in selecting the courses you need. Please call the Sherman College Admission Office for assistance at 800-849-8771, ext. 1221 or 1222, or 578-8770, ext. 1221 or 1222 in Spartanburg.

** You may take Anatomy and Physiology I and II together (as 8 week sessions) in the Spring Session or you may take them separately in the Spring and Summer Sessions.*

FAST TRACK COURSE DESCRIPTIONS

BIOLOGY 210 (ANATOMY AND PHYSIOLOGY I)

The first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems will be studied.

BIOLOGY 211 (ANATOMY AND PHYSIOLOGY II) PREREQUISITE: BIOLOGY 210

A continuation of Biology 210, including intensive coverage of the body as an integrated whole. All body systems will be studied.

CHEMISTRY 110 (COLLEGE CHEMISTRY I) PREREQUISITE: COLLEGE ALGEBRA

The first in a sequence that includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

CHEMISTRY 111 (COLLEGE CHEMISTRY II) PREREQUISITE: CHEMISTRY 110

A continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are organic chemistry and biochemistry.

CHEMISTRY 211 (ORGANIC CHEMISTRY I) PREREQUISITE: CHEMISTRY 111

The first in a sequence that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

CHEMISTRY 212 (ORGANIC CHEMISTRY II) PREREQUISITE: CHEMISTRY 211

A continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.

PHYSICS 201 (PHYSICS I) PREREQUISITE: COLLEGE ALGEBRA

The first in a sequence of courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics.

PHYSICS 202 (PHYSICS II) PREREQUISITE: PHYSICS 201

A continuation of Physics I. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics.

ADMISSION OF INTERNATIONAL STUDENTS

To be eligible for admission to Sherman College, international students must meet the same educational requirements as a student educated in the United States.

To determine educational equivalency and admission eligibility, international students must present an official evaluation of their academic credentials. Sherman College recommends using World Education Services (WES), P.O. Box 745, Old Chelsea Station, New York, NY 10011; www.wes.org.

An application for the evaluation of an international transcript can be obtained from the Sherman College Admission Office.

The application for evaluation of educational documents must include all educational transcripts and an application fee of \$125 (USA), which is paid by the student to WES. Applicants are required to have a course-by-course or subject area distribution analysis made of their university work. The results of the evaluation are to be sent to the vice president for enrollment services at Sherman College. All educational transcripts must also be on file at Sherman College. International students should apply a minimum of six months in advance to allow ample time for the evaluation of their academic credentials and the processing of their student visa applications.

In addition to satisfying all standard admission requirements, students from non-English speaking countries are required to present evidence of their ability to speak, read and write the English language. Students from non-English speaking countries must meet the following conditions:

1. All international students must present test results of the Test of English as a Foreign Language (TOEFL). A minimum score of 215 on the computer exam within the last two years is required.
2. All international students must present evidence of having sufficient funds to live and study in the United States for one year. Evidence that funds are available must be submitted from a bank or government official on the financial verification form available from the Admission Office.
3. All international students entering the United States to study at Sherman College must have an F-1 student visa issued by the American consulate in their home country. Sherman College will issue the appropriate I-20 form once the candidate for admission has been approved by the college's Admission Committee and financial verification has been received. The I-20 form will enable the student to apply for an F-1 student visa.

International students should not attempt to enter the United States without an F-1 student visa. Students may obtain a B-2 prospective student visa to visit Sherman College.

STUDENTS WITH DISABILITIES

Sherman College offers equal educational opportunities to all persons without regard to age, race, color, gender, veteran status, national origin, religion, sexual orientation, marital status or disability and the college has committed itself to providing appropriate chiropractic education to all qualified students.

Pursuant to the Americans with Disabilities Act (ADA) and the Rehabilitation Act, the college provides reasonable and appropriate accommodations for students with documented disabilities. Reasonable accommodations vary according to the circumstances of each case. Review of requests will be made on an individual basis and any reasonable accommodations afforded, if any, will depend on such factors as the nature and extent of the disability, documentation provided, and the requirements of the curriculum. It is the responsibility of the student to provide the college with an up-to-date evaluation detailing his or her specific disability. Sherman College reserves the right to request that the student be re-evaluated by a trained evaluator from a college approved list, if the original documentation provided is not sufficient for a proper analysis of the student's accommodation needs and/or the college desires another opinion. Ideally, this process should be completed prior to admission to the college. Reasonable accommodations that do not alter college curriculum requirements and/or policies will be provided for qualified students with documented disabilities. The college is not required to provide aids, devices, or services of a personal nature. The college is not required to alter its curriculum or program requirements.

An application for accommodation is available through the Office of Student Affairs. This section applies to all requests for reasonable accommodations. The application must be completed and returned to the dean of student affairs with the required documentation as follows:

- A. For requested accommodation(s) to be implemented during the first week of the quarter: A completed application with required documentation should be submitted a minimum of *forty-five days* prior to the first day of the new quarter.
- B. For requested accommodation(s) to be implemented after the quarter has begun: A completed application with required documentation should be submitted as quickly as possible. A minimum of *thirty days* from the date of submission is needed in order to complete the application review process.
- C. If there is a need for further verification of the disability or for verification of the need for accommodation(s), it is possible that the decision whether to grant the accommodation(s) will be delayed beyond the stated time period.

Tutoring is available to Sherman College students, regardless of learning abilities. Anyone needing academic assistance should see the registrar. All college-assigned tutors have met the necessary criteria and are qualified for the task.

For more information, see Policy 1038 – Equal Opportunity and Accommodations and Policy 2014 – Physical Qualifications.

PHYSICAL QUALIFICATIONS

Sherman College of Straight Chiropractic requires certain physical qualifications essential to the preparation of a doctor of chiropractic. The purpose of these physical qualifications is to ensure that students entering Sherman College will be able to perform in a satisfactory manner in the classroom, clinic and laboratory settings. In addition, Sherman College expects all students to participate as both “doctor” and “patient” in all laboratory aspects of the didactic and clinical program. This includes demonstrating patient examination and adjustment procedures as well as serving as a patient for another student to demonstrate patient examination and adjustment procedures under faculty supervision.

The physical qualifications, considered a necessary aspect of the Sherman College curriculum, are as follows:

1. The student must possess sufficient coordination of the upper limbs necessary to stand independently and perform a range of chiropractic adjustments and patient examination procedures at a level of skill sufficient to meet Sherman College educational standards.
2. The student must possess sufficient coordination of the lower limbs necessary to stand independently and perform a range of chiropractic adjustments and patient examination procedures at a level of skill sufficient to meet Sherman College educational standards.
3. The student must have sufficient manual dexterity to perform safely in all laboratory and clinical settings without posing a personal threat or endangering the safety and well-being of fellow students or patients.
4. The student must have sufficient auditory senses to obtain patient histories, hear and interpret heart and lung sounds and to present findings to patients.
5. The student must have sufficient visual senses to conduct patient examinations and to record patient histories and examination findings. The student must also possess the visual sense necessary to read and interpret x-ray and microscopic findings.
6. The student must have sufficient tactile sensitivity and manual dexterity to perform patient examination, palpatory and adjustment procedures.

The applicant should consider whether he/she has the physical ability to perform these tasks. Physically challenged students may have to demonstrate, to the satisfaction of the Sherman College Admission Committee, that they are able to meet the physical qualifications stated above before being admitted to the program. If an applicant feels that he or she is not able to meet the physical qualifications, the college strongly recommends a discussion prior to enrollment as to whether the lack of such abilities might be reasonably accommodated and to what degree.

Pursuant to the Americans with Disabilities Act (ADA) and the Rehabilitation Act, the college provides reasonable and appropriate accommodations for students with documented disabilities. Reasonable accommodations vary according to the circumstances of each case. Review of requests will be made on an individual basis and reasonable accommodations afforded, if any, will depend on such factors as the nature and extent of the disability, documentation provided, and the requirements of the curriculum. It is the responsibility of the student to provide the college with an up-to-date evaluation detailing his or her specific physical disability. Sherman College reserves the right to request that the student be re-evaluated by a trained evaluator from a college approved list, if the original documentation provided is not sufficient for a proper analysis of the student's accommodation needs and/or if the college desires another opinion. Ideally, this process should be completed prior to admission to the college. Reasonable accommodations that do not alter college curriculum requirements and/or policies will be provided for qualified students with documented disabilities. The college is not required to provide aids, devices or services of a personal nature. The college is not required to alter its curriculum or program requirements.

An application for accommodation is available through the Office of Student Affairs. The application must be completed and returned to the college with the required documentation. Incomplete applications will not be considered.

For more information, see Policy 1038 – Equal Opportunity and Accommodations and Policy 2014 – Physical Qualifications.

PROCEDURE FOR PROTECTING STUDENT CONFIDENTIALITY

On the first day of class each quarter, the dean of student affairs will provide the student, who has qualified for special accommodations for a documented learning disability, with a master letter listing the accommodations that will be provided, along with an individual letter for each of the student's instructors for that quarter. At the student's discretion, he or she may present the letter to each of his or her instructors. The instructor will sign the letter and return it to the Student Affairs Office. This procedure gives the student the responsibility of speaking with each instructor, choosing the instructors to whom to acknowledge his or her disability, and submitting the documentation that the faculty member was notified of the student's needs.

TRANSFER STUDENTS

Students from other chiropractic colleges must meet the following requirements for admission:

1. The student must be eligible to return to the chiropractic college last attended.
2. The student must have a recommendation and letter of good standing from the academic dean or registrar of the college from which transfer is requested.
3. The student must have maintained a minimum 2.25 grade point average at the college from which transfer is requested.
4. Transfer course credits must be equivalent to course credits available in the Sherman College curriculum.
5. No transfer of credit is allowed for courses taken more than five years ago.
6. All transfer courses must have a grade of "C" or better.
7. Students transferring to Sherman College from other chiropractic colleges are required to complete specified Sherman College philosophy (PHIL) and technique (TECH) courses.
8. Transfer students must meet the prerequisites that were in effect at the admitting institution at the time the student originally enrolled at the institution from which transfer is being made.
9. Transfer students must earn the final 25 percent of the total credits required in the doctor of chiropractic degree program at Sherman College.

ADVANCED PLACEMENT

Advanced placement credits must have been earned in an institution that is accredited by an accrediting body recognized by the United States Department of Education or a college acceptable to the Admission Committee. Transfer students from other chiropractic colleges may be granted advanced standing for equivalent courses in which satisfactory grades ("C" or better) were attained. Courses taken at other chiropractic colleges in the area of technique and philosophy do not meet Sherman College's standard for transfer.

Advanced placement for equivalent non-clinical courses completed at a liberal arts or science college will be awarded for those successfully completed at the graduate level. No credit will be awarded for non-clinical courses completed at the undergraduate level. All advanced placement is approved by the vice president for academic affairs. Advanced placement must be requested by a student within the first three-quarters at Sherman College, or the option is lost. Advanced placement may not be granted for courses taken outside Sherman College after the date of the student's enrollment at the college. Examination of course descriptions for content and hours, course syllabi and faculty credentials are methods that may be used in the evaluation of the acceptability of transfer credit.

Transfer students must complete the last academic year of the doctor of chiropractic program at Sherman College.

A VISIT TO THE CAMPUS

This Bulletin provides a summary of the academic program and gives a brief description of the college. No bulletin, however, can substitute for the experience of an actual visit to the campus. By visiting the Sherman College campus, you can experience first-hand the special spirit and uniqueness of Sherman College.

Prospective students and their families are urged to visit the campus, where they are always welcomed by students and faculty. Only by a personal visit to the campus can you begin to experience the dedication, enthusiasm and sense of purpose that pervades the college.

Visitors to the campus should notify the Admission Office in advance of their visit so that a campus tour can be scheduled.

ORIENTATION OF NEW STUDENTS

A comprehensive orientation program is required for new students enrolling each quarter. The dates for these orientation programs are listed in the college's calendar. Every new student receives specific instructions about what to bring and where to report for the required orientation program.

During orientation, students are introduced to various aspects of the college, including campus facilities, financial aid programs, curriculum, computer lab, extracurricular activities, and college policies, procedures and standards. College-planned social activities allow new students the opportunity to become better acquainted with each other and with faculty members. The orientation program includes information on the competency requirement, lab hours and information on the doctor of chiropractic program. Entering students are also scheduled to meet with their faculty mentor.

RIGHTS AND RESPONSIBILITIES OF APPLICANTS

As an applicant, you have the right to:

1. Request full information from the college concerning admission and financial aid policies. (Prior to applying, you should be fully informed of policies and procedures concerning application fees, reservation fees, refunds, housing and financial aid.)
2. Defer responding to an offer of admission and/or financial aid until you have heard from all other colleges or universities to which you have applied, or until 30 days prior to the start of the term for which you have applied, whichever comes first.

As an applicant, you have the responsibility to:

1. Be aware of the policies (deadlines, restrictions, etc.) regarding admission and financial aid.
2. Complete and submit required materials on time.
3. Meet all application deadlines.
4. Notify Sherman College, and all other colleges and universities which have offered you admission, of your acceptance or rejection of their offer as soon as you have heard from all programs to which you have applied, or by 30 days prior to the start of the quarter for which you have applied, whichever comes first.

EQUAL OPPORTUNITY

Sherman College of Straight Chiropractic offers equal educational opportunities to all persons without regard to age, race, gender, religion, veteran status, national origin, sexual orientation, marital status or disability. The college has committed itself to providing fair and appropriate chiropractic education to all qualified students.

DISCRIMINATION GRIEVANCES

The dean of student affairs is the designated coordinator for Title IX of the Educational Amendments of 1972. The senior vice president is the designated coordinator for Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Any grievance and/or question regarding the above laws should be directed to the dean's or senior vice president's attention.

RE-ADMISSION OF MATRICULATED STUDENTS

A student wishing to return to Sherman College following a non-academic suspension of more than three consecutive quarters must reapply, in writing, to the Admission Committee no sooner than ten weeks and no later than six weeks prior to the first day of classes of the quarter in which he or she is eligible for re-admission. The request for re-admission must address the events associated with the suspension, a critical analysis of these events and a plan to ensure that similar actions will not re-occur should the individual be re-admitted.

A student who has been dismissed for academic reasons may be considered for re-admission as a new student under special circumstances. A written request for re-admission must be submitted to the Admission Committee and include an analysis of the factors that led to the dismissal and a plan to ensure that the factors will be resolved should the individual be re-admitted. The committee will determine the conditions under which a student may be eligible for re-admission.

A student whose chiropractic education has been interrupted for more than one academic year (three consecutive quarters) must submit an application, with the required application fee, and meet the admission and degree requirements at the time of re-admission.

TUITION AND FEES

“The greatest use of life is to spend it for something that outlasts it.”
— William James

TUITION

Full-time tuition for the doctor of chiropractic program is \$4,774 per quarter. In cases where a student is permitted or required to carry a partial academic load, tuition is pro-rated for each course up to a maximum of the full-term tuition rate.

DEFERRED TUITION PLAN

A deferred tuition plan is available to students paying their own way, which allows tuition payments to be divided into three equal monthly installments, payable during the quarter. There is a \$10-per-quarter fee to use the deferred tuition plan. A \$50 fee will be assessed for late payments.

FAMILY TUITION DISCOUNTS

When a husband and wife are both enrolled full-time in the doctor of chiropractic program, each may apply for a tuition discount of \$1,125 per quarter. A couple applying for a family tuition discount must present a copy of their marriage license to the financial aid office prior to the beginning of any quarter in which the discount is requested.

Immediate family members (brothers, sisters, children, parents, grandparents) enrolled full time in the doctor of chiropractic program may each receive a tuition discount of \$450 per quarter. Spouses and children of Sherman College employees may receive a tuition discount based on the employee’s level and length of employment. Contact the Business Office for further information.

CANADIAN CITIZEN STUDENT DISCOUNT

Sherman College offers a tuition discount of \$1,200 per quarter to students who are Canadian citizens.

TRANSCRIPTS

One official transcript is supplied to each student at no charge. Additional transcripts are available for a fee of \$5 each. No grades or transcripts will be sent to any party for any student who has outstanding financial obligations to the college or who is in default on a Perkins, Stafford, Plus/SLS, ChiroLoan, and/or any other student loan authorized by the college. Transcript requests should be addressed to the Registrar’s Office. The Family Education and Right to Privacy Act (FERPA) provides that transcripts are released only with the written consent of the student.

NOTICE

Sherman College is a private, non-profit institution and as such, must rely on income from tuition to cover a major part of its operational costs. The college strives to stabilize all student fees. However, the college reserves the right to change any of the following fees without notice. All fees are due and payable on the date incurred. Checks for the exact amount of the total charges should be made payable to Sherman College.

Any student who has failed to pay all required charges on or before the last date to change course schedules (as indicated on the college calendar) may be dropped from class rolls. Any student who fails to satisfy any indebtedness to the college on the date such an obligation becomes due may not be issued a transcript, diploma or degree until all such obligations are fully satisfied.

TUITION AND OTHER EXPENSES

A non-refundable application fee of \$35 is charged to all applicants. Students on leave of absence for more than three consecutive quarters are required to reapply for admission and remit a non-refundable reapplication fee of \$35.

BASIC COSTS INCLUDE:

Application Fee	\$35	
Reservation Fee (applied to first quarter tuition)		\$150
Tuition	\$4,774	
Late Registration Charge	\$50	& \$100
Returned Check Charge	\$20	
Late Payment Fee	\$50	
Make-up Examination Fee	\$50	
Comprehensive Fee	(includes graduation, parking, activity, technology and laboratory fees and malpractice insurance)	\$140 per quarter

BOOKS AND SUPPLIES:

(Estimated per quarter cost) \$500

REFUND POLICY FOR COMPLETE WITHDRAWAL

Students withdrawing from the college should complete the withdrawal procedures as outlined by the Registrar's Office.

The college must engage its faculty and assign room space in advance of each quarter in accordance with the number of students who intend to enroll. When students withdraw from the college during the academic quarter, they leave a vacancy that cannot be filled. This necessitates limitations on refunds.

All students enrolling at Sherman College will be subject to a pro-rata refund policy. Under the pro-rata policy, when a student withdraws from school during the first 60 percent of the term, a pro-rata refund will be calculated. To be eligible for a refund, the request must be submitted in writing to the Business Office within ten calendar days of official withdrawal. Refunds are based on the date of official withdrawal, not on the last day of classes attended. Students who have outstanding balances at the time of withdrawal, including those on the Deferred Tuition Payment Plan, must settle their accounts with the Business Office. No refunds are given unless all charges for current and prior quarters have been paid in full.

Students receiving benefits under the Veterans Administration program will receive refunds in accordance with Veterans Administration regulations.

Generally, any refund would first reimburse the federal and/or other aid programs from which the student received aid. A detailed listing of the order of distribution for refunds is available from the Business Office upon request. Detailed examples of common refund calculations are also available from the Business Office.

FINANCIAL AID PROGRAM

“You’ve got to do your own growing, no matter how tall your grandfather was.”
— Irish Proverb

AVAILABLE FINANCIAL AID

Sherman College administers an extensive program of student financial aid. The goal of the program is to enable as many students as possible to pursue a chiropractic education, regardless of their personal financial situations. Recognizing that attending a professional college is costly, students should consider the expense of their total education, not just the cost of their first year of study. It is important to begin planning early. In addition to the usual sources of funds, such as family, personal savings, and part-time employment, there are a variety of other ways to pay college expenses.

Sherman College administers federal student aid funds for the Perkins Loan and College Work-Study programs. In addition, Sherman College is an eligible institution for students receiving loans under the provisions of the subsidized and unsubsidized Stafford Loan Program, ChiroLoan, the Veterans Administration, the Bureau of Indian Affairs, Vocational Rehabilitation and Social Security.

Students are expected to investigate Stafford Loan Programs, which are administered by their home states, as well as other sources of financial aid that may be available. These may include out-of-state tuition programs administered by the boards of education of some states, social security benefits, vocational rehabilitation programs and loans, and scholarships that are available through some state chiropractic organizations. The financial aid office takes into account all funds that are available to the student from sources other than the college, even though the student may choose not to apply for such funds. This is done in order to extend college-administered aid to as many needy students as possible.

To be eligible for financial aid, the student must maintain satisfactory academic progress in accordance with college policy.

APPLICATION FOR FINANCIAL AID

Applications for any form of financial aid must be filed with the Financial Aid Office a minimum of eight weeks prior to registration for the term for which the aid is requested.

The Financial Aid Office requires the following documents to be on file before any financial aid can be processed:

1. The Free Application for Federal Student Aid (FAFSA) that can be sent either to the Financial Aid Office at Sherman College or sent to the Federal Student Aid Program.
2. A Sherman College financial aid application.
3. A Dependant Care form (if you have children).

An applicant **MUST** be approved for admission by the Admission Office before any application for financial aid can be processed. Most applications for federal and/or state monies take a minimum of two months to process. **FILE EARLY** to ensure that you will be considered for all the financial assistance for which you are eligible.

Students seeking financial aid in any form should request a descriptive handbook and an application from the director of financial aid. The handbook gives detailed information on all forms of financial aid available.

Financial aid funds that are controlled directly by the college are awarded on a year-to-year basis. The amount of aid offered to a student in any one year is determined by demonstrated financial need, the other financial resources available to the student, and the funds available to the college for that year. Priority is always based upon demonstrated need, although academic achievement is also a strong determining factor. Approval from the Sherman College Admission Office is required before any aid is disbursed.

Students who complete the application procedures by the deadline can expect notification of aid commitments two weeks prior to the term in which the aid will be given. Students applying for any form of government aid must meet the deadline established by that government program.

APPLICATION FOR FEDERAL AND PRIVATE PROGRAMS

Eligibility for financial assistance involving federal funds is based primarily upon the student's demonstrated need. That is, the student's allowable costs must be greater than the financial resources of the family and/or student, as determined by a federally approved measure of the family's and/or student's financial strength. Major federal programs are listed below. Complete details, requirements and procedures are subject to change annually, and can be obtained from the Financial Aid Office.

THE PERKINS LOAN

The advantages of this loan include low interest rates and generously extended repayment periods. The loan limit is \$700 per quarter. Students must be in fourth quarter or above and demonstrate financial need to be eligible.

COLLEGE WORK STUDY PROGRAM

Part-time student employment positions are provided at Sherman College through a combination of institutional and federal funds.

SUBSIDIZED STAFFORD LOAN PROGRAM

Under the provisions of this program, a student may obtain, from participating lenders, low interest educational loans with repayment deferred until after the student completes his or her education. The loan limit for an independent graduate or professional student is \$8,500 per academic year (three quarters) in addition to the Unsubsidized Stafford Loan limits.

UNSUBSIDIZED STAFFORD LOAN PROGRAM

The loan limit for an independent graduate or professional student is approximately \$22,500 per academic year (three quarters) in addition to the Subsidized Stafford Loan limits.

The requirements and procedures for the following private programs may differ from those associated with federal programs and such loans are often based more strictly on the borrower's credit history. More information can be obtained from the Financial Aid Office.

CHIROLOAN

The credit-based ChiroLoan may be used to supplement other forms of financial assistance. You may borrow \$1,000 to \$10,000 annually, provided you have an unmet need and a satisfactory personal credit history. The interest rate is variable and is based on the 91-day Treasury Bill yield plus 2.5% while you are in school, and on the 91-day Treasury Bill yield plus 2.9% when you begin repayment. A 10% guarantee fee is deducted from the loan check when the loan is disbursed.

CANADIAN CHIROLLOAN

The credit-based Canadian ChiroLoan may be used to supplement other forms of financial assistance. Canadian students who have a satisfactory personal credit history may borrow up to \$15,000. The interest rate is variable and is based on the 91-day Treasury Bill yield plus 2.5% while you are in school, and on the 91-day Treasury Bill yield plus 2.9% when you begin repayment. A 10% guarantee fee is deducted from the loan check when the loan is disbursed.

SCHOLARSHIPS

The college's Scholarship Committee meets as needed to award available scholarships. Students may apply for any available scholarship. Students should be aware that, in most cases, the scholarship is for one quarter only. Some long-term scholarships are automatically renewed each quarter unless the student fails to maintain certain academic and/or other criteria.

Scholarship applications should be filed with the Financial Aid Office well in advance of the quarter for which the scholarship is sought. Scholarship awards are based on financial need, commitment to chiropractic, academic achievement, and any additional stipulations that the various scholarships may carry. **All scholarships and tuition discounts are subject to availability.**

The following is a list of scholarships available to incoming students only:

ACADEMIC ACHIEVEMENT SCHOLARSHIP

A four-year scholarship of \$1,500 each quarter, awarded to an incoming student who has earned a minimum 3.3 grade point average on a 4.0 scale.

MILTON W., LOUISE AND SAMUEL GARFUNKEL SCHOLARSHIP

A scholarship awarded for one academic year on the basis of financial need and academic excellence.

DOCTOR'S MATCHING SCHOLARSHIP

A four-year scholarship in which the college matches funds provided by sponsoring chiropractors.

INTERNATIONAL TUITION SCHOLARSHIP

International students may be eligible for this scholarship that covers up to full tuition and fees. A recipient must be a non-resident alien and ineligible for any federal financial assistance. The recipient must sign a statement that he or she will return to his or her native country upon graduation. If he or she does not return, the scholarship then becomes a loan. For detailed information, contact the Financial Aid Office.

LEGACY SCHOLARSHIP

Children of Sherman College alumni may apply for a \$300 per quarter Legacy Scholarship available for 13 quarters of study.

CHIROPRACTIC SUCCESS SCHOLARSHIP

Two \$1350 scholarships are available for the first four quarters of attendance for first-generation college students.

Additional scholarships awarded to current students for one academic quarter of study include:

REX MUMFORD KASLER MEMORIAL SCHOLARSHIP

A one-quarter scholarship covering full tuition, books and lab fees, awarded to a current student who exhibits high financial need and academic excellence.

SCALLON SCHOLARSHIP

\$300 awarded to a student in second quarter or above, based on financial need and academic excellence. This scholarship is offered twice per year.

ACADEMIC ACHIEVEMENT SCHOLARSHIP

\$500 awarded to a student in fourth quarter or above, based on academic excellence.

OUTSTANDING STUDENT OF THE YEAR SCHOLARSHIP

\$500 awarded to a student in fourth quarter or above, based on academic excellence and commitment to the college.

B.J. PALMER PHILOSOPHY SCHOLARSHIP

\$500 awarded to a student in fourth quarter or above, based on academic excellence and submission/evaluation of an essay.

CITIZENSHIP AWARD SCHOLARSHIP

\$300 awarded to a student in fourth quarter or above, based on academic excellence and submission/evaluation of an essay on your contributions to chiropractic and the community.

HACKETT SCHOLARSHIP

\$200 awarded to a student who is involved in the X-Ray Intern (XRI) program, based on academic excellence and overall x-ray performance.

YORK HEALTH CENTER SCHOLARSHIP

\$200 awarded to a student in Clinic 703 or higher, based on academic and clinical excellence and recommendation from a Health Center faculty doctor.

Non-institutional scholarships that are administered, but not sponsored by the college include:

ALUMNI ASSOCIATION SCHOLARSHIP

Five scholarships awarded per year by the Sherman College Alumni Association, based on financial need and outstanding leadership qualities.

MEDAL 75 TRUST FUND SCHOLARSHIP

Awarded annually by the state of Washington, based on academic excellence and financial need.

INTERNATIONAL CHIROPRACTORS ASSOCIATION (ICA)

ALMA NEILSON PERPETUAL SCHOLARSHIP

Available to students who are members of the ICA.

**ARKANSAS CHIROPRACTIC ASSOCIATION
EDITH BALKMAN MEMORIAL SCHOLARSHIP**

\$1,000 scholarship for students who are from Arkansas and wish to return there to practice.

GARDEN STATE CHIROPRACTIC SOCIETY SCHOLARSHIP

Available to a New Jersey resident who is enrolled in chiropractic college. This is usually a \$1,000 award given at the Garden State Chiropractic Society's annual convention.

SYLVIA ASHWORTH SCHOLARSHIP FUND

Awarded to a single mother who is in chiropractic college, sponsored by the Federation of Straight Chiropractors and Organizations (FSCO).

FSCO ANNUAL SCHOLARSHIPS

Awarded each fall based on the results of an essay contest.

THE CHIROPRACTIC EDUCATION FOUNDATION OF NEW YORK SCHOLARSHIP

Available to a New York resident who is enrolled in chiropractic college and plans to return to New York to practice.

NICMIC SCHOLARSHIPS

This malpractice insurance agency offers a scholarship annually.

AMERICAN BLACK CHIROPRACTIC ASSOCIATION (ABCA) SCHOLARSHIPS

This association offers several scholarships: the Harvey Lillard Scholarship Program, the Dr. Bobby Westbrook Scholarship, the Dr. Hiram Wiggins Scholarship and the ABCA Pre-Chiropractic Scholarship Award, given to a chiropractic student who is a member of the ABCA.

KR JONES MEMORIAL SCHOLARSHIP

Awarded by the South Carolina Chiropractic Association.

CARE SCHOLARSHIP

Full time students may be eligible for this \$7,500 scholarship, which is awarded annually by the Educational Finance Group. A recipient must have a minimum GPA of 3.0, be involved in extra-curricular activities, and must have at least one academic year remaining until program completion. Two letters of recommendation from faculty members, an official transcript showing current GPA, and a completed and signed application form are required. The scholarships are awarded through a nationwide competition.

CARE RESEARCH SCHOLARSHIP

Full time students may be eligible for this \$7,500 scholarship, which is awarded annually by the Educational Finance Group. A recipient must have a minimum GPA of 3.0, be involved in extra-curricular activities, and must have at least one academic year remaining until program completion. Two letters of recommendation from faculty members, an official transcript showing current GPA, and a completed and signed application form are required. The scholarships are awarded through a nationwide competition among submitted research proposals.

ADDITIONAL SERVICES OFFERED

EMERGENCY LOANS

The Lyle Sherman Loan Fund and Scallon Emergency Loan Fund both make loans to students to help with emergency situations. Students may borrow up to \$500 for 90 days, interest free, to meet unexpected/unplanned financial needs.

VETERAN STUDENTS

Qualified students who are United States veterans may receive benefits from the Veterans Administration through the GI Bill programs. Veterans should contact the Veterans Office, located in the Student Affairs Office, immediately after acceptance by Sherman College to submit an application for veteran's benefits.

CAMPUS EMPLOYMENT

There are a number of campus employment opportunities available at Sherman College. The amount that a student can earn will depend on the needs of the college and the qualifications of the student. Salaries are higher than the required federal minimum wage. Applications may be submitted to the Business Office or directly to the various department heads.

EMPLOYMENT

The greater Spartanburg area is located in a region of rapid commercial and industrial growth and has one of the lowest unemployment rates in the nation. Many area industries run three shifts and offer steady, part-time employment. The Financial Aid Office maintains a job placement listing to assist students in finding available jobs in the surrounding area.

The college recommends that all students come to Sherman College prepared to support themselves for at least the first six months of their college career without the necessity of taking on additional outside employment.

JOB PLACEMENT

The Financial Aid Office offers employment referrals to students who desire off-campus employment. The employment referral service is available to all students enrolled at Sherman College, regardless of financial need.

STUDENT AFFAIRS

STUDENT PROFILE

Sherman College has a highly diverse student population:

In Winter 2003, students represented 41 states and 23 foreign countries.

29% were in the 18-24 age range.

36% were in the 25-29 age range.

24% were in the 30-39 age range.

10% were over 40.

32% of the student body were married.

34% were women.

11% were minorities.

Of the 159 students who entered the college in 2002, 28 had a pre-admission grade-point average between 2.25-2.49; 58 between 2.5-2.99; 52 between 3.0-3.49 and 21 above 3.5.

GRADUATE PROFILE

Sherman College had more than 2,200 alumni practicing in 46 states and 24 countries as of Winter 2003.

DEGREE COMPLETION RATE

Students matriculating in 1997-1998 had a program completion rate of 86 percent. Completion of the program does not guarantee licensure or employment.

EMPLOYMENT PROSPECTS

Employment of chiropractors is expected to grow faster than the average for all occupations through the year 2006, according to the U.S. Department of Labor's Occupational Handbook, 1998-99 edition.

Chiropractors generally remain in the occupation until they retire; few transfer to other occupations.

Graduates practice in solo practices, in group practices, work for other doctors of chiropractic, or teach and conduct research. Students and doctors of chiropractic may also view associate and practice listings on the web at www.sherman.edu/chiropractic.

STUDENT ORGANIZATIONS

Realizing that there are many facets to a well-balanced life, Sherman College offers opportunities for self-expression so that each student can contribute his or her talents to the college community and develop friendships among those with similar interests. The establishment of personal and professional relationships through social, civic and co-curricular activities provides valuable experience and enhances the development of the service-minded professional.

Sherman College serves various student organizations by providing faculty advisors and space for meetings. The dean of student affairs acts as overall coordinator and liaison for student organizations.

The college assists in developing, and approves charters for, new student social and service organizations that will add to the quality of student life.

STUDENT ORGANIZATIONS INCLUDE:

Activator Technique	Sacro-Occipital Technique (SOT)
Atlas Orthogonal	Student American Black Chiropractic Association (SABCA)
Biogeometric Integration Group (BGI)	Thompson Technique
Chiropradiatrics	Toastmasters
Chiropractic Biophysics (CBP)	Women in Chiropractic
Christian Chiropractic	World Chiropractic Alliance (WCA)
Diversified Technique	World Congress of Chiropractic Students (WCCS) Chapter
Gonstead Technique	
Palpation Club	
Results/Pierce Technique	

**Student clubs may vary with interest.*

CHIROPRACTIC STUDENT GOVERNMENT

Matters pertaining to student affairs are under the general direction of the associate dean of student affairs and the Executive Committee of the Chiropractic Student Government. All Sherman College students participate in the election of the Executive Committee members, who coordinate and regulate many student activities on campus.

WORLD CONGRESS OF CHIROPRACTIC STUDENTS

Sherman College is a member of the World Congress of Chiropractic Students (WCCS), and student-elected delegates represent the college at each annual WCCS conference.

CO-CURRICULAR ACTIVITIES

Regularly scheduled all-school assemblies provide a variety of interesting speakers and programs on both chiropractic and non-chiropractic topics. Student-produced activities, such as talent shows and musical events, are also a part of student life at Sherman College. Students are encouraged to participate in the various student organizations and events.

STUDENT HEALTH

Sherman College has a deep interest in the health and welfare of its students and their families. Complete chiropractic health services are available free of charge to all students, their spouses and children. Student patients are not charged for x-rays, and there is a 50 percent reduction in x-ray fees for their spouses and children. All students are strongly urged to keep their own spines subluxation-free by utilizing these services in the college's Chiropractic Health Center or by becoming patients of one of the many chiropractors practicing in the area.

An emergency first aid team, comprised of students with extensive first aid training, is available to assist in emergencies during the school day and at certain school activities.

HOUSING

The Student Affairs Office provides a listing of housing rentals in the area for incoming students. Moderately priced rental housing is widely available. For those with the necessary resources, local property values are also conducive to the purchase and resale of a local home. Housing information may be accessed through the college's website at www.sherman.edu in the Student Affairs section

PERSONAL COUNSELING

The dean of student affairs is the first contact for counseling services. All sessions are held with the utmost confidentiality. The dean of student affairs also has a list of referrals if needed. Sherman College will arrange private, professional consultations when necessary.

ALCOHOL, TOBACCO, ILLEGAL DRUG AND SUBSTANCE RESTRICTIONS

The possession, use manufacture or distribution of alcoholic beverages or illicit drugs of any kind is forbidden on the premises of the college. Tobacco use is prohibited on the college campus except in designated smoking areas. This includes cigars, cigarettes and smokeless tobacco products.

An alcohol/drug abuse prevention program is available to students, faculty and staff. Appointments for drug abuse counseling may be made with the dean of student affairs. Consultations are confidential.

GRADUATION

Graduation ceremonies will be held four times a year, in March, June, September and December, under the guidance of the director of education services. Attendance is mandatory.

The farewell address at graduation is presented by the recipient of the prestigious Milton W. Garfunkel Award. This student is chosen on the basis of high academic performance, exceptional clinical application of chiropractic philosophy and principles, contribution to the college and involvement in extracurricular activities. The commencement speaker and the person giving the charge to the graduates are selected by the college administration.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

The following student rights are guaranteed by Federal and State law:

1. Freedom of inquiry, freedom of speech, freedom of expression that is respectful or sensitive to the rights of individuals.
2. The right to assemble peaceably.
3. Freedom from unjust search and seizure of person or personal property.
4. Freedom from discrimination or harassment on the basis of sex, age, race, color, religion, gender, veteran status, national origin, sexual orientation or disability.
5. The right to privacy of confidential records in accordance with provisions of the Family Educational Rights and Privacy Act of 1974.
6. The right to due process.

Sherman College students are expected to conduct themselves as professionals at all times through their actions, manners and dress. Those who fail to comply with the standards set by the college are subject to disciplinary action.

Any student whose conduct demonstrates that he or she is not in accordance with the stated mission and objectives of the college, and who is therefore unable to profit from its program, will be dismissed from the college.

Non-academic student offenses are dealt with by the dean of student affairs. Academic offenses are dealt with by the vice president for academic affairs. Clinic offenses are dealt with by the dean of chiropractic health services.

STUDENT HANDBOOK

All students are required to be familiar with, and to faithfully observe, all college policies and procedures, as outlined in the Student Handbook. These include standards of behavior, grooming and dress, and other matters crucial to the development of professionalism.

The Student Handbook also lists procedures and policies pertaining to such matters as tuition payments, refunds, academic requirements, scholarships, examinations and many other aspects of life at Sherman College.

The purpose of the Student Handbook is to provide students with information about their rights and responsibilities, as well as available college services and extracurricular activities.

STUDENT GRIEVANCE AND APPEAL POLICY

GRIEVANCE

A grievance is a formal written complaint by an individual regarding the conduct of a student or a member of the college faculty, staff or administration. A grievance may also be about issues, which in the student's opinion, are directly and substantially related to the quality or conduct of the educational program. In the case of the latter type of grievance, the student must specifically cite the program requirement or policy that has been violated.

APPEAL

An appeal is a request for an exception to college policy or is submitted to contest a decision made by a faculty member, college committee or administrator regarding the *implementation of policy*. An appeal should not be confused with a grievance. A grievance is a formal complaint by an individual regarding the *conduct* of a student or a member of the college faculty, staff or administration.

In addition if a student or individual cited in a grievance feels that the respective administrator did not follow due process or did not possess or consider all relevant information in the decision-making process, he/she may appeal the decision regarding the grievance to the president.

Students or who wish to file a grievance or an appeal must follow the procedures detailed in Policy 8015 – Grievance and Appeal.

If the president is the individual for whom the grievance is filed, the written complaint must be forwarded to the Chair of the Board of Trustees. The Chair's mailing address may be obtained from the library or the assistant to the president. The Board of Trustees reserves the right not to review any appeals or grievances it deems inappropriate.

ATTENDANCE AT EXTRACURRICULAR SEMINARS

Sherman College offers a specific program of spinal adjusting techniques that is carefully integrated into the total chiropractic curriculum. The college recognizes the right of students to pursue knowledge and challenge ideas. However, by first becoming proficient in the clinical arts, as offered by Sherman College, students are better prepared to judge the value of information offered in extracurricular technique seminars. If the technique addressed in the extracurricular technique seminar is taught in the Sherman College curriculum, it is recommended that the student successfully complete the respective course(s) or Clinic II prior to participation in said seminar. If the technique addressed in an extracurricular technique seminar is not included in the Sherman College curriculum, it is recommended that the student complete Clinic II prior to participation in said seminar.

ASSEMBLY

The assembly program at Sherman College of Straight Chiropractic consists of a series of speakers designed to promote greater understanding and appreciation of the philosophy, art and science of straight chiropractic. The program provides community resources to aid students in setting up successful practices. The purpose of the assembly program is to foster student enthusiasm in an atmosphere that creates community. The assembly program promotes success for the Sherman College student.

ADMINISTRATIVE ADVOCATES

The administrative advocate program enhances open communication between Sherman College administrators and students. The program aids students by encouraging them to raise issues and concerns and to share thoughts and suggestions. Each administrator is assigned a specific quarter of students to assist, and the students rotate administrators each quarter to get to know all of them.

STUDENT CODE OF CONDUCT

The chiropractic profession strives to maintain the highest ethical standards. A chiropractic student should begin to manifest those ethical standards as soon as he or she makes the decision to become a doctor of chiropractic. The college expects, therefore, that students will maintain a strict moral code concerning honesty, and will not tolerate violations of this code by fellow students. The college will not tolerate dishonesty, cheating, stealing, vandalism or other similar offenses. Students are expected to conduct themselves as professionals at all times. Their behavior and actions within the community should reflect the objectives of the college.

The dean of student affairs deals with offenses outside the academic area. In cases of academic dishonesty, the vice president for academic affairs has the authority to suspend or dismiss a student.

STUDENT CONDUCT REVIEW BOARD

The Student Conduct Review Board is one of the most distinguished committees at Sherman College. The board is comprised of student and faculty representatives.

THE STUDENT CODE OF CONDUCT

shall serve as a guide to all at Sherman College of Straight Chiropractic for the development of personal character and integrity based on the understanding that an adherence to truth ensures success in all aspects of life.

In recognition of the importance of the above mentioned values to the discipline of chiropractic, I agree to adhere to the Student Code of Conduct as set forth.

The fundamental principles of the code include:

- (a) total abstinence from all forms of academic dishonesty;
- (b) respectful use of college facilities; and
- (c) compliance with established college policies.

I acknowledge that violation of any of these principles will elicit the appropriate disciplinary action as outlined in the Regulations of the Sherman College Student Code of Conduct.

POLICY ON UNAUTHORIZED ADJUSTING

Sherman College prohibits unauthorized or unsupervised adjusting utilizing any chiropractic technique on students, patients and/or family members. A student who practices an unauthorized procedure is subject to dismissal from the doctor of chiropractic degree program. The honor system shall prevail which means it is the student's responsibility to report any observations of unauthorized procedures or adjusting being practiced on or off-campus, or face consequences similar to the offender.

ACADEMICS

“We are made wise not by the recollections of our past but by the responsibility for our future.”
— George Bernard Shaw

CURRICULUM

The Sherman College curriculum is a 14 academic quarter program specifically designed to offer, in appropriate sequence, courses that constitute the complete chiropractic education.

Sherman College of Straight Chiropractic is committed to presenting an instructional program that graduates doctors of chiropractic prepared to practice as primary health care providers having those clinical competencies requisite to entrance into the chiropractic profession.

Because of the importance of all subjects offered and the order in which they are studied, the college publishes a sequenced course of study that will allow a student to complete the program in 14 quarters. To graduate, a student must complete all required courses and a minimum of 60 hours of elective courses with a minimum GPA of 2.0.

The college day begins at 8 a.m., Monday through Friday, with course offerings until 8 p.m. Some learning experiences are occasionally offered on weekends. The Sherman College Chiropractic Health Center is open during afternoon and evening hours for student interns. As much as possible, free periods are provided for personal study, library use, meals and extracurricular activities.

During the third and fourth academic years, students serve an internship in the Chiropractic Health Center, further developing their chiropractic skills through practical experience gained under the close supervision of licensed doctors of chiropractic. The health center experience is a major focus of the curriculum. It encompasses student and out-patient care and entails every aspect of practice, including case histories, physical and spinal examinations, spinal x-rays, diagnosis, report of findings, chiropractic adjustments, and case management. Well-equipped examining and adjusting rooms facilitate the practice experience of the student interns.

EVALUATION OF CLINICAL COMPETENCIES

Each intern is evaluated during the clinical program on knowledge, skill, attitude and practice competencies. This evaluation is completed in three parts.

The first part of the evaluation is a Clinic Entrance Examination administered during Student Clinic. The purpose of this multi-part, written and practical examination is to determine the entry-level knowledge and skills of the intern in the areas of patient examination, x-ray, technique and communication. Interns must successfully complete all parts of this examination before entering into the clinical program.

The second part of the evaluation is an on going intern assessment conducted on a daily and quarterly basis. Interns are under direct supervision of licensed doctors of chiropractic throughout their clinic internship. The intern is evaluated in many areas, including record keeping, patient management, patient examination, diagnosis and spinal adjusting skills. All adjustments are administered under the direct supervision of licensed faculty doctors.

The third part of the evaluation is the Clinical Proficiency Examination, administered during Clinic IV. This is a rigorous examination designed to determine the intern's mastery of the clinical competencies required to perform as a primary health care provider. This examination evaluates the intern in the areas of taking a case history, physical examination, spinal examination, ordering x-rays, x-ray analysis, diagnosis, patient report of findings, determining a responsible plan of care and adjusting technique.

GRADUATION REQUIREMENTS

While the college monitors student progress toward degree completion, the student is solely responsible to complete all degree requirements. The college requires the satisfactory completion of all courses for the doctor of chiropractic degree with a minimum cumulative grade point average of 2.0.

Students transferring from other chiropractic colleges must earn the final 25 percent of the total credits required for the doctor of chiropractic degree program at Sherman College.

All students must complete all degree requirements within six years following date of original enrollment.

All students are required to sit Parts I and II of the National Board of Chiropractic Examiners (NBCE) prior to graduation with the exception of international students who will not be practicing in the United States.

In order to be eligible for graduation from the doctor of chiropractic degree program, candidates must be cleared in the following areas:

1. All tuition, fees and other financial obligations must be paid to the Business Office.
2. The vice president for academic affairs must give clearance, indicating that all academic requirements have been met.
3. The dean of chiropractic health services must give clearance, indicating that all clinic requirements have been fulfilled.
4. All materials borrowed through the college library must be returned.
5. Attendance at graduation is mandatory.

COURSE LOAD

The normal quarterly course load at Sherman College is between 300 and 420 clock hours of class, clinical training and/or laboratory per quarter. Class load reduction is permitted; however, the student must complete the program in six calendar years to be awarded the doctor of chiropractic degree. Consult the financial information section of this Bulletin for information on the financial arrangements for reduced class loads.

STUDENT MENTORSHIP PROGRAM

The mentorship program is designed to assist students in achieving their personal and educational goals. Faculty mentors take a proactive role in monitoring students' academic progress and making students aware of institutional requirements and resources, services, etc. While all students are encouraged to take the initiative in seeking advisement before problems are reflected in their academic performance, first quarter students and students who fail to achieve satisfactory progress are required to have regular meetings with their mentors.

LEAVE OF ABSENCE AND/OR WITHDRAWAL

When a student wishes to take a leave of absence or withdraw from Sherman College, he/she must obtain the correct form(s) from the registrar's office. It is the student's responsibility to complete the form(s) and obtain the necessary clearances and submit the completed form to the registrar prior to leaving.

A leave of absence will be granted to any student who has completed at least one quarter at the college prior to the request and who is in good standing at the college. A student entering the college must complete a minimum of one quarter at the college prior to eligibility for a leave of absence. A student returning from a leave of absence, suspension or other separation from the college must complete a minimum of one term at the college following his/her return to again be eligible for a leave of absence. A leave of absence may last no longer than three quarters. A leave of longer than three consecutive quarters will become a withdrawal from the college.

A withdrawal from the college is an official separation from the institution and requires that the student re-apply for admission to the college, submit the current application fee and comply with the admission policies at the time of the re-application. A student who withdraws from the college or who has been administratively withdrawn from the college must also re-apply for financial aid and is not guaranteed that he/she will receive previous grants, loans and/or scholarships nor that all previous coursework at the college will be accepted, should he/she be re-admitted into the program.

A student who is not eligible for a leave of absence must withdraw from the college. A student who fails to complete the required form(s) or to receive the necessary clearances will be automatically coded as a withdrawal. A student who has not completed a term at the college or who has not completed a term at the college following a previous leave or separation will be required to withdraw rather than take a leave of absence. A student who leaves but who has not made satisfactory progress will be required to withdraw rather than take a leave of absence. A student on a leave of absence who does not return after three quarters will be recoded as a withdrawal.

GRADE SCALE

The college's grading scale is as follows:

A	(90-100) indicates excellent work
B	(80-89) indicates good work
C	(70-79) indicates satisfactory work
D*	(60-69) indicates poor work
F	(0-59) indicates failure
I**	indicates incomplete work
P	indicates satisfactory performance in a pass/fail course
U	indicates unsatisfactory performance in a pass/fail course
N	indicates unsatisfactory performance for nonattendance
NF	indicates unsatisfactory performance for nonattendance in a pass/fail course
W	indicates withdrawal from a course after the drop/add period, but before the end of the 7th week of classes
WA***	indicates an administrative withdrawal
WP	indicates withdrawal from a course between weeks 7 and 9 with a passing grade
WF	indicates withdrawal from a course between weeks 7 and 9 with a failing grade or withdrawal after week 9
AU****	Audit

*All doctor of chiropractic courses require a grade of "C" or above to pass.

******An “I” is a temporary grade. The deferred work must be completed before the end of the subsequent quarter in order to receive credit. Failure to do so automatically converts the grade to an “F.”

*******Students are responsible for meeting the requirements of all courses in which they are enrolled. If a student needs to withdraw from a course, several courses, or the college, he/she must fully complete the withdrawal process through the registrar’s office. Failure to do so will result in an unsatisfactory grade in the respective course(s). However, under exceptional circumstances, a student may be withdrawn from a course or courses by an administrator. An administrative withdrawal may only be assigned by the vice president for academic affairs and must include an explanation of the reason for the grade. The grade of “WA” will only be assigned in cases of academic/disciplinary action or documented emergencies and may not be used simply to avoid a failing grade in a course. The “WA” has no quality points and is not computed in the GPA.

******** Auditing a course allows an individual the opportunity to participate in a learning experience without the expectation of completing course requirements (assignments, exams, etc.). However, as course assignments and exams enhance learning, students auditing a course are encouraged to complete all course requirements. Students auditing a course are expected to attend regularly and participate in class activities. Students are also expected to observe all college policies and requirements. A student may only audit a course in which all prerequisites have been met. A student who successfully audits a course will receive the grade of “AU,” which does not contribute to the GPA or enrollment hours for the purposes of full-time study and financial aid.

Students are required to pay regular tuition for a course audit, with the following exceptions:

1. Students currently enrolled in the D.C. program may audit a course previously taken at the college or in which advanced placement was granted by the college at no charge.
2. Individuals graduating from Sherman College prior to January 1995 needing certification of postgraduate classroom attendance to obtain licensure in a state not previously open to Sherman College graduates will be allowed to audit classes at no cost.
3. Alumni of other institutions or Sherman College alumni requiring postgraduate classroom attendance to renew a lapsed license or to qualify for retaking state or national boards will be charged 50% of the current tuition rate. The college will provide the individual with a letter certifying completion of a specific number of in-class hours.

Students must indicate “audit” on the registration form and a grade of “AU” will be recorded for satisfactory completion. Once registered for a course, the student may not change from an audit to a credit status or vice versa, unless the change is made within the scheduled drop/add period.

QUALITY POINTS

Quality points are assigned as follows: A - 4, B - 3, C - 2, D - 1, F - 0, N - 0, WF - 0, multiplied by the number of hours in the course. The grade point average (GPA) is computed by dividing the total quality points earned by the total hours attempted. Grades of I, P, U, NF, W, WA, WP, or AU are not included in the calculation of GPA.

TRANSFER OF CREDITS TO ANOTHER INSTITUTION

The college can offer no guarantee that credits earned will transfer to another institution, as the transfer of credit is always the responsibility of the receiving institution.

INDEPENDENT STUDY

Independent study is not a suitable substitution for attendance in a regular classroom setting. In general, students are expected to complete the doctor of chiropractic degree curriculum as it is scheduled by quarter in the college *Bulletin* unless the student is on special schedule or meets the eligibility requirements for independent study.

Independent study is only permitted when a student is in his/her final quarters and there is a conflict in the course schedule regarding two courses at the same hour that are needed for graduation that would result in a delay of that individual's graduation. Then one course may be taken as an independent study. Not all courses are designated as courses that may be completed as an independent study.

Grades for independent study, when received by the registrar's office, are recorded as regular grades. A student who has previously failed or received a grade of "D" in a course may not repeat the said course as an independent study.

See Policy 1024 – Independent Study.

PREREQUISITE OVER-RIDES

Students requesting an over-ride of a prerequisite or a co-requisite to a course must submit a *Request for Over-Ride of Prerequisite* form from the registrar's office. The registrar who will determine whether there is room in the class enrollment and will review the student's academic record to determine if there are any other outstanding issues or courses that must be completed before an over-ride would be appropriate to the student's completion of the program. Following registrar clearance, the vice president for academic affairs must approve the over-ride. If the registrar and vice president for academic affairs clear the over-ride, the request is forwarded to the respective course instructor. Instructors may not indicate to students that he/she will approve an over-ride prior to the student receiving clearance from the registrar and vice president for academic affairs. The instructor must review the student's request, review any relevant information, and meet with the student prior to making a final decision on the over-ride. The instructor must sign the request form and return it to the registrar's office. The instructor's decision is final and may not be appealed.

SATISFACTORY PROGRESS, WARNING, PROBATION AND DISMISSAL

A student must maintain satisfactory progress to remain at the college. A student must maintain a quarterly and cumulative grade point average of 2.0 or above and must successfully complete an average of 190 clock hours per quarter. A student not meeting these criteria will be placed on academic probation.

WARNING

The first time a student does not meet satisfactory progress, he/she will be placed on Academic Warning. The student's course load in the next term of registration will be limited to 300 hours, and he/she must retake all courses in which unsatisfactory grades were received.

PROBATION

The second time a student does not meet satisfactory progress, he/she will be placed on Academic Probation I. The student's course load in the next term of registration will be limited to 240 hours, and he/she must retake all courses in which unsatisfactory grades were received. The student will also be required to meet with his/her mentor on a biweekly basis. Tutorial assistance through the Registrar's Office is strongly suggested.

The third time a student does not meet satisfactory progress, he/she will be placed on Academic Probation II. The student is no longer considered to meet satisfactory progress for the purposes of financial aid and should meet with an individual in the Financial Aid Office to obtain information on financial aid requirements. The student's course load in the next term of registration will be limited to 240 hours and he/she must retake all courses in which unsatisfactory grades were received. The student will also be required to meet with the dean of student affairs on a weekly basis. Tutorial assistance through the Registrar's Office is strongly suggested.

A student on probation who achieves satisfactory progress in the subsequent term will be limited to the restrictions assigned to the previous probation level. For example, a student on Probation I who achieves satisfactory progress the following quarter will be required to adhere to the course load requirements for Academic Warning the next quarter.

Note: The college reserves the right to establish the academic schedule of any student enrolled in the doctor of chiropractic degree program

DISMISSAL

The fourth time a student does not meet satisfactory progress, he/she will be dismissed from the college. In addition, a student who fails to pass a class upon the third enrollment in the class will be dismissed from the college. An enrollment is counted if a course is dropped after the drop/add period has concluded each quarter.

REPORTS ON ACADEMIC PROGRESS

Grades are assigned and recorded for each course at the end of each quarter. Each student is issued a formal grade report at that time.

It is the student's responsibility to address academic deficiencies, if such occur, and to seek advice from administrators or faculty members on academic matters when problems or questions arise.

STUDENT RIGHTS/RESPONSIBILITIES CONCERNING ACADEMIC RECORDS

In accordance with federal regulations under the Family Educational Rights and Privacy Act (FERPA) of 1974, Sherman College maintains academic records on all students who attended Sherman College and Pennsylvania College of Straight Chiropractic. The college has enacted policies that afford students the rights mandated by FERPA and its amendments as they relate to academic records. Under this act, students have the right to:

- A. Inspect and review educational records
- B. Amend educational records
- C. Exert some control over the disclosure of information from educational records.
 - Educational records are all those records that:
 - 1. Contain information that is directly related to a student
 - 2. Are maintained by an educational agency or institution or by a party acting for the agency or institution.

College policy provides for the complete confidentiality of academic records. Information from a student's academic record will not be disclosed to anyone outside of the college without the student's authorization. However, information from a student's academic record may be made available to authorized personnel of the institution and/or persons acting in compliance with a judicial order.

ATTENDANCE POLICY

Successful completion of the D.C. program requires a significant commitment of time for classwork and outside study each day. Students are expected to attend all classes, laboratories, tutorials and seminars, and to complete all clinical requirements. Only complete attendance in all coursework will enable the student to fully develop the knowledge, skills, and attitudes needed to complete the program and become a successful doctor of chiropractic.

Instructors are required to take attendance at every scheduled class meeting. Each instructor must establish a maximum number of allowable absences for each course, within the range of 10 to 20 percent of the course hours, inclusive, and must publish the policies and procedures dealing with tardiness and absenteeism, including the maximum number of allowable absences for the course, in each course syllabus. At the discretion of the instructor, attendance may be included as a portion of a course grade, not to exceed 10 percent. An instructor may refuse entry into a class to a tardy student if such entry would disrupt the learning environment of the class.

A student who exceeds the maximum allowable absences in a particular course, for any reason, will receive a grade of “N” for that course, which will be calculated as an “F” in the GPA and require the student to repeat the course. The “N” grade may not be appealed.

A student who is absent from a class, for any reason, is responsible for all course assignments and/or requirements. It is the student’s responsibility to contact the instructor prior to the absence, if foreseen, or immediately following the absence, if unforeseen, to ensure that all requirements are met. The instructor may require documentation of an absence in determining if a student will be allowed to make up missed work or exams. It is also the student’s responsibility to monitor class absences to ensure that he/she does not exceed the maximum allowed in the respective course.

Certain state licensing boards require a minimum percentage for class attendance to be eligible for chiropractic licensure. For example, California requires that a student miss no more than 10 percent of the scheduled class hours and Maryland requires that a student miss no more than 15 percent of the scheduled class hours. Therefore, excessive absences may jeopardize a student’s eligibility for licensure.

Students may not be absent from final exams. Under exceptional circumstances beyond the student’s control, such as imminent death or death of a family member, personal illness or military duty, the vice president for academic affairs, in consultation with the respective faculty member, may allow a student to make up a missed final exam.

EXAMINATIONS

Students are expected to take examinations at the scheduled time. The registrar will post a schedule of dates and times for final examinations each quarter well in advance of the examinations. Students must submit requests for excused absences to the vice president for academic affairs in advance of the date of the examination. Only conflicts created by illnesses or unavoidable circumstances will be considered.

Some faculty members circulate past exams, but others do not. Students are responsible for asking faculty if past exams are available in their respective courses. While a review of past exams may assist in preparing for the test environment, students should rely on class notes, course materials, etc., as the primary source of study material. Students found in possession of uncirculated exams will be in violation of the college’s code of conduct regarding academic dishonesty.

Any unauthorized exchange of information during an exam is considered both academic dishonesty and unprofessional behavior. When a student receives a graded exam or answer sheet for review, it becomes the sole responsibility of the individual whose name appears on the exam or answer sheet. That student will be held accountable for any alteration or change of information on it until the exam or answer sheet is returned to the instructor.

DEAN'S LIST AND PRESIDENT'S LIST

Students attaining a GPA of at least 3.5 for any quarter will be entered on the Dean's List for that quarter. Students attaining a 4.0 GPA for any quarter will be entered on the President's List for that quarter.

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS

To be eligible to sit for National Board exams Parts I and II, students must have successfully completed and/or be concurrently enrolled in the college's list of prescribed courses for Parts I and II. As of the printing of this *Bulletin*, 38 states currently require all four parts of the National Board exam for licensure. For details about a particular state's licensure requirements, please contact the Admission Office at 800-849-8771, ext. 1222, visit the college's web site at www.sherman.edu, or visit the Federation of Chiropractic Licensing Boards (FCLB) web site at www.fclb.org. The FCLB recommends contacting state boards directly for the most up-to-date information on licensing requirements.

CURRICULUM

“To see what is right, and not to do it, is want of courage, or of principle.”
— Confucius

THE DESIGNATED COURSE NUMBERS

Courses are designated by number to facilitate computerizing credit and grade records, and to provide positive identification.

The first digit identifies the general category of the subject matter:

FIRST DIGIT		GENERAL SUBJECT
1	A	anatomy
2	Phy	biology and Chemistry
3	Radiolog	y
4		Pathology, Microbiology and Public Health
5	Rese	arch
6	Diagnosis	
7	Clinic	
8	Philosophy	
9	Chiropractic	Technique
0	Business	Practices

The course numbers serve only for identification and do not necessarily represent the sequence in which courses are offered.

Certain courses are prerequisites for subsequent courses. A student must earn a passing grade in the prerequisite course before proceeding to the subsequent course.

Some courses are corequisites for other courses. A student must successfully complete a corequisite no later than the successful completion of the course for which it serves as a corequisite.

TERMINOLOGY COMPETENCY

All students entering Sherman College must demonstrate competency in terminology prior to enrollment for their third term of study at the college.

COURSE DESCRIPTIONS

ANATOMY

ANATOMY 102 (HISTOLOGY)

60 HRS.

This lecture/demonstration course serves to develop a physiological and anatomical understanding of tissue structure and development from the primary germ tissues of the embryonic stage to the primary tissues of the mature stage. Cellular and tissue structures are shown. This is a foundation course for future anatomical and physiological courses.

ANATOMY 103 (ANATOMY I)

60 HRS.

This lecture course covers the gross anatomy and surface anatomy of the thoracic, abdominal, pelvic and perineal regions.

ANATOMY 104 (ANATOMY II)

60 HRS.

This lecture course covers the osteology, musculature, angiology, innervation, arthrology and surface anatomy of the posterior neck, back and extremities. (*Prerequisite 103, 900*)

ANATOMY 106 (ANATOMY III)

48 HRS.

This lecture course covers the gross and surface anatomy of the head and neck. All anatomical parts of the head and neck (except the brain and spinal cord) are discussed. (*Prerequisite 103, 900*)

ANATOMY 108 (EMBRYOLOGY)

48 HRS.

This lecture course presents a description of the production of germ cells and the developmental anatomy from the zygote through the fetal stage. Included is a study of tissue origins and differentiation. (*Prerequisites 103, 106*)

ANATOMY 111 (SPECIAL SENSES)

48 HRS.

This lecture/demonstration course is a study of the organs of sight, hearing, taste, smell, touch and equilibrium. The gross and microscopic anatomical structures of these organs are considered, along with their blood supply, neural connections, and biochemical and physiological function. Pathologies of the organs of special sense, their symptoms, course and significance are also studied. (*Prerequisites 106, 116*)

ANATOMY 113 (ANATOMY LAB I)

48 HRS.

This gross dissection course covers areas discussed in Anatomy 103. (*Corequisite 103*)

ANATOMY 114 (ANATOMY LAB II)

36 HRS.

This gross dissection course covers areas discussed in Anatomy 104. (*Corequisite 104*)

ANATOMY 116 (ANATOMY LAB III)

24 HRS.

This gross dissection course covers areas discussed in Anatomy 106. (*Corequisite 106*)

ANATOMY 124 (NEUROANATOMY I)

60 HRS.

This lecture course is the first of two anatomy courses on the nerve system. It includes an introduction to the nerve system, followed by the study of neurons and fibers, receptors, meninges, cerebrospinal fluid, myelin, segmental innervation, the autonomic nerve system, and the structural and functional anatomy of the spinal cord. Nuclei and tracts are studied at the gross and microscopic levels. Specific reflexes and the effects of certain lesions are also considered. (*Prerequisite 103*)

ANATOMY 125 (NEUROANATOMY II)**108 HRS.**

This lecture/laboratory (72/36) course is the continuation of Anatomy 124. It covers the structural and functional anatomy of the brain-stem, the cranial nerves, and the forebrain. As in Anatomy 124, nuclei tracts and the effects of lesions are studied at the gross and microscopic levels. The laboratory portion includes the study of microscopic slides, models and brain dissection. (Prerequisite 124)

PHYSIOLOGY AND CHEMISTRY

PHYSIOLOGY 201 (NEUROPHYSIOLOGY)

60 HRS.

This in-depth lecture course is concerned with the properties and functions of the central and peripheral nerve system. It examines the physical properties of the nerve impulse, the chemical neurotransmitters, the functions of the different parts of the brain and spinal cord, the neural pathways involved in various brain functions and the neural control of body functions. (*Prerequisites 124, 125*)

PHYSIOLOGY 202

60 HRS.

(FLUIDS, RENAL AND RESPIRATORY PHYSIOLOGY)

This lecture course covers the functions of the urinary and respiratory systems, fluid regulation and lymphatic circulation.

PHYSIOLOGY 203

60 HRS

(DIGESTIVE PHYSIOLOGY AND TEMPERATURE REGULATION)

This lecture course covers the functions of the digestive system and of the homeothermic processes of temperature regulation. (*Prerequisite 201*)

PHYSIOLOGY 204 (ENDOCRINE PHYSIOLOGY)

60 HRS.

This comprehensive lecture course covers the human hormonal control systems, the functions of individual hormones and their interactions, and reproductive physiology.

PHYSIOLOGY 205 (CARDIOVASCULAR PHYSIOLOGY)

60 HRS.

This lecture course covers the functions of the red blood cells, and the functions and dynamics of the heart and cardiovascular circulation. (*Prerequisites 201, 202*)

PHYSIOLOGY 206 (PHYSIOLOGY LAB)

36 HRS.

This laboratory course demonstrates various techniques used in the testing of many organ systems throughout the body. It enhances the student's previous knowledge from courses in physiology and laboratory diagnosis and provides a more comprehensive view of overall metabolism. (*Prerequisites 201, 202, 203, 205, 608*)

CHEMISTRY 209 (NUTRITION AND DEFICIENCY DISORDERS)

60 HRS.

This lecture course is a study of the major categories of food and their utilization by the body. The chemistry of vitamins and minerals is studied along with their biochemical relationship to enzymes and their overall role in the human body. Nutritional deficiency disorders are discussed, including their origins and prevention. Further consideration is given to the effects of modern preparation, preservation, refining and other environmental influences on the quality of food.

CHEMISTRY 220 (BIOCHEMISTRY I)

60 HRS.

This lecture course introduces the chemistry, structure and function of the four major biomolecules (carbohydrates, lipids nucleotides and proteins) and the polymers derived from them. Their contributions to the structure and function of the cell are discussed. Basic thermodynamic and enzymatic theories, consistent with the student evolving a deeper understanding of life, will be introduced. General principles of biochemical pathway flux and regulation will be discussed in readiness for Chemistry 222.

CHEMISTRY 222 (BIOCHEMISTRY II)

60 HRS.

This lecture course presents the central catabolic and anabolic pathways of the cell. Particular attention is given to pathway regulation and integration so that the student develops an appreciation of the metabolic logic of living organisms. The hormonal regulation of metabolism is also emphasized. Specific metabolic

functions of vitamins and minerals, aspects of digestive physiology and core nutritional concepts are also discussed. The student is introduced to basic molecular biology, the structure and function of nucleic acids and the eukaryotic gene expression pathway. (*Prerequisite 220*)

RADIOLOGY

RADIOLOGY 301 (X-RAY PHYSICS)

60 HRS.

This lecture/demonstration course addresses the uses and dangers of ionizing radiation. An in-depth study of the physics involved in the production of x-rays, their properties, and interactions with matter is presented. Basic x-ray machine operation, basic developing procedures and patient safety factors are also covered.

RADIOLOGY 302 (RADIOGRAPHIC ANATOMY)

60 HRS.

This lecture/laboratory (30/30) course introduces the student to the interpretation of spinal structures as viewed on x-rays (spinographs). Normal spinal structures are thoroughly studied in preparation for other x-ray courses in the curriculum. (*Prerequisites 103, 113, 900*)

RADIOLOGY 304 (X-RAY POSITIONING I)

48 HRS.

This lecture/laboratory course (12/36) is designed to teach the student those practical procedures necessary to obtain analytical quality x-rays of the cervical spine. The laboratory portion includes equipment and patient positioning. (*Prerequisites 301; Corequisite 302*)

RADIOLOGY 306 (X-RAY POSITIONING II)

24 HRS.

This lecture/laboratory course (4/20) is designed to teach the student those practical procedures necessary to obtain analytical quality x-rays of the full spine. The laboratory portion involves patient placement and equipment utilization. (*Prerequisites 301; Corequisite 302*)

RADIOLOGY 314 (RADIOGRAPHIC ANALYSIS I)

60 HRS.

This lecture/laboratory (24/36) course is designed to instruct the student in visual analysis, line analysis and neural canal studies, and to correlate these with spinal biodynamics and malformations in order to obtain accurate listings of vertebral misalignments in the cervical spine. (*Prerequisites 301, 302, 304*)

RADIOLOGY 316 (RADIOGRAPHIC ANALYSIS II)

60 HRS.

This lecture/laboratory (40/20) course is designed to instruct the student in visual and line analysis studies utilizing radiographs of the lower cervical, thoracic and lumbo-pelvic spine. Spinal biomechanics and malformations are discussed and correlated, enabling the student to develop accurate listings of vertebral misalignments in the lower cervical, thoracic and lumbo-pelvic spine. (*Prerequisites 301, 302, 306, 314*)

RADIOLOGY 318 (TUMORS AND ARTHRITIDES)

60 HRS.

This 60-hour lecture/ laboratory (30/30) course is a study of benign and malignant neoplasms, including their identification on radiograph, classification, gross and micro pathology considerations, clinical and laboratory diagnosis procedures, frequency of occurrence, and indication of onset. The arthritides are also covered, including the major articular disease processes, causes, associated pathologic changes, frequency, onset and radiological and laboratory diagnostic procedures.

RADIOLOGY 320 (SOFT TISSUE X-RAY PATHOLOGY)

48 HRS.

This lecture/laboratory (24/24) course deals with the diagnostic interpretation of radiographs of the various systems and organs of the body. It is designed to familiarize the student with diagnostic techniques and procedures involved in patient safety, assessment and referral. (*Prerequisites 302, 318, 428*)

RADIOLOGY 322 (HARD TISSUE X-RAY PATHOLOGY)

84 HRS.

This lecture/laboratory (48/36) course is designed to aid the student in learning to recognize, on x-rays, deviations from norms which constitute possible pathological conditions and/or contraindications for the use of certain chiropractic adjustive techniques. (*Prerequisites 304, 306, 314, 316*)

RADIOLOGY 330 (X-RAY REVIEW)

60 HRS.

This lecture/laboratory (30/30) course is designed to review the previous soft and hard tissue x-ray courses. Emphasis is placed on material that may be encountered on a licensing exam. (*Prerequisites 320, 322*)

RADIOLOGY 340 (BLAIR X-RAY ANALYSIS)

60 HRS. ELECTIVE

This lecture/laboratory (48/12) course provides a basic understanding of the Blair concept of occipito-atlanto-axial misalignment. The use of protracto and stereo views is studied. The student is taught how to mark base posterior views. Patient set-ups in the x-ray room will be demonstrated. (*Prerequisites 304, 306, 314, 316, 702*)

PATHOLOGY, MICROBIOLOGY AND PUBLIC HEALTH

MICROBIOLOGY 420 (MICROBIOLOGY I)

60 HRS.

This in-depth lecture/laboratory (48/12) course presents modern concepts of the role of bacteria in ecological and biological cycles and the influence of bacteria on the healthy and the disordered body. Immunological concepts and the role of the immune system in disease processes are presented.

MICROBIOLOGY 422 (MICROBIOLOGY II)

60 HRS.

This lecture/laboratory (48/12) course is a continuation of Microbiology 420. Emphasis is placed on pathogenic microbes and includes a systematic study of parasites, vectors, fomites, microbial life cycles, and the relationship between common pathogens and their hosts. Laboratory instruction, which stresses the observation and identification of clinically significant microbes, accompanies this course. (*Prerequisite 420*)

PUBLIC HEALTH 424 (PUBLIC HEALTH)

60 HRS.

This lecture course deals with public health organizations on the jurisdictional level, and with individual and community responsibilities in matters of environmental protection. Food, water and air pollution are considered, as well as the public health ramifications of drug use and abuse. Virology and the study of sexually-transmitted diseases are also included in this course. (*Prerequisite 422 recommended*)

PATHOLOGY 428 (MICROPATHOLOGY)

60 HRS.

This lecture course covers the principles of morbid anatomy, including cellular morphology, inflammatory changes, various types of degeneration, atrophy, necrosis, thrombosis, gangrene, repair and healing, the internal fluid environment, hemorrhage, shock and postmortem changes. (*Prerequisite 422*)

PATHOLOGY 432 (OBSTETRICS/GYNECOLOGY)

48 HRS.

This lecture course covers human gestation from conception through parturition. It includes a study of physiological considerations concerning the expectant mother and fetus relative to x-ray, spinal care, preparation for delivery and postnatal care of the infant. The causes of complications during pregnancy, and methods of prevention are studied. A review of the anatomy, physiology and pathology of the female reproductive organs, and changes during puberty and menopause, are also included.

PATHOLOGY 434 (ABNORMAL PSYCHOLOGY)

24 HRS.

This lecture/discussion course is concerned with human personality and traits, both normal and abnormal, in a social environment, with emphasis on the description of psychological disorders. Biological, psychological and social factors are discussed.

RESEARCH

RESEARCH 504 (INFORMATION RESOURCES)

60 HRS. ELECTIVE

This lecture/laboratory (30/30) course is designed to instruct students on how to search for, locate and utilize the library's collection of books, periodicals, databases and the Internet. This course prepares the student to find the information needed in practice as well as for professional research projects.

RESEARCH 510 (RESEARCH DESIGN)

36 HRS.

This lecture course offers the student an introduction to basic research methods. Students are shown how to develop a sound research hypothesis, gather data, and analyze data statistically. Students are assisted in developing a research proposal.

RESEARCH 511 (RESEARCH THESIS)

60 HRS. ELECTIVE

This lecture course builds on Research 510. Students are shown how to organize the data they have collected from their intern experience and present it in an appropriate written form. The purpose of this course is to assist the student in producing a scholarly thesis suitable for publication. (*Prerequisite 510*)

RESEARCH 516 (SENIOR PROJECT)

MIN. 60 HRS. ELECTIVE

Senior Project is available to students in 704 or above with a G.P.A. of 2.5 or higher. The course provides the student with an opportunity to extend the knowledge, skills and attitudes obtained during chiropractic studies. The student, under the direct supervision of a faculty advisor, will plan, implement and evaluate a project that provides a service to the profession, the community or the college. A student wishing to complete a senior project for credit must obtain and complete an application from Academic Affairs. The Senior Project Committee, a subcommittee of the Academic Affairs Committee, reviews all applications and determines the viability of the project and the assignment of clock hours for credit. The committee reviews the final report and determines a final grade for the course. (*Prerequisite 703*)

DIAGNOSIS

DIAGNOSIS 601 (PHYSICAL EXAMINATION I)

60 HRS.

This lecture/laboratory (48/12) course is designed to teach the methods of taking case histories and performing patient examinations, including the use of the ophthalmoscope, otoscope, sphygmomanometer, stethoscope and other examination tools and procedures.

DIAGNOSIS 602 (ORTHOPEDIC/NEUROLOGICAL I)

36 HRS.

This lecture/demonstration course is designed to teach procedures used in the orthopedic and neurological examination. Information is presented regarding diseases of the nerve system and procedures used to evaluate sensory, motor and reflex tests, charts, physical signs and symptoms. (*Prerequisites 103, 113, 104, 114, 106, 116, 124, 125, 900*)

DIAGNOSIS 603 (PHYSICAL EXAMINATION II)

36 HRS.

This lecture/demonstration course is designed to expand the student's knowledge of physical examination procedures of the cranial nerves, head, neck, rectal, urogenital, gastrointestinal, and gynecological areas.

DIAGNOSIS 606 (PEDIATRICS/GERIATRICS)

60 HRS.

This lecture course is a study of the normal and abnormal changes that occur in the developing child and the aging adult, including consideration of the physical, nutritional and psychological needs of both age groups. Particular emphasis is placed on the special problems involved in chiropractic care of children and the aged.

DIAGNOSIS 607 (CARDIOVASCULAR/RENAL/PULMONARY)

60 HRS.

This lecture/demonstration course is a study of the pathologies of the heart, blood vessels, kidneys and lungs, and of the diagnosis of diseases of these organs. Physical and laboratory examinations of these systems and the significance of exam findings are a major focus. (*Prerequisites 103, 205*)

DIAGNOSIS 608 (LABORATORY I)

60 HRS.

This lecture/laboratory (40/20) course studies laboratory techniques and the diagnostic significance of laboratory results and interpretation of findings in relation to blood and metabolic disturbances. Principles of hemostasis, coagulation and basic immunohematology are also covered. Laboratory experiences include urinalysis and complete blood counts with the diagnostic interpretation of findings. (*Prerequisite 205*)

DIAGNOSIS 612 (ORTHOPEDIC/NEUROLOGICAL II)

48 HRS.

This lecture/demonstration course focuses on advanced orthopedic and neurological examinations. Information is presented regarding diseases of the nerve system and diagnostic procedures used for identifying and classifying them.

DIAGNOSIS 614 (DERMATOLOGY/TOXICOLOGY)

48 HRS.

This lecture course is a study of deleterious chemical compounds, classifying various poisons by their symptomatology, antidotes and immediate case management. The toxic effects of alcohol, cigarettes, drugs and narcotics are discussed. A study of the anatomy and physiology of the skin, with close attention to common skin disorders and their relationship to other body malfunctions, is included.

DIAGNOSIS 615 (LABORATORY II)

60 HRS.

This lecture/laboratory (50/10) course is a continuation of Diagnosis 608, and concentrates on the interpretation of laboratory results obtained in the analysis of blood, urine, feces, sputum, synovial fluid, amniotic fluid and cerebrospinal fluid. The course focuses on the results and interpretation of the standard biochemical panel. It considers normal and abnormal values and the diagnostic significance of the

laboratory findings. Laboratory experiences include the performance of several colorimetric assays (glucose, uric acid, cholesterol and calcium) and latex agglutination assays (C-reactive protein and RF latex). (*Prerequisite 608*)

DIAGNOSIS 619 (CLINIC DIAGNOSIS REVIEW)

60 HRS.

This comprehensive lecture/laboratory (30/30) course is a complete analytic review and integration of all previously learned clinical arts and sciences. (*Prerequisites 601, 602, 603, 612*)

DIAGNOSIS 620 (PELVIC AND PROSTATE EXAMINATIONS)

12 HRS.

This laboratory course is designed to prepare the student to perform pelvic and prostate examinations and to recognize non-chiropractic findings. Proper techniques and positioning, and maintaining patient modesty will be discussed and practiced. (*Prerequisites 432, 601, 603*)

CLINIC

CLINIC 700 (PRE-CLINIC)

60 HRS.

This course prepares the student for the clinic internship. The student receives instruction in correlating and integrating information from the case history, patient examination and x-ray examination into a clinical impression. Health center policies and procedures and record-keeping procedures are covered in detail. Students must successfully complete a comprehensive clinic entrance examination at the end of this course to advance into Clinic 701. (*Prerequisites 301, 302, 304, 306, 314, 601, 602, 810, 812, 824, 900, 901, 902, 903, 905, 906, 907*)

CLINIC 701 (CLINIC I)

60 HRS.

In this first clinic course, the intern must apply the information and skills learned in the basic and clinical sciences to the care of other students and their adult family members. Interns gain experience in an actual practice setting, applying their training in spinal analysis, correlation and synthesis by taking case histories, performing examinations, including x-ray and instrumentation, and spinal adjusting. The intern works under the close supervision of licensed clinic faculty doctors. (*Prerequisites 316, 700, 910*)

CLINIC 702, 703, 704, 705, 706 (CLINIC II, III, IV, V, VI)

480 HRS. TOTAL

These clinic courses require the student intern to continue to apply all the previously learned skills of patient management, x-ray and technique by rendering chiropractic service to patients from the community in addition to student patients. The student intern continues to work under the supervision of licensed faculty doctors of chiropractic and is required to meet the established quarter requirements for each of these clinic courses. (*822 is a prerequisite to 703*) (*These are pass/fail courses.*)

CLINIC 708 (CLINIC VII)

180 HRS. ELECTIVE

This is a continuation of previous clinics. The student continues his/her internship in the Sherman College Chiropractic Health Center and continues to render chiropractic care to patients under faculty supervision. (*This is a pass/fail course.*)

CLINIC 710 (BASIC LIFE SUPPORT AND BLOOD-BORNE PATHOGENS)

60 HRS.

This 60-hour lecture/laboratory (30/30) course presents practical instruction in rendering emergency first aid and basic life support. The student must demonstrate proficiency in cardiopulmonary resuscitation on the adult, child and infant, as well as practical skills involving control of bleeding, application of bandages and splinting. The safe and proper use of heart defibrillators is reviewed. The safe handling of body fluids is discussed in relation to the prevention of the transmission of infection from blood-borne pathogens. The etiologies of blood-borne pathogens, such as HIV and Hepatitis B and C, and their effects on the systems of the body, are also covered. (*Co-requisite: The student enrolled in Clinic 710 must present proof of certification in Community CPR prior to the completion of the course. The certification may not have been completed more than 6 months prior to the first day of this course. This is to ensure current certification upon entry into clinic.*)

CLINIC 712 (SENIOR INTERN PROGRAM)

300 HRS. ELECTIVE

The Senior Intern Program allows senior student interns who meet the requirements and are approved by the health center faculty to work in a limited supervisory capacity in the Sherman College Chiropractic Health Center. Duties include assisting lower-quarter interns in case analysis, plan of care and patient management. The senior intern is assigned staff hours and is required to meet with the dean of chiropractic health services biweekly. Written reports are required. (*This is a pass/fail course.*)

CLINIC 720 (CLINICAL CHIROPRACTIC PEDIATRICS)

36 HRS. ELECTIVE

This course is designed to enhance the student's confidence in detecting and correcting vertebral subluxations in children. Case history, physical and neurological assessment and delivery of care is detailed. The promotion of a child-friendly practice and patient education program are emphasized.

PHILOSOPHY

PHILOSOPHY 810 (PHILOSOPHY I)

60 HRS.

This lecture course is a study of the fundamentals of the chiropractic philosophy of Sherman College of Straight Chiropractic. The nature, role and methods of philosophy are reviewed, including the relationship of philosophy to science and art. Emphasis is placed on the investigation of vitalism as a basis for the major premise of chiropractic. The fundamental assumptions, principles, concepts and terms of chiropractic philosophy are presented. The “Triune of Life” is thoroughly explored, as is the “Simple (safety pin) Cycle” of awareness and adaptation. Special philosophical consideration is given to the relationship between universal intelligence, innate intelligence, innate mind and educated mind.

PHILOSOPHY 812 (PHILOSOPHY II)

60 HRS.

This lecture course is a continuation of Philosophy 810 (Philosophy I). It covers the principles of the chiropractic profession, as they are derived from chiropractic philosophy and the traditional concept of the “learned profession.” The profession’s central area of interest and practice objective, as well as licensure and regulatory parameters, are explored. Issues of chiropractic practice terminology, scope of practice and criteria of patient safety are considered as well. Health enhancement versus disease treatment is discussed relative to the role of a chiropractor as a primary health care provider. *(Prerequisite 810)*

PHILOSOPHY 814 (POLITICAL PERSPECTIVES)

12 HRS.

This lecture/discussion course provides information about the history of accreditation in the chiropractic profession, national organizations, legislative affairs and the political perspectives involved. *(This is a pass/fail course.)*

PHILOSOPHY 820 (ADVANCED PHILOSOPHIC TOPICS)

12 HRS.

This lecture course addresses advanced philosophic topics in a continuing deductive discussion. Educated mind, brain and intelligence, learning and the philosophic basis for chiropractic communication will be considered. Survival values, the evolution of species and interspecies relationships will be addressed. *(Prerequisite 812)(This is a pass/fail course.)*

PHILOSOPHY 822 (PATIENT EDUCATION)

48 HRS.

This lecture/participation course is designed to study and apply verbal and non-verbal communication techniques. Student oral presentations with instructor and peer critique are utilized to give students practical experience in educating the public about the benefits of chiropractic care. *(Prerequisite 812)*

PHILOSOPHY 824 (UPPER CERVICAL RATIONALE)

24 HRS.

This lecture course is an introduction to the evolution of chiropractic research and its objectives. The philosophical and physiological rationale underlying a strong focus on upper cervical subluxation is presented.

PHILOSOPHY 830 (SUBLUXATION THEORIES)

48 HRS.

This lecture/discussion course is concerned with vertebral subluxation and the various hypotheses that have been proposed to support its existence. The course includes a thorough review of both past and present scientific research literature. *(Prerequisites 124, 125, 201, 810, 812)*

PHILOSOPHY 840 (CHIROPRACTIC HISTORY)

48 HRS.

This lecture course is designed to provide historical information about the scientific, philosophical, clinical, political, sociological and educational development of chiropractic. *(Prerequisite 812)*

PHILOSOPHY 842 (PHILOSOPHICAL APPLICATIONS)

12 HRS.

This course is oriented toward the student intern experience. It includes commentary and discussion concerning the application of chiropractic principles to practice. (*Prerequisite 703*) (*This is a pass/fail course.*)

PHILOSOPHY 844 (MEDIA COMMUNICATIONS)

48 HRS.

This lecture/participation course is designed to develop the skills needed to communicate chiropractic principles effectively and accurately, utilizing all forms of media, including newspaper, radio and television. (*Prerequisite 822*)

CHIROPRACTIC TECHNIQUE

INSTITUTIONAL POLICY ON TECHNIQUE

Chiropractic techniques and procedures are tools used in fulfilling the chiropractic objective of locating, analyzing and correcting vertebral subluxations.

Chiropractic techniques in the Sherman College program may be included in the “core” technique curriculum, if in the opinion of the faculty, they are useful in the location, analysis and correction of vertebral subluxations. The faculty will select techniques which will accommodate a majority of the student population, with considerations for size, strength and agility, as well as the stated chiropractic objective.

When technique packages contain procedures which are directed toward the location, analysis and correction of vertebral subluxations and also contain procedures directed toward other objectives, the faculty may select the appropriate procedures for inclusion in the program while omitting those procedures deemed inappropriate for inclusion.

The faculty may elect to present techniques and/or procedures which are incongruent with the technique objective of Sherman College if there is an overriding national objective dictating the necessity of inclusion in the program. In these instances, the material may be presented in a classroom setting for informational purposes and will not be included as approved procedures in the clinical setting.

TECHNIQUE 900 (SPINAL BIODYNAMICS I)

96 HRS.

This 96-hour lecture course presents a study of the spine from a clinical chiropractic viewpoint, a description of the structural and functional anatomy of the spinal column and the individual vertebrae, considering similarities and differences between the various vertebrae. Classification of the joints of the spine, with their respective articular surfaces and related ligaments are studied in detail as the required foundation for future courses in x-ray and adjusting technique. The musculature attaching to and acting on the spine, as well as normal and abnormal postural conditions are considered. Spinal embryology and anomalies are introduced. Specific chiropractic technique fundamentals are considered in relation to typical/atypical vertebra, embryologic anomalies, articular orientation, ligamentous limits to motion, muscular attachments, and nerve root positioning. X-ray analyses are considered in relation to segmental and regional structures of the spine, embryological anomalies, curves and curvatures, and articular orientation. Patient education is considered in relation to typical vertebra, functions of the spinal column as an organ, curves, nerve root and spinal cord structure and function, muscular attachments to the spine, and subluxation theories. Students are required to demonstrate specific knowledge and understanding of the spine obtained through required research assignment in both written and verbal formats.

TECHNIQUE 901 (TOGGLE/RECOIL I)

60 HRS.

This lecture/laboratory (20/40) course begins the development of the muscles, coordinations, and skills required to palpate spinal structures and to perform adjustic moves. It includes personal conditioning of the particular muscle groups necessary for the execution of various adjustic thrusts, digital sensitization exercises, and practice sessions in the fundamentals of palpation. The lecture deals with the history, scope and development of chiropractic techniques.

TECHNIQUE 902 (TOGGLE/RECOIL II)

60 HRS.

This lecture/laboratory (20/40) course is a continuation of Technique 901, with advanced training in the development of the toggle/recoil mechanism and more advanced palpatory skills. (*Prerequisite 901*)

TECHNIQUE 903 (PALPATION) 60 HRS.
This lecture/laboratory (12/48) course develops all aspects of the palpatory examination of spinal structures. Emphasis is placed on the identification of hard tissue structures, and motion and muscle palpation methods. An understanding of various listing systems employed in chiropractic is developed through lecture and practical instruction. Complementary analytical procedures, such as spinal balance, are presented. (*Prerequisite 900, 902*)

TECHNIQUE 905 (UPPER CERVICAL CONTACTS) 60 HRS.
This lecture/laboratory (20/40) course covers the toggle/recoil technique for adjusting upper cervical subluxations. This includes positioning of the patient, the chiropractor's stance, and the contact points used. Correlation of contacts, x-ray findings, and all forms of palpation are discussed. (*Prerequisite 903*)

TECHNIQUE 906 (INSTRUMENTATION) 60 HRS.
This lecture/laboratory (24/36) course presents the techniques of performing, recording and interpreting thermographic instrumentation readings. Lecture and practical work are conducted in establishing and interpreting neurological interference patterns. (*Prerequisite 903*)

TECHNIQUE 907 (FULL SPINE I) 60 HRS.
This lecture/laboratory (20/40) course introduces the student to full spine and upper cervical adjusting procedures using Gonstead and specific Diversified techniques. (*Prerequisite 903*)

TECHNIQUE 909 (SURVEY OF ALTERNATIVE PROCEDURES) 48 HRS.
This lecture course for senior students offers exposure to a variety of chiropractic procedures. The course is intended to provide the student with an overview of different schools of thought and approaches concerning analytical and adjustive procedures not utilized in the college system. (*Prerequisite 702*)

TECHNIQUE 910 (FULL SPINE II) 60 HRS.
This lecture/laboratory (20/40) course deals with various specific Thompson and Pierce chiropractic techniques for the adjustment of vertebral subluxations throughout the spinal column. Pelvic misalignments and corrections are also addressed. (*Prerequisite 907*)

TECHNIQUE 911 (ATLAS ORTHOGONAL) 60 HRS. ELECTIVE
This lecture/laboratory (36/24) course teaches precise x-ray analysis, patient placement using the orthogonal table, and vertebral subluxation correction using the atlas orthogonal instrument adjustive technique. (*Prerequisites 304, 306, 314, 316, 702, 903*)

TECHNIQUE 912 (SPINAL BIODYNAMICS II) 60 HRS.
This lecture course is designed to further the student's understanding of the spine as an organ, further exploring the biodynamics of the spine. (*Prerequisites 106, 900*)

TECHNIQUE 920 (GONSTEAD CHIROPRACTIC TECHNIQUE) 36 HRS. ELECTIVE
This lecture/laboratory course (12/24) provides students with the knowledge and skills to integrate the Gonstead Chiropractic Technique into procedures and protocols used in the Sherman College Chiropractic Health Center to locate, analyze and correct vertebral subluxations. It includes a brief history of the technique, Gonstead x-ray analysis, instrumentation and palpation, patient positioning and specialized equipment needs. The laboratory portion of the course is devoted to providing the student with hands-on practice in palpation, x-ray analysis, instrumentation, table selection and adjustment set-ups. (*Prerequisites 316, 907*)

TECHNIQUE 925 (PERCUSSION INSTRUMENT TECHNIQUES)**36 HRS. ELECTIVE**

This lecture and lab course (22/14) introduces Activator Methods™ in the context of vertebral subluxation analysis and correction. Activator protocols will be integrated into the Sherman College system of pattern analysis, and instruction will be presented in the use of the Activator instrument to provide the application of force necessary for the correction of vertebral subluxations. This introductory course is designed to supplement the student's general knowledge of percussive instrument procedures and does not provide the advanced skills development necessary for the inclusion of care and/or management of patients in the Chiropractic Health Center. (*Prerequisite 703*)

BUSINESS PRACTICES

BUSINESS PRACTICES 010 (PRACTICE MANAGEMENT)

60 HRS.

This lecture course is designed to prepare the chiropractic student for the realities of opening and maintaining a successful chiropractic practice. Sound business principles are stressed, with emphasis on building and maintaining a referral practice. Goal setting, planning, obtaining financing, patient management, taxes, insurance, and principles of investment are covered. The practice management portion of this course provides an introduction to the basics of management applicable to chiropractic practice. Students develop purpose statements and goals for their practices, build an organization structure to meet their purposes and learn how to manage by statistics. (*Prerequisite 702, Corequisite 012*)

BUSINESS PRACTICES 011 (ETHICS AND JURISPRUDENCE)

48 HRS.

This lecture course introduces the ethical and legal principles of chiropractic practice. The traditional ethical code of chiropractic practice, as well as the modern aspects of insurance relations, are covered. Legal considerations of chiropractic practice are presented, including malpractice, contracts and business law. (*Prerequisite 703*)

BUSINESS PRACTICES 012 (AUTOMATED OFFICE PROCEDURES)

60 HRS.

This lecture/laboratory (30/30) course is designed to instruct students in the computerization of office procedures. Each student is guided through the logic and use of computer software created to record patient information, assist in spinal analysis, and perform the principle business and organizational tasks encountered in a chiropractic office. (*Corequisite 010*)

STANDARD SCHEDULE

FIRST QUARTER

Course #	Title	
102	Histology	60
220	Biochemistry I	60
301	X-Ray Physics	60
810	Philosophy I	60
900	Spinal Biodynamics I	96
901	Toggle/Recoil I	60
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Total	396	

SECOND QUARTER

Course #	Title	
103	Anatomy I	60
113	Anatomy I Lab	48
202	Fluids	60
420	Microbiology I	60
812	Philosophy II	60
824	Upper Cervical Rationale	24
902	Toggle/Recoil II	60
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Total	372	

THIRD QUARTER

Course #	Title	
104	Anatomy II	60
114	Anatomy Lab II	36
222	Biochemistry II	60
302	Radio Anatomy	60
304	X-Ray Positioning I	48
422	Microbiology II	60
903	Palpation	60
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Total	384	

FOURTH QUARTER

Course #	Title	
106	Anatomy III	48
116	Anatomy Lab III	24
124	Neuroanatomy I	60
314	X-Ray Analysis I	60
424	Public Health	60
820	Advanced Philosophy	12
906	Instrumentation	60
907	Full Spine I	60
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Total	384	

FIFTH QUARTER

Course #	Title	
108	Embryology	48
125	Neuroanatomy II	108
209	Nutrition	60
306	X-Ray Positioning II	24
601	Physical Exam I	60
602	Orthopedic/Neurological I	36
905	Upper Cervical Contacts	60
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Total	396	

SIXTH QUARTER

Course #	Title	
201	Neurophysiology	60
204	Endocrine	60
316	X-Ray Analysis II	60
318	Tumors/Arthritides	60
700	Pre-Clinic	60
910	Full Spine II	60
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Total	360	

SEVENTH QUARTER

Course #	Title	
111	Special Senses	48
203	Temp/Digestion	60
205	Cardiovascular Physiology	60
428	Micropathology	60
608	Lab Diagnosis I	60
701	Clinic I	60
814	Pol Perspectives	12
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Total	360	

EIGHTH QUARTER

Course #	Title	
206	Physiology Lab	36
607	Cardiovascular Diagnosis	60
702	Clinic II	96
710	First Aid	60
822	Patient Education	48
912	Spinal Biodynamics II	60
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Total	360	

NINTH QUARTER

Course #	Title	
322	Hard Tissue Path	84
510	Research Design	36
603	Physical Exam II	36
615	Lab Diagnosis II	60
703	Clinic III	96
830	Subluxation Theories	48
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Total	360	

TENTH QUARTER

Course #	Title	
320	Soft Tissue Path	48
432	Obstetrics/Gynecology	48
612	Orthopedic/Neurological II	48
704	Clinic IV	96
840	Chiropractic History	48
909	Alternative Adjusting	48
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Total	336	

ELEVENTH QUARTER

Course #	Title	
011	Ethics	48
434	Abnormal Psychology	24
606	Pediatrics/Geriatrics	60
614	Dermatology/Toxicology	48
705	Clinic V	96
842	Philosophical Applications	12
844	Media Communications	48
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Total	336	

TWELFTH QUARTER

Course #	Title	
010	Practice Management	60
012	Automated Office Procedures	60
330	Radiology Review	60
619	Clinic Diagnosis Review	60
706	Clinic VI	96
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Total	336	

THIRTEENTH QUARTER

Course #	Title	
708	Intern	180
and	Two Electives Minimum	96
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Total	276	

- or 712 Senior Intern 300
- or 515 Senior Research 300

4656-4680 TOTAL HOURS

This is the proposed standard schedule and is subject to change.

Students should pursue courses in the suggested sequence. Failure to do so may result in scheduling difficulties, which will delay program completion.

CONTINUING EDUCATION

“Education should be the process of helping every person to discover his/her uniqueness, to teach him/her how to develop that uniqueness, and then to show him/her how to share it because that’s the only reason for having anything.”

PURPOSE

The purpose of continuing education is to further the graduate chiropractor’s knowledge in the areas of basic sciences, clinical arts, case management, philosophy and research. Guided by the institutional objectives, postdoctoral programs, seminars and workshops are offered both on and off campus.

COURSES FOR SPOUSES

Husbands and wives of students are urged to learn as much as possible about chiropractic philosophy and other aspects of the profession. The college encourages spouses to participate in activities of the college and profession and to enroll in special courses and seminars that are offered for this purpose.

NON-CREDIT COURSES FOR GRADUATE CHIROPRACTORS

The college offers an on-campus program for doctors of chiropractic who wish to advance their knowledge and skills in the areas of specific adjusting technique, spinograph analysis and instrumentation, philosophy and communications. For further information, contact the director of continuing education.

CONTINUING EDUCATION WORKSHOPS FOR LICENSE RENEWAL

The college offers postdoctoral programs and seminars for the purpose of license renewal in most states. The programs are conducted by Sherman College faculty and other well-known and respected chiropractors and extension faculty.

CONTINUING EDUCATION UNITS (CEUS)

Continuing education units are awarded for participation in non-credit courses and seminars. One CEU is equal to ten contact hours.

LYCEUM

“Contagious enthusiasm, like a master candle lit with fire, can spark light into others and set them aglow.”

SHERMAN COLLEGE LYCEUM

To the many people who are responsible for making Sherman College what it is today, chiropractic is more than just a profession. It is a positive way of life. Each year, hundreds of chiropractors, their families, students and other interested people gather on the campus for a celebration of this way of life. The Sherman College Lyceum is a time for learning, thinking, exchanging thoughts and ideas, and renewing friendships. Perhaps as much as anything else, it is a time for further study of the philosophy and principles that have earned chiropractic the important role it enjoys in society today.

The lyceum concept had its origins in ancient Greece, when scientists, students, philosophers and scholars met to share ideas and to study under Aristotle. They returned each year to the traditional home of philosophy, which stood in the shadow of the Lykeion, the temple of Apollo, for which Lyceum is named.

The lyceum concept next appeared in 19th century America where it provided adult education and a forum for discussions on such social reforms as libraries, museums and schools. Prominent people such as Daniel Webster, Ralph Waldo Emerson and Susan B. Anthony lectured at lyceums. At the height of the movement, some 3,000 lyceums educated and enlightened the American public. After the Civil War, the lyceum idea merged with the Chautaugua movement.

The lyceum concept surfaced again in the early 1900s thanks to Dr. B.J. Palmer, the developer of chiropractic. Each year, as many as 8,000 people came to the Iowa chiropractic college founded by B.J.'s father, Dr. D.D. Palmer. With the death of B.J. Palmer in 1961, lyceum ceased. While there were still college homecomings and various educational seminars, none of them captured the intent or spirit of Palmer's annual celebration in Davenport, Iowa.

In 1974, when Sherman College was in its first year of existence, the tradition was revived. To this day, people from all over the world gather for technical and scientific sessions, as well as philosophical lectures. Lyceum is an invigorating experience for those at the college and for the hundreds of people who attend each spring. It is as meaningful as it is stimulating, and it offers the best in educational seminars, workshops and motivational speakers.

Lyceum is a popular part of the campus experience of Sherman College students. It offers them a look at the state of the art, its basis, and the prospects for the future of that art. At no cost, students can attend the workshops and seminars and listen to the speakers who are a part of the event. Fellowship with practicing chiropractors allows students to gain valuable insight into their chosen profession.

Socializing, entertainment and special activities round out the Lyceum experience. Everyone enjoys and benefits from Lyceum ... socially, educationally and professionally.

RESEARCH

“Let him who would move the world first move himself.”
— Socrates

PROGRAMS

The importance of continuing research has been well documented in many disciplines. As the body of information regarding the efficacy of chiropractic care accumulates, it becomes necessary to validate its constructs through scientific observation, analysis and publication.

The mission of the Sherman College Research Department is to pursue scientific research concerning the characteristics, analysis and correction of vertebral subluxation, and the characteristics and improvement of chiropractic education.

Objectives of the research department include the following:

- To develop outcome assessments suitable to measure the effects of chiropractic care.
- To validate and determine the reliability of various techniques used in the analysis and correction of vertebral subluxations.
- To assess chiropractic education.
- To teach students to read and interpret scientific literature.
- To provide continuing education to college constituencies through seminars, workshops and exhibits.
- To seek external support for its activities through gifts, grants and contracts.

In order to realize its objectives, the research department is actively engaged in ongoing research projects. An emphasis is placed on questions directly related to the delivery of chiropractic care, including analysis, interpretation, adjusting procedures, and safety issues. The department is also concerned with improving the educational process. Research courses are offered to instruct students in standard techniques of research methodology and critical appraisal of the literature. Additional elective courses are offered to encourage students to conduct short- and long-term research projects. The research department has available positions for student research assistants who aid in project development and data collection.

TRUSTEES, ADMINISTRATION, FACULTY, STAFF

“When we build . . . let it not be for personal delights nor for present use alone. Let it be such work as our descendants will thank us for, and let us think . . . that a time is to come when these stones will be held sacred because our hands have touched them, and that men will say as they look upon the labor, and the wrought substance of them, ‘See! This our fathers did for us.’”

— John Ruskin

SHERMAN COLLEGE BOARD OF TRUSTEES

Cindy L. Pekofsky, B.A., D.C. – Chair
Leonard A. Mazza, B.S., D.C. – Vice Chair
Greg M. Adams, B.S., M.S., D.C.
Robert G. Berkowitz, B.S., D.C.
Joseph F. Donofrio, D.C.
Eugene P. Flynn, Jr., D.C.
Theresa R. Galant, B.S., D.C.
Ronnie S. Jenkins, B.S., M.S.
George J. Koenigsaecker, B.S., M.B.A.
Geriell Thornburg May, B.A., M.A.
Mark Romano, D.C.
Philip J. Sorota, B.S., D.C.

ADMINISTRATIVE OFFICERS

Jerry L. Hardee, B.S., M.A., Ed.D.
President

Myron D. Brown, B.S., D.C.
Executive Vice President and Provost

Ralph Boone, Ph.D., D.C.
Director of Research

Michael Clusserath, B.S., D.C.
Dean of Chiropractic Health Services

Stacy Flowers, B.H.S., M.H.A.
Dean of Student Affairs

Susan S. Newlin, B.A.
Vice President for Planning, Assessment and Enrollment Services

Barry Nickelsberg, B.F.A.
Vice President for Institutional Advancement

Timothy D. Revels, B.S., C.P.A.
Vice President for Business and Finance

Laura Chadwick Weeks, B.S., D.C.
Vice President for Academic Affairs

SUPPORT STAFF

Jan Batzer
Executive Administrative Assistant to the President

Scott Bollhoefer
Maintenance and Security Associate

Jaime Browning, B.A.
Admission Counselor

Ben Buchanan
Maintenance Assistant

Shirlene Burnsed
Coordinator, Health Center Reception

Sarah Bush
Assistant, Office of Institutional Advancement

Donna L. Butler
Director of Financial Aid

Karen Canup, B.A., C.P.A.
Director of Business and Finance

Matthew Christopher, B.A.
Career Counselor

Julie W. Clayton, B.A.
Registrar

Rebecca Clusserath, B.S.
Director of Continuing Education

Manuel Correa, B.S.
Director of Information Services

Holly Cremonese, B.A., M.A.
Admission Office Assistant

Tonya Foster, A.S.
Director of Clinical Education Services

Richard Foster
Applications Analyst

Joy A. Gayler
Instructional Technology Facilitator

Angela Greben
Assistant to the Director of Continuing Education

Mackel J. Harris, B.S.
Career Counselor

Dianne Hertel
Office Assistant, Registrar's Office

Christine Hewitt
Receptionist and Admission Assistant

Lisa Hildebrand, B.A., M.A.
Director of Admission and International Student Advisor

Jay Jackson, A.S.
Systems Analyst

Freddi Lee, B.S.
Director of Education Services

Jared A. Lopez, A.Th.
Help Desk Manager/Computer Lab Assistant

John R. Marro, B.S.
Director of Maintenance and Security

Beth McCarter
Administrative/Research Assistant, Office of Institutional Advancement

Brandy McSwain
Health Center Receptionist

Leroy G. Moore, D.C.
Director of Ambassador Relations

Susan Mullins, B.A.
Accounts Receivable Accountant

Martha Painter
Accounts Payable Accountant

Carmen Parker
Coordinator, Health Center Record Department

Gail Pittman, B.A.
Assistant Registrar

David Poteat
Groundskeeper

Linda Price
Director of Community Relations

Karen Brower Rhodes, B.A.
Director of Public Relations

Marggi Roldan, B.A.
Director of Alumni Relations

Joanne Shaw
Health Center Record Associate

James Shippey
Housekeeping

Cathy Shockley
Director of Human Resources

Deborah Thomason, B.S.
Associate Dean of Student Affairs

Angela Thrift, B.A.
Mailroom Manager

Emily Weeks, B.A.
Learning Resources Center Assistant

Steve Whitaker, B.A., M.Ed., M.L.I.S.
Director of Learning Resources

Shay Yates
Bookstore Manager

CLASSROOM AND HEALTH CENTER FACULTY

Susan Boger-Wakeman	B.S.	Purdue	University	1992	
Dean of Basic Sciences;	M.S.		University of Wisconsin-Stout		1993
Associate Professor, Ph.D.		Kansas	State University	1999	
Basic Sciences	R.D.			1993	
L.D.N.					
W. Ralph Boone	B.S.		College of William and Mary		1966
Director of Research;	M.S.		University of Richmond		1968
Professor, Ph.D.		University	of South Carolina	1974	
Clinical Sciences	D.C.	Sherm	an College	1990	
Ron Castellucci	A.S.		Nassau Community College		1984
Assistant Professor, B.S.		SUNY		1996	
Clinical Sciences	D.C.		Logan Chiropractic College		1988
Sheldon P. Clayton	A.B.	Elon	College	1964	
Professor, M.A.		Appalachian	State University	1965	
Basic Sciences	Ph.D.		West Virginia University		1977
Michael Clusserath	B.S.		Washington State University		1982
Dean of Chiropractic	D.C.		Palmer Chiropractic College-West		1987
Health Services;					
Assistant Professor,					
Clinical Sciences, Health Center					
Rochelle Delain	D.C.	Sherm	an College		1992
Instructor, Clinical Sciences,					
Health Center					
William M. Decken	B.A.	Marist	College	1979	
Philosophy Department	D.C.	Sherm	an College		1986
Chair; Associate Professor,					
Clinical Sciences					
Joseph J. Donofrio	D.C.	Sherm	an College		1994
Assistant Professor,					
Clinical Sciences, Health Center					
Anthony C. Duke	B.A.	Einsham	University	1968	
Professor, M.A.		Cleveland	State University	1971	
Basic Sciences	Ph.D.		Michigan State University		1977

William E. Fehl Associate Professor, Clinical Sciences	B.S. D.C.	Excelsior Sherman College	College 2003	1983
Stacy Flowers Dean of Student Affairs Assistant Professor, Clinical Sciences	A.H.S. B.H.S. M.H.A.	York Technical College Medical University of South Carolina Golden Gate University		1985 1993 2003
William G. Garren Associate Professor, Clinical Sciences	D.C.	Sherman College		1977
Joy A. Gayler Assistant Professor, Clinical Sciences	B.M.E. M.M.	Stetson University Converse College	1994	1987
Cynthia B. Gibbon Professor, Basic/Clinical Sciences, Health Center	B.A. M.T. D.C.	Elmira College Mountainside Hosp. Sherman College	1970 1972 1991	
Laura R. Greene-Orndorff Associate Professor, Clinical Sciences, Health Center	R.T. A.S. B.S. D.C.	Mercy Hospital School of Radiology Pennsylvania State University Regents College Sherman College	1990 1990 1999 1995	
Timothy D. Guest Associate Professor, Clinical Sciences, Health Center	D.C.	Sherman College		1986
John F. Hart Assistant Director of Research Associate Professor, Clinical Sciences	D.C.	Palm Beach State College		1981
Janice Higgins-Fordree Assistant Professor, Health Center	A.A. D.C.	Spartanburg Sherman College	Methodist 1984	1989
Lisa Hildebrand Instructor, Clinical Sciences	B.A. M.A.	University of Rhode Island Webster University	1997 2004	

Robert Irwin Assistant Professor, Clinical Sciences, Health Center	A.A.S. D.C.	Southwestern Life	Michigan Chiropractic College	1976	1979
Maxim Ivanov Instructor, Basic Sciences	M.D.		Tver State Medical Academy		1997
Patricia Kuhta Associate Professor, Clinical Sciences; Director, X-ray Department	D.C. B.S.	Sherman Excelsior	College College	1994 2001	
Carolyn Maher Lab Instructor, Basic Sciences	B.S. M.T. School	Lycoming Williamsport Hospital of Medicine	College Hospital of Medicine	1974 1974	
Beth A. McDowell-Reizer, Assistant Professor, Clinical Sciences, Health Center	B.A. D.C.	Sherman	St. Vincent College College	1996	1992
Maria E. Michelin, Associate Professor, Clinical Sciences, Health Center	D.C. B.S.	Palm State	er College University of New York	1993	1998
Kelly B. Miller Assistant Professor, Clinical Sciences	A.A. D.C.	Salem Sher	College College	1979 1988	
Leroy G. Moore Associate Professor, Clinical Sciences	D.C.	Sherman	College	1976	
Mercy Navis Assistant Professor, Basic Sciences	B.S. M.S.	Holy	Cross College Madras Medical College	1969	1973
John H. Porter, Jr. Associate Professor, Clinical Sciences	D.C.	Sherman	College		1977

Kevin Power Instructor, Clinical Sciences, Health Center	D.C.	Sherman College	1981
Renee Prenitzer Instructor Clinical Sciences, Health Center	B.S. A.A. D.C.	Life University University of Florida Miami Dade Community College	1998 1987 1985
John Reizer Instructor, Clinical Sciences, Health Center	D.C.	Sherman College	1986
Beth A. Roraback Director, Physical Exam Department; Assistant Professor, Health Center	B.S. D.C.	Michigan State University Sherman College	1993 1990
Perry O. Rush Assistant Professor, Clinical Sciences	A.S. D.C.	Ricks College Sherman College	1973 1976
Jon Schwartzbauer Instructor, Clinical Sciences, Health Center	B.S. D.C.	Excelsior College Sherman College	2003 1997
Michele Schwartzbauer Instructor, Clinical Sciences	D.C.	Sherman College	1997
Claudia E. Seay Associate Professor, Clinical Sciences, Health Center	A.S. B.S. D.C.	Cumberland College Regents College Sherman College	1976 1998 1980
James G. Vidrine Professor, Basic Sciences	M.S. Ph.D. B.S.	University of SW Louisiana University of SW Louisiana Iowa State University	1958 1960 1969

Laura Chadwick Weeks Vice President for Academic Affairs, Assistant Professor, Clinical Sciences	B.S. D.C.	Sherm	Winthrop University an College	1990	1984
Arlene Welch Instructor, Clinical Sciences	B.S. D.C.	Regents Logan	College College	1996	1994
Michael F. Westbrook Assistant Professor, Health Center	D.C.	Logan	College	1974	
Stephen Whitaker Assistant Professor, Clinical Sciences; Dir. of Learning Resources	B.A. M.Ed.	Wofford Converse	College College	1974 1979	1996
Leslie M. Wise Dean of Clinical Sciences Professor, Clinical Sciences	B.A. D.C.		University of California SF Palmer College		1966 1974

COMMITTEES

Sherman College, like most other colleges, does most of its administrative work through its administrative and faculty committees. In this process, the college has a strong commitment to assuring that all of its constituencies have representation and, thereby a voice for input into the college's decision-making process. The following is a description of Sherman College's committee structure from the Faculty Handbook. Student representation is an important factor on nearly all committees at Sherman College.

The faculty shall establish such standing or special committees as it deems necessary. The faculty members on such committees shall be elected by the faculty, with the intent that all faculty members shall carry an approximately equal load of committee work. Each faculty member shall serve a term of two years. A faculty member may be re-elected for one additional two-year term. The majority of the committees shall have one student member.

Each standing committee shall elect its own chairperson, except when the chair is assigned to a specific position at the college. The chairperson shall call meetings, giving reasonable notice. It is the responsibility of each member to be present. Minutes shall be kept of all committee meetings.

Due to the size of the faculty, most administrators also serve as faculty members. Due to this overlap, committees, which serve in an advisory capacity, are advisory to both the faculty and the administration. The president of the college is an ex-officio member of every committee and shall not be a voting member, but all other committee members (including student members) shall have the right to present motions and to vote. There shall be no proxy in case of absence.

STANDING COMMITTEES

There shall be several standing committees of the college as follows:

1. Academic Affairs Committee
2. Accommodation Review Committee
3. Administrative Council
4. Admission Committee
5. Curriculum Review Committee
6. Equal Opportunity Committee
7. Facilities Committee
8. Faculty Affairs
9. Faculty Hiring Committee
10. Information Technology Committee
11. Institutional Effectiveness Committee
12. Institutional Review Board
13. Library Advisory Committee
14. Research Committee
15. Scholarship Committee
16. Strategic Planning Committee
17. Student Affairs Committee

ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee shall be composed of the vice president for academic affairs, who shall serve as chairperson, the executive vice president/provost, the deans of basic and clinical sciences, the librarian, a Chiropractic Health Center representative, two faculty representatives, (one each from the basic and clinical sciences divisions), the registrar, and a student representative.

The Academic Affairs Committee shall:

1. Review academic requirements, standards, policies and practices for the purpose of making recommendations to the faculty for any appropriate changes.
2. Hear appeals from students who feel an injustice has been done to them in their academic work, or who have been suspended or dismissed for academic reasons.
3. Review examinations being offered in the various courses to evaluate their depth and relevancy to course content and length.
4. Review all recommendations concerning general curricular policies affecting the academic programs offered by the college.
5. Review course syllabi to assure non-duplication and the continuing relevance of courses.
6. Consider all suggestions for the improvement of the professional welfare of faculty members and make recommendations concerning such matters to the faculty or to the appropriate administrative officers. The committee shall concern itself with policies rather than individual cases.
7. Make recommendations to the vice president for academic affairs concerning policy on advanced standing.

ACCOMMODATION REVIEW COMMITTEE

The Accommodation Review Committee shall be composed of the dean of student affairs, who shall act as chair, the vice presidents for academic affairs and enrollment services, the dean of chiropractic health services, and the deans of basic sciences and clinical sciences.

The Accommodation Review Committee shall:

1. Review all requests for accommodations to determine if applications are complete and documents are current.
2. Review all documentation to determine if the information provided adequately documents the specific disability and if said documentation is submitted by qualified professionals.
3. Determine if additional documentation is required. If clarification of documentation is needed, obtain it from the respective professional submitting said documentation. If further assessment is required, determine if said assessment is to be completed at the student's or the college's expense.
4. Determine if a specific disability has been documented.
5. Prepare an accommodation plan for any individual found to have a documented disability.
6. Make recommendations to the vice president for academic affairs or other appropriate administrative officer regarding college policy and procedures for compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities (ADA) Act requirements.

ADMINISTRATIVE COUNCIL

The college shall have an administrative council, composed of the president, who shall serve as chairperson, the executive vice president/provost, the senior vice president for institutional advancement, the vice presidents for academic affairs, business and finance, enrollment services, institutional planning and assessment, institutional advancement, the deans of student affairs and chiropractic health services, the deans of research, continuing education and public relations, one faculty, one staff, and one student representative.

ADMISSION COMMITTEE

The Admission Committee shall be composed of the vice president for enrollment services, who shall serve as chairperson, the vice president for academic affairs, the dean of student affairs, the registrar, one faculty representative, and one student representative recommended by the Chiropractic Student Government.

The Admission Committee shall:

1. Consider admission policies and recommend to the faculty and the Administrative Council any modifications it may deem advisable.
2. Consider and make admission decisions on applicants with borderline qualifications.
3. Consider special procedures for reviewing applicants and collecting admission data.
4. Approve the institution from which each student transfer is made.

CURRICULUM REVIEW COMMITTEE

The Curriculum Review Committee shall be composed of the vice president for academic affairs, who shall serve as chairperson, deans of basic and clinical sciences, the dean of chiropractic health services, the philosophy chair, the registrar, the lead faculty doctor and the director of interns.

The Curriculum Review Committee shall:

1. Complete a comprehensive curriculum review every four years.
2. Make recommendation to the Academic Affairs Committee regarding curriculum revisions.

EQUAL OPPORTUNITY COMMITTEE

For the purposes of implementing and monitoring the college's affirmative action/equal opportunity obligations under federal, state and local law and to handle all associated complaints, the president has appointed an Equal Opportunity Committee. The members are designated as follows: the vice president for business and finance (chairperson), the vice president for academic affairs and the dean of student affairs. The president may appoint an additional member to assure that the committee is comprised of both male and female members at all times.

The Equal Opportunity Committee is charged with the enforcement of the college's nondiscrimination obligations. This committee has the exclusive responsibility of accepting and processing discrimination complaints, including complaints charging a staff or faculty member with sexual harassment. Efforts to resolve complaints, through informal intervention, mediation or investigation, will be undertaken impartially and in as prompt and as confidential a manner as possible.

The Equal Opportunity Committee shall:

1. Implement and monitor the college's affirmative action/equal opportunity obligations under federal, state and local law.
2. Provide education and training programs to assist members of the college community in:
 - a. Understanding what sexual harassment is and is not, and
 - b. Making clear that sexual harassment is illegal under federal and state law and will not be tolerated.
3. Provide copies of these procedures to all students and employees of the college.
4. Publish and distribute annually a report that summarizes the number, type, source and outcome of sexual harassment complaints.
5. Conduct the mediation process between complainant and charged party.
6. Investigate complaints of sexual harassment.

FACILITIES COMMITTEE

The Facilities Committee shall be composed of the director of maintenance, who shall serve as chair, the executive vice president/provost, the vice presidents for planning and assessment, academic affairs, business and finance and the dean of chiropractic health services.

The Facilities Committee shall:

1. Consider and make recommendations concerning current and future space and equipment utilization on the college's campus.
2. Consider and make recommendations concerning financial planning for major capital projects.
3. Consider and make recommendations concerning significant physical or aesthetic improvements to the campus.
4. Consider and make recommendations concerning the development, modification, and implementation of the Campus Master Plan.

FACULTY AFFAIRS COMMITTEE

The Promotion Committee shall be composed of the vice president for academic affairs, who shall serve as chairperson, the deans of basic and clinical sciences, and one faculty member.

The Promotion Committee shall:

1. Evaluate faculty performance.
2. Consider all requests for promotion and extended contracts.
3. Review the credentials of faculty members requesting promotion.
4. Make recommendations to the president regarding the granting of promotion and extended contracts.

FACULTY HIRING COMMITTEE

The Faculty Hiring Committee shall be composed of the executive vice president/provost, the vice president for academic affairs, the dean of chiropractic health services, the deans of basic and clinical sciences, one faculty representative, and one student representative recommended by the Chiropractic Student Government.

The Faculty Hiring Committee shall:

1. Review the credentials of applicants for faculty positions, including extension faculty members.
2. Interview all applicants being considered for on-campus appointments.
3. Approve or disapprove applicants for faculty appointments by the majority vote, subject to final approval by the president of the college.

INFORMATION TECHNOLOGY COMMITTEE

The Information Technology (IT) Committee is composed of the vice president for business and finance, who serves as chair, the vice president for academic affairs, the director of computer services, the dean of chiropractic health services and the vice president for planning and assessment.

The IT Committee shall:

1. Focus on coordinating college-wide technological investment.
2. Develop the strategic direction, prioritization and deployment of college information technology services and initiatives.

3. Recommend college goals and objectives related to information technology.
4. Develop operational standards to insure coherent and efficient use of computing, communication and information resources.
5. Monitor and make recommendations regarding the adequacy of training for students, staff and faculty as it relates to the utilization of technology.
6. Serve as a forum in which issues of concern to users are discussed.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

The Quality Outcomes Committee shall be composed of the vice presidents for planning and assessment and academic affairs, who shall serve as chairpersons, the executive vice president/provost, the dean of chiropractic health services, the deans of basic and clinical sciences, and faculty representatives from basic sciences, philosophy and radiology. Additional representatives may be appointed by the president.

The Institutional Effectiveness Committee shall:

1. Facilitate faculty involvement in the outcomes assessment process.
2. Annually review existing outcomes measures and recommend changes if indicated.
3. Determine data needed for the evaluation of outcomes measures.
4. Prepare and approve, as needed, data collection instruments and processes.
5. Assist in data collection and analysis as necessary.
6. Prepare and present reports as needed to the faculty on outcomes studies.
7. Facilitate faculty forums and meetings to review findings and make recommendations for curricular changes, based on said findings, to the appropriate committee or administrator.
8. Review the college's outcomes assessment process for efficacy.

INSTITUTIONAL REVIEW BOARD

The Institutional Review Board (IRB) shall be composed of the director of research, who shall serve as chairperson, five additional members of varying backgrounds and professions, and at least one member who is not employed by or affiliated with the college. IRB members shall not receive compensation for services rendered.

The Institutional Review Board shall:

1. Be responsible for the protection of human research subjects.
2. Oversee and assure compliance with federal guidelines on experimental protocol.
3. Review all research proposals involving human subjects and assess the risks involved. If the IRB finds the risks to be acceptable, it shall approve the project as submitted. If the risks are unacceptable, the IRB may suggest revisions and request the project be resubmitted, or it may disapprove the project.

LIBRARY ADVISORY COMMITTEE

The Library Advisory Committee shall be composed of the director of learning resources, who shall act as chairperson, the vice president for academic affairs, the deans of basic and clinical sciences, and several faculty members. The committee shall meet monthly to consider matters relevant to the library.

The Library Advisory Committee shall:

1. Review and approve new policies concerning the library.
2. Approve the purchase of new books and periodicals.
3. Make recommendations concerning the enhancement of library utilization.

RESEARCH COMMITTEE

The Research Committee shall be composed of the director of research, who shall serve as chairperson, the executive vice president/provost, the vice president of academic affairs, the deans of basic and clinical sciences, the dean of chiropractic health services, three additional faculty members, (one each from basic sciences, clinical sciences and the faculty at large), and one student member recommended by the Chiropractic Student Government.

The Research Committee shall:

1. Make recommendations to the faculty concerning policies relative to research activities.
2. Encourage research by both faculty members and students.
3. Assist in the identification and procurement of funds to support research.
4. Provide technical assistance to scholars in developing and carrying out research projects.
5. Approve all research proposals to be funded by the college.
6. Publish periodic reports of the research activities of faculty members and students.
7. Determine the ownership of the rights in and to, and the distribution of any equities from, any inventions and/or materials developed by college personnel, subject to review by the president of the college.

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall be composed of the director of financial aid, who shall serve as chairperson, the dean of student affairs, the vice presidents for academic affairs, enrollment services and institutional advancement, one elected faculty member, and one student representative recommended by the Chiropractic Student Government.

The Scholarship Committee shall:

1. Review applications for institutional scholarships and award those scholarships in accordance with the established criteria.
2. Establish criteria for new scholarships and award those scholarships in accordance with the criteria.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee shall be composed of the executive vice president/provost, who shall act as chairperson, the president, the vice presidents for academic affairs, business and finance, institutional advancement and enrollment services, the deans of chiropractic health services and student affairs, the deans of research, continuing education and maintenance, two Board of Trustees members (one regular and one alternate), two faculty representatives, one staff, and one student representative recommended by the Chiropractic Student Government.

The Strategic Planning Committee shall:

1. Provide global, long-range, ongoing planning for the college, utilizing representation from all college constituencies.
2. Prepare the annual Institutional Plan for submission to and approval by the Board of Trustees.
3. Review the annual Institutional Effectiveness Report on the college's progress in meeting the goals and objectives set forth in its Institutional Plan, as it relates to ongoing planning.

STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee shall be composed of the dean of student affairs, who shall serve as chairperson, the vice president for academic affairs, the executive vice president/provost, one elected faculty member, the chair of the appeals board, and one student representative recommended by the Chiropractic Student Government.

The Student Affairs Committee shall:

1. Make recommendations to the faculty regarding orientation, graduation, and extracurricular student activities.
2. Review student (disciplinary and nondisciplinary) policies and make recommendations for any changes.

SHERMAN COLLEGE OF STRAIGHT CHIROPRACTIC DIRECTORY

DEPARTMENTS:

Academic Affairs	1225	, 1237
Admission	1221	, 1222, 1223
Bookstore	1260	
Business Office	1243,	1244, 1245, 1246
Computer Services	1247	, 1289, 1294
Continuing Education	1229	
Financial Aid	1231	, 1284
Health Center	1264	, 1265
X-Ray Department	1266	
Sandella's Cafe	1259	
Institutional Advancement	1240, 1241, 1277	
Institutional Planning/Assessment	1223	
Library	1253	, 1254
Mailroom/Copy Center	1261	
Maintenance	599-4	852
Public Relations	1242	
President	1227	, 1228
Receptionist	1200	
Registrar	1255	, 1257
Student Affairs	1224	, 1278

PHYSICAL ADDRESS

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The college administration reserves the right to make changes periodically in tuition and fee structure, admission requirements, curriculum, academic standards, and certain other areas. Such changes are announced through Bulletin updates.