



Student Handbook 2011

Sherman College of Chiropractic is a private, non-profit institution authorized by the state of South Carolina to offer the first professional degree, Doctor of Chiropractic. We are committed to presenting an instructional program, which graduates doctors of chiropractic prepared to practice as primary health care providers having those clinical competencies requisite to entrance into the chiropractic profession.

RESERVATION OF RIGHTS AND NOTICE OF NON-DISCRIMINATION

This handbook serves the students, faculty and staff members of Sherman College of Chiropractic as a reference regarding college operating procedures, student requirements, policies and procedures. This handbook is subject to change as new and more efficient procedures are adopted. It does not serve as a contract, but to enhance the student's educational experience and to facilitate college operations.

Sherman College reserves the right, without notice, to modify the requirements for admission or graduation; to change the arrangement or content of courses, the instructional materials used and the tuition and other fees; to alter any policy or procedure 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 handbook and the Catalog. Student Handbook updates are posted on the college Intranet at <http://www.sherman.edu/intranet>. It is the duty of the student to inquire as to whether changes have been made.

Students are responsible for information contained in the Student Handbook, college website, college Intranet, the college Catalog, the student's Sherman College e-mail account, and other official college publications and notifications. Policies referenced in this handbook may be found on the college Intranet at <http://www.sherman.edu/intranet>.

Sherman College of Chiropractic offers equal opportunity to all persons without regard to race, sex, age, creed, color, national origin, religion, marital status, disability or other protected classes. This applies to all Sherman College policies and programs.

Suggestions are always welcome and may be submitted in writing to the Dean of Student Affairs.

AGENCY COMPLAINT

Agency Complaint (Policy 8019- Agency Complaint)

Note: The procedures to resolve a conflict or to submit a formal grievance regarding the conduct of college personnel or college procedures are found in Policy 8015 – Grievance (Complaint).

The doctor of chiropractic degree program of Sherman College of Chiropractic is accredited by the Commission on Accreditation of the Council on Chiropractic Education, 8049 N. 85th Way, Scottsdale, AZ 85258-4321, telephone: 480-443-8877. The Council on Chiropractic Education (CCE) is the agency to which compliance of the program with the *Standards for Doctor of Chiropractic Degree Programs and Requirements for Institutional Status* should be addressed. Policies regarding complaints may be obtained from the CCE Executive Office.

Sherman College of Chiropractic is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, telephone: 404-679-4501 to award the doctor of chiropractic degree. The Southern Association of Colleges and Schools is the agency to which compliance of the college with the *Criteria for Accreditation* should be addressed. Policies regarding complaints may be obtained from the Commission on Colleges.

Sherman College acknowledges complaints regarding the college's possible noncompliance with the *Standards for Doctor of Chiropractic Programs and Requirements for Institutional Status (CCE)* and/or the *Criteria for Accreditation (SACS)*. The accreditation standards and criteria include broad categories of Institutional Purpose, Institutional Effectiveness, the Educational Program, Educational Support Services, Clinical Competencies and Administrative Processes.

Students, faculty, staff, alumni or other interested parties who wish to submit a formal complaint regarding CCE Standards and/or SACS Criteria compliance directly to the college administration must do so in writing to the president. The president will review the complaint and respond in writing to the complainant within sixty (60) days. The president will investigate the complaint thoroughly, exploring all available avenues, and guide the process through the appropriate procedures in those cases where other college officials must address the complaint. In those instances, the president will supervise the process in order to bring it to responsible conclusion.

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 director of human resources, 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.

Any student or faculty or staff member with a complaint should file it with the Equal Opportunity Committee.

RELEASE OF INFORMATION

Students are not to release any information about the college to any outside agency. Official college information should come from administrative sources. Students must check with the administration before making any announcements to the press or representing themselves on behalf of Sherman College. In addition, no student is to financially obligate the college without prior approval from proper sources and a purchase order.

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CAMPUS SERVICES & CONVENIENCES

1. Athletic Programs

Sherman College does not have an athletic program. However, the college encourages students to form teams to participate in local intramural and intercollegiate intramural teams. Please contact student affairs for more information.

2. ATM

An ATM is available on campus in the Spine Dining Café in the Scallon building.

3. Bookstore

The college bookstore provides all required and necessary textbooks, supplies and equipment needed for courses, and a wide selection of general college and personal supplies. The bookstore is open Monday through Friday; hours of operation are posted each quarter.

4. Bulletin Board Postings and TV Monitors

Bulletin boards and TV monitors are provided for campus communication. All desired postings must be submitted to the Office of Student Affairs for approval. Student Affairs will post flyers in the appropriate locations. Two bulletin boards are located in the Café. The club bulletin board is used ONLY for club information; the other bulletin board is used for “For Sale” items and “Announcements.” Another bulletin board is located in the hallway of the Scallon Building and is used as a notification for school activities. Bulletin boards in the restrooms are used to provide miscellaneous information. All submissions for the TV monitors are due on Fridays for the upcoming week.

5. Chiropractic Classified Postings

The college maintains an online classified service inclusive of chiropractic equipment, associate opportunities and practices that are for sale. This service is intended to be an employment/career resource for Sherman students and alumni. The classifieds are available at the following address: <http://www.sherman.edu/chiropractic>.

6. Classroom Reservations

Students wishing to reserve a room for an activity will be required to complete a form for facilities use. Depending upon the nature of the activity and the possibility of injury for the participants, students may also be required to sign a waiver form. The Facilities Usage and Waiver forms may be obtained from the college website at <http://www.sherman.edu/intranet>, under the header “students.”

7. Community Employment

The Offices of Student Affairs and Financial Aid provide job postings whenever available for community employment. Job openings are posted in the Office of Financial Aid. The college provides work opportunities on campus for students eligible to receive college work-study funds. Students may apply for work-study through the Office of Financial Aid.

8. Counseling Services

Students attending Sherman College may find themselves in stressful situations that may result in the feeling of depression, helplessness or anxiety. Homesickness, marital conflicts, academic difficulties

or more severe personal issues are issues often faced by students. If a student finds him/herself in need of counseling, the Office of Student Affairs can assist with basic counseling and referral services for more severe issues. All matters are strictly confidential. The dean can supply referrals to area support agencies at the student's expense.

Students may also locate resources on the website at <http://www.sherman.edu> under counseling.

9. Discount Tickets

Discounted tickets/vouchers are available through the Office of Student Affairs:

- Regal Movie Cinemas
- Biltmore House, (Asheville, NC)
- Carowinds theme park (Charlotte, NC/Fort Mill, SC)
- Georgia Aquarium (Atlanta, GA)

The college routinely advertises any discounts made available to our students from other area colleges and other publically planned events.

10. Emergency Phone Calls

The college will accept emergency telephone calls for students. The student will be paged or notified in his/her scheduled class if possible. Personal messages will not be accepted.

11. First Aid

There are several First Aid stations on campus. The stations are located in the Olsen Building at the front desk, the faculty lounge in the Scallon Building, behind the counter in the Spine Dining Café and the Health Center front desk. A First Aid Response Team is also available during emergencies. To call for their assistance, contact the dean of student affairs (224) or the campus director of security via the business office.

12. Fitness Center

The campus workout facility is located in the Olsen Building. Students and employees are allowed to utilize the fitness center and **MUST COMPLY** with the following rules:

- Each student/employee must sign a waiver form prior to using the facility.
- Each student/employee may invite one guest to use the facility. The guest must also have a signed waiver form on file.
- All guests must be over the age of 18.
- Children are not allowed to be in the fitness facility at any time.

Different types of athletic equipment is also available for use. A student may sign out the following equipment: basketballs, volleyballs, flag football sets, soccer balls, Frisbees, and badminton sets.

13. Housing

The Office of Student Affairs maintains a list of available housing including roommate requests. This list is available at <http://www.sherman.edu/intranet/students/HousingList.pdf>.

14. Lockers

The lockers located in the Scallon Building may be rented for \$5 per year by contacting the Office of Student Affairs. Students are required to provide a lock. Health Center lockers are assigned through the administrative office in the Health Center.

15. Lost and Found

The Lost and Found collections are located in the Olsen Building at the front desk, the Admissions department front desk, the Office of Student Affairs and the Health Center front desk.

16. New Student Orientation

Prior to the first day of class each quarter, all incoming students are required to attend an orientation program, where college staff and administration explains the college's policies. Student leaders and faculty are also available to answer questions.

17. Notary Services

Notary services are available in the Registrar's office.

18. Spine Dining Café

The Spine Dining Café is located in the Scallon building providing breakfast and lunch daily. There are refrigerators and microwaves available for student use in the café area. Students may purchase breakfast and lunch tickets that may be used for multiple meals in lieu of carrying cash.

19. Student Communications

Sherman College provides e-mail accounts to each student enrolled. The college will send out all announcements/communications via e-mail, TV monitors, and the Sherman announcements on the Sherman website at <http://www.sherman.edu/announcements>.

In the event of an emergency requiring immediate action or notification of students, text messaging will be used to notify students who have voluntarily enrolled in the program through the Office of Student Affairs.

20. Student Handbook

A printed version of the student handbook is provided to each student during new student orientation. It is important for each student to keep the handbook because it can be used to answer any additional questions that may arise. A copy of the handbook is also available on the college's website at <http://www.sherman.edu/intranet> under the header "Handbooks."

21. Tutoring Services

Tutoring services are available to students enrolled at the college. The student should contact the Office of the Registrar for tutoring assistance.

COLLEGE POLICIES

This handbook is provided in order to serve the students, faculty and staff members of Sherman College as a reference companion explaining college operating procedures, student requirements, policies and rules. This handbook is subject to change as new and more efficient procedures are adopted. It does not serve as a contract, but to enhance the student's educational experience and to facilitate the functioning of the college.

All college policies are not discussed within this document. However, all policies are accessible via the college website at <http://www.sherman.edu/intranet>. All official college information is located on the college's main website at <http://www.sherman.edu>.

It is the practice of Sherman College to inform all students of their rights and responsibilities. In compliance with this practice, all incoming students are issued printed copies of the handbook. During new student orientation, specific policies of conduct including academic expectations are reviewed with new students. Students are encouraged to educate themselves on all student-related college policies.

Students are required to sign acknowledgement statements that they

- 1) have received a student handbook,
- 2) have been informed about the student code of conduct, and
- 3) know where all official college policies are posted (<http://www.sherman.edu/intranet>).

All policies referenced in this document, as well as all other school policies, may be viewed at <http://www.sherman.edu/intranet> under the header "Policies."

POLICY LEVEL KEY

<http://www.sherman.edu/intranet>

1000-Academic Affairs	4000-Continuing Education
2000-Admissions	5000-Faculty
3000-Business Office	6000-Financial Aid
3500-Human Resources	7000-Health Center
3800-Institutional Advancement	8000-Student Affairs
	9000-Research

ACADEMIC AFFAIRS & THE OFFICE OF THE REGISTRAR DEPARTMENT

The Offices of Academic Affairs and the Registrar work cohesively with all of the college's units to develop, coordinate and assess all areas pertaining to the college's academic functioning. This includes development and enhancement of the college's curriculum and enforcement of all academic policies. Protecting the integrity of the institution's program is their primary focus.

To view all policies pertaining to academic affairs, visit <http://www.sherman.edu/intranet>.

COMPLIANCE WITH FEDERAL LAWS:

Refer to <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for more details.

Student Records

1. Sherman College will comply with the provisions of the Family Educational Rights and Privacy Act of 1974.
2. Student records, both academic and personal, are confidential in nature and will be used internally by administration, faculty and staff in a way that will protect confidentiality at all times.
3. Student records will be released only to appropriate administrative officers, faculty and the student. Release of these records to other persons shall occur only upon written approval of the student or upon subpoena. Information maintained by the student records office includes academic records and directory information. Permanent records are compiled from all submitted information for admission, grade reports and transcripts. Directory information such as address and telephone numbers are available to any interested person unless the student requests that it not be disclosed.
4. Rights of Students
Sherman College of Chiropractic will assume that every student is independent, unless notified to the contrary. Under the conditions to be stated, a student has the right to inspect any record kept for him/her with the following exceptions:
 - a. faculty records made and used in pursuit of the faculty's duties in instruction;
 - b. the confidential files of chiropractic and counseling staff of the college;
 - c. the record or minutes of deliberations of disciplinary bodies of the college, or any other record or document not required by law to be divulged to the student.

Furthermore, the student will not be allowed access to any confidential financial record of the parent which the college has in its possession.

5. To exercise the right to have directory information withheld, the student must notify the Registrar's office in writing.

To inspect any college record, which is available under the provision of the Family Educational Rights and Privacy Act of 1974, the student will make the request in writing or in person to the Registrar. When the individual has been properly identified to the Registrar, the Registrar will set a date for inspection of those records under his/her supervision. If the

record(s) to be inspected is not under the Registrar's supervision, the Registrar will contact the appropriate officer and make arrangements for inspections. The Family Educational Rights and Privacy Act of 1974 will allow inspection as soon as possible and in all cases within 45 days as required.

Note: If the student requests a correction in a record, the Registrar or other appropriate officer will collect the necessary information and make such correction if it is not challenged. If the proposed correction is challenged by an officer of the college, a hearing will be necessary.

In such cases, the college's Academic Affairs Committee will conduct the hearing. During any such hearing, the Registrar, who normally serves on that committee, will serve as an ex-officio member of the committee.

ACADEMIC NOTICES

*** For complete details regarding each policy mentioned, view the official document on the intranet.**

ACADEMIC PROGRESS AND EXPECTATIONS

Course Load and Program Completion (Refer to Policy 1005- Course Load for details)

Following is the definition of full-time and part-time students for a quarter calendar schedule:

Course load (Quarter Calendar)

	<u>Full-time</u>	<u>Part-time</u>	<u>Less than half-time</u>
Clock hours	300-420	180-299	Less than 180
Contact hours	25-35	15-24.92	15

A student may be approved to take a course overload of up to 60 credit hours, with the additional tuition charge, under specific circumstances. See Policy 1009- Course Overload.

Program completion

Class load reduction is allowed. However, the student must complete the program in six (6) calendar years from the original matriculation date to be awarded the doctor of chiropractic degree.

Course Overload (Refer to Policy 1009- Course Overload for details)

A student may be permitted to take a course overload of up to 60 credit hours, with the associated additional tuition charge, under specific circumstances:

The student has a minimum GPA of 3.0 and:

- The course overload does not conflict with other courses in the student's schedule.
- The overload will not exceed 60 hours.
- The overload is necessary in order to be able to schedule the classes required to be eligible to take boards. Board eligibility would be delayed without a course overload.
- The overload would allow the student to return to a regular schedule within one or two quarters.
- The student's graduation would be delayed without a course overload. **Registrar verification of graduation eligibility and clinic status is required.**

Note: Transfer students will not be permitted to register for overloads beyond the point of entering clinic, merely to catch up and graduate in fourteen quarters, as they would have done had they not transferred.

Grades

Formal grade reports are available in the student portal for midterm and final grades. Students should retain their grade reports for their permanent records.

Those students maintaining a GPA between 3.5 and 3.99 are listed on the Dean's List. Those maintaining a GPA of 4.0 are listed on the President's List each quarter.

Grade Changes (Refer to Policy 1016- Grade Change for details)

Faculty may issue grade changes for a student under approved circumstances. Please review the above policy for more details.

Grade Scale (Refer to Policy 1001- Grade Scale for details)

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

F* = 00 – 69 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 (See Policy 1011 – Course Audit)

*All doctor of chiropractic degree curriculum 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. 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.

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.

Quality points are assigned as follows: A – 4, B – 3, C – 2, 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.

Satisfactory Academic Progress (Refer to Policy 1003- Satisfactory Progress for details)
Applies to students who matriculated after Sept. 30, 2010. View policy 1003 for requirements for students who matriculated prior to Sept. 30, 2010.

To meet satisfactory academic progress requirements, a student must maintain a quarterly *and* cumulative grade point average of 2.2 or above and must successfully complete a minimum of 230 clock hours per quarter. A student not meeting these criteria will be placed on the appropriate level of academic probation and on a reduced course load to increase the likelihood of the student achieving and maintaining satisfactory academic progress.

This policy includes information on the following levels of academic standing:

- Academic Notice
- Academic Warning
- Academic Probation
- Final Academic Probation
- Appeal of Academic Dismissal
- Multiple Course Enrollments
- Retaking Failed or Dropped Courses
- Probationary Admission
- English as a Second Language (ESL) Suspension
- VA Benefits – loss due to lack of satisfactory progress

*** A complete copy of this policy is included in the back of this handbook for your convenience.**

ACCOMMODATIONS NOTICE/STUDENTS WITH DISABILITIES

Students with Disabilities (Refer to policy 1038- Equal Opportunity and Accommodations for details)

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.

Accommodations Requests

Please see the dean of student affairs regarding the process and to receive an application. The application must be completed and returned to the dean of student affairs along with all required documentation. Additional information is also available online at <http://www.sherman.edu/campus-community/accomodations.asp>.

Student's Rights Concerning Accommodation Confidentiality – The Buckley Amendment

In relationship to the student's right to confidentiality concerning information about a learning disability, Sherman College complies with the requirements as set forth by the Family Educational Rights and Privacy Act of 1974, as amended. This amendment establishes a student's right to:

- a) Inspect and review educational records
- b) Amend educational records
- c) Have some control over the disclosure of information from educational records.

Educational records are all records that:

- a) Contain information that is directly related to a student
- b) Are maintained by an educational agency or institution or by a party acting for the agency or institution.

Students are notified of their rights under this amendment on an annual basis at the time of registration.

Procedure For Protecting Student Confidentiality (Refer to Policy 1038-Equal Opportunity and Accommodations for details)

On the first day of class in each quarter, the dean of student affairs will provide the student who qualified for special accommodations for a documented disability, 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. The student presents the letter to each instructor at the student's discretion. The master copy is signed by the instructor, then returned to the Office of Student Affairs. This procedure gives the student the responsibility for speaking with course instructors, choosing the instructors to whom to disclose his/her disability, and provides the college with documentation that the faculty member was notified of the student's needs.

ADVISEMENT AND REGISTRATION

Academic Advisement and Mentoring Programs

The Office of the Registrar has responsibility for the academic advisement and student mentoring programs. Because the doctor of chiropractic curriculum is set, the need for course/schedule advisement is limited to special schedule and transfer students, who are advised through the Office of the Registrar. Course instructors are also available for counseling in their specific course material.

Mentors are available to encourage students in achieving their personal and professional goals. This might include helping students find avenues to cope with academic difficulties,

hone interpersonal skills, develop social and self-responsibility, etc. Students are encouraged to get to know their mentor early in the first quarter of the program. For all first quarter students, verification of a minimum of one meeting during the midterm period of the quarter is a requirement that must be met prior to registration for second quarter. Any student on academic warning or probation must also provide verification of meetings with mentors.

Registration (Refer to Policy 1004- Registration for details)

Dates and time are posted and published for student awareness. Students who fail to register on time are assessed a late registration fee. Students on special schedules must meet with a member of the registrar's office to plan an appropriate schedule. Registration for new students is held in conjunction with the orientation program proceeding the first day of classes. Students can register online until late registration. For more information on this process, please see the registrar.

Students are allowed to drop/add courses outside of registration, but additional stipulations and penalties may apply.

ATTENDANCE

Attendance at extra-curricular seminars (Refer to Policy 1042- Extracurricular Seminars for details)

Sherman College offers a specific program of spinal adjusting techniques, which 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 an extra-curricular technique seminar is taught in the Sherman College curriculum, it is recommended that the student successfully complete the respective course(s) or CLIN 718 (Student Clinic) prior to participation in said seminar.

If the technique addressed in an extra-curricular technique seminar is not included in the Sherman College curriculum, it is recommended that the student complete CLIN 718 prior to participation in said seminar.

Class Attendance Requirement (Refer to Policy 1041- Attendance for details)

Successful completion of the D.C. program requires a significant commitment of time for class work 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 chiropractor.

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 and 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.

A student who is absent from a class for any reason is responsible for all course assignments and/or requirements.

Students may not be absent from final exams. Under exceptional circumstances (an unavoidable absence, beyond the student's control, due to verifiable circumstances acceptable to the instructor 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.

CLASSROOM DECORUM

Animal Control (Policy 3071- Animal Control for details)

County law requires that all pets be kept under restraint. Pets are not allowed to run at large; chase people or vehicles; or destroy, damage, soil, defile or defecate on the property of another person or legal entity. County ordinances forbid any animals from entering or being brought into any building with the exception of Seeing Eye dogs. No pet may be left unattended at any time. The owner must remove all pet droppings. Violations of the regulations may result in fines or referral to County Animal Control. If the owner does not remove his/her pet's droppings then he/she will be fined \$50.00. If an animal is unrestrained or unattended the owner will be liable for a \$15.00 fine.

Food and drink in the classrooms

Speak with your individual instructors regarding food in the classrooms. Non-alcoholic beverages are allowed as long as they are in containers with lids.

Children in classrooms (Refer to Policy 8011- Children on campus for details)

Children are not permitted to attend classes except under the extenuating circumstances listed below.

Extenuating Circumstances:

1. Unexpected school/daycare closings
2. Unforeseen daycare or sitter emergency (documentation required)
3. Breastfeeding mothers until the baby is six-months old

Under all circumstances, students attending classes with their children are required to sit close to an exit and away from the head of the class if possible. When a child becomes disruptive, (e.g., child crying, fussing, making noise) the parent and child are required to leave the class immediately to prevent further class disruption.

Children are not permitted to be in laboratories at any time under any circumstances. Children are not permitted to be present during an examination at any time under any circumstances.

Classroom Decorum (Refer to Policy 1031- Classroom Decorum for details)

The college seeks to promote a teaching and learning environment that encourages appropriate classroom expression, discussion and respectful interactions free from substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Unprofessional behavior will not be tolerated. Faculty members have the right to dismiss any student who disrupts the learning environment or is disrespectful of the instructor, guest speakers or other students. Students are required to sit in their seats, remove hats and be appropriately dressed and groomed at all times.

Speech and advocacy

Each student has the right to disagree with the opinions of other students, faculty members or officers of Sherman College. Each student has the right to disagree with policies of Sherman College, but each student must abide by all school policies and the College mission, goals and objectives. Students are encouraged to make their views about school policies known to the administration. These views may be used in forming future policy decisions. Students

are not permitted to use any class time to make announcements or render any other information without the permission of the instructor. The college reserves the right to remove material that is viewed by the college as slanderous, indecent or otherwise inappropriate.

Spouse class attendance (Refer to Policy 1033B- Spouse class attendance for details)

The spouses or partners of students enrolled in the doctor of chiropractic program may attend chiropractic philosophy courses at no cost. This will be for information only; no credit will be awarded for attending the course(s) and is subject to available class space.

ELECTRONIC DEVICE USAGE

Use of cellular phones and E-Devices (Policy 1047- Cellular phones and E-devices for details)

The use of any type of cellular phone in any form is not permitted during class periods, lab periods or during written or practical examinations (exam periods). Cell phones and designated electronic devices (e-devices) including but not limited to beepers, computers, personal digital assistants (PDA's), audio recording devices and electronic game devices must be turned off or placed in silent mode during all lecture and labs. If a student's phone rings during class time or during labs, the student will be asked to leave and will receive an absence for the day.

Restrooms, locker rooms, practical teaching and patient care environments

To protect the privacy of individuals using restrooms, locker rooms, technique classrooms, physical examination classrooms and patient care facilities on campus, any use of cellular phones with imaging capability as well as the use of any e-device capable of recording, storing, and/or transmitting visual images is prohibited in all college restrooms, locker rooms, technique classrooms, physical examination classrooms and patient care facilities. All cellular phones and e-devices with photographic or video capabilities must be turned off before entering restrooms, locker rooms, technique classrooms, physical examination classrooms and patient care facilities

EXAMINATION NOTICES

Exams (Refer to Policy 5006- Exam Administration for details)

In order to discourage academic dishonesty and to maintain integrity of the testing environment, exams, tests, quizzes or other forms of student evaluation must be conducted under specific guidelines. It is the student's responsibility to be aware of testing guidelines.

Cell phones and all e-devices must be turned off and placed with other belongings in the designated area during written and practical exam periods including and not limited to quizzes, tests, midterm and final examination periods. Should a student's phone ring during an exam period, the student may not leave his/her seat/position to answer the call/page under any circumstances. He/she may lose exam points at the instructor's discretion.

Exam results review periods

Cell phones with photographic and video capabilities and all e-devices including audio recording devices must be turned off and placed in an area designated by the instructor during the review of examination results.

Final Exams (Refer to Policy 1010- Final Exams and Policy 1012- Final Exam Retakes for details)

Written final exams are scheduled by the registrar and administered over a four-day period each academic term. No final exams are to be administered prior to the scheduled date and time. However, under exceptional circumstances (an unavoidable absence, beyond the student's control, due to verifiable circumstances acceptable to the instructor such as imminent death or death of a family member, personal illness or military duty), the respective faculty member may allow a student to make up a missed final exam. *See policy 1014- Final Exam Make-Ups.*

In general, retake exams are not considered appropriate practice. Faculty members are not encouraged or required to give final exam retakes. Midterm retakes are not permitted under college *Policy 1017*. Under extenuating circumstances an additional exam may be administered with the approval of the vice president for academic affairs after consultation with the faculty member for the course in question.

LEAVES AND WITHDRAWALS FROM THE COLLEGE

Leave of Absence/Withdrawal (Refer to Policy 1018- Leave of Absence and Withdrawal for details)

When a student wishes to take a leave of absence or to 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. If a student fails to properly complete and submit the necessary form(s) and does not register for and attend classes in a given term, he/she will automatically be withdrawn from the college.

Leave for Active Military Duty (Policy 1040- Leave for Active Duty for details)

Sherman College will make every effort to support reservists who are called to active military duty.

Students called to active duty during a break between terms must notify the college in writing, with a copy of the orders to report to duty. Upon receipt of the required materials, the college will place the student on a leave of absence for a maximum of twelve months.

Students called to active duty during a term must complete the leave of absence form and attach a copy of the orders to report to duty. Upon receipt of the required materials, the college will place the student on a leave of absence for a maximum of one year. In addition, the college may provide additional accommodations.

Maintaining Credits for Leave of Absence (Refer to Policy 1018- Leave of Absence and Withdrawal for details)

For students returning from an extended leave of absence (two to three quarters) or those wishing to return after withdrawing from the college:

1. Credits for Basic Science Division courses may be maintained for a period of five academic years before requiring retake of courses.
2. Credits for Clinical Science Division courses (Philosophy, Technique, X-ray, Diagnosis, Clinic Procedures) may be maintained for a period of one academic year (three quarters). Students returning from a leave of absence or withdrawal of more than one quarter must complete a clinical skills evaluation prior to being permitted to resume patient care in the Health Center. Students unable to pass the clinical skills evaluation, will be required to

successfully retake courses in the subject area(s) failed prior to being permitted to resume patient care in the Health Center.

Withdrawal (Refer to Policy 1018- Leave of Absence and Withdrawal for details)

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 readmitted 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 receive the necessary clearances will be automatically coded as a withdrawal. A student 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 (must be in good academic standing at the time of the leave, Policy 1003 – 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 terms will be recoded as a withdrawal.

GRADUATION

Graduation Requirements (Policy 1021- Graduation Requirements for details)

The college requires satisfactory completion of all courses for the doctor of chiropractic degree. A minimum grade point average of 2.0 is required for graduation. Students transferring from other chiropractic colleges must earn the final 25 percent of the total credits required in the doctor of chiropractic degree program at Sherman College. The student must complete the program in six (6) calendar years to be awarded the doctor of chiropractic degree.

Review policy 1021 for complete details and requirements for student qualifications online at <http://www.sherman.edu/Intranet/policies/academic-1000/Policy1021GraduationRequirements.pdf> and <http://www.sherman.edu/campus-community/graduation.asp>

Academic Honors (Refer to Policy 1002- Honors for details)

Honors for graduation are determined using the following scale:

Summa Cum Laude	(with Highest Honors)	3.8 - 4.0 GPA
Magna Cum Laude	(with High Honors)	3.65 - 3.79 GPA
Cum Laude	(with Honors)	3.5 - 3.64 GPA

A student must have been at Sherman College for a minimum of seven quarters to qualify for the Academic Achievement Award. All other transfer students will be granted honor according to the GPA earned during their time of attendance at Sherman College.

Graduation Exercises (Refer to Policy 1032- Graduation Exercises for details)

Graduation ceremonies will be held two times annually, one at the conclusion of the Fall academic term and one at the conclusion of the Spring academic term. The graduation

ceremony is a college function produced in a format of the college's choosing under the guidance of the dean of student affairs.

Note: Sherman College will not conduct an individual graduation exercise for graduating classes with fewer than ten members. Students in this situation will be required to participate in the graduation exercise preceding the date of his/her scheduled graduation date.

Attendance is mandatory, with the exception of extenuating circumstances.

Garfunkel Award (Refer to Policy 1034- Milton Garfunkel Award for details)

The Milton W. Garfunkel Distinction Award is the highest honor awarded to one individual in each graduating class who has demonstrated overall achievement during his/her studies at Sherman College of Chiropractic.

To receive this honor, students must have an overall GPA of 3.5 or above and must have completed a minimum of seven quarters at Sherman College in order to be eligible for the award. The recipient will give the farewell address at graduation.

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS (NBCE)

National Board of Chiropractic Examiners (Policy 1048-NBCE Eligibility Requirements for details)

For complete information regarding NBCE, please contact the Registrar's Office.

Students are required to complete specified course requirements to gain eligibility to take each part of the licensing board exams. A complete list of designated courses by the college for each part is provided in the registrar's office. The Registrar will verify each student's academic qualification when time to apply for board examinations.

Students who enrolled in the doctor of chiropractic program in fall 2006 or after are required to **pass** Parts I and II of the national board exam in order to receive a diploma with the exception of international students who will not be practicing in the United States. *Students enrolled prior to fall 2006 should review this policy on the college's intranet for requirements.

Note: The National Board of Chiropractic Examiners (NBCE) permits the individual colleges to establish eligibility requirements in addition to those established by the NBCE.

TRANSCRIPTS

Transcripts may be obtained from the Registrar's office. There is no charge for the first official transcript, but there is a \$5 per transcript charge for subsequent ones. An official, certified transcript must be sent directly from the Registrar to the recipient and cannot be released to the student. Students may also request unofficial copies of their transcripts. The first unofficial student copy is free, but there is a \$1 per unofficial transcript charge for subsequent ones. The college will not release transcripts if the current or former student owes any outstanding monetary balance to the college, or is in default on government loans.

TRANSFER OF CREDITS

Transfer of Credits / Credit by Examination (Refer to Policy 1007- Transfer of Credits/Credit by Examination for details)

Transfer of credits must have been earned in an institution that is accredited by an accrediting body that is recognized by the United States Department of Education or a college acceptable to the Admission Committee. Transfer students must earn the final 25 percent of total credits required to complete the doctor of chiropractic degree at Sherman College.

Transfer students from other Doctor of Chiropractic degree programs may receive transfer credit for courses that are equivalent in content and hours and in which satisfactory grades (C or better) were earned. However, transfer credit will not be awarded for most Sherman College courses in chiropractic philosophy and chiropractic technique. Please view policy 1007 for a list of courses that must be completed at Sherman College.

Transfer credit will not be awarded for courses taken outside of Sherman College after the student's initial enrollment at Sherman College.

Credit by Examination

All requests for transfer credit or credit by examination must be made within the first three quarters of enrollment at Sherman, or the option is lost. The Registrar/Office of the Vice President for Academic Affairs approves requests for all transfer credit and/or credit by examination.

BUSINESS OFFICE DEPARTMENT

The business office is responsible for any and all business and operational affairs of the college. Most students will primarily interact with the business office for matters pertaining to tuition, refund disbursements, work study payroll checks and vehicle registration.

To view the all college policies pertaining to the business office, visit <http://www.sherman.edu/intranet>.

TUITION NOTICES

Tuition Policy (Refer to Policy 3020 B-Tuition Payment for details)

Students may pay tuition through the end of the sixth day of classes without a late charge. A \$50 late fee will be assessed for late payment. Any student who has not made tuition arrangements within 14 calendar days of class is automatically dropped class rolls on the 15th day of class. Any student who has been dismissed for failure to meet his/her financial obligations will be notified in writing by the business and/or Registrar's office.

Any student with an outstanding balance from a prior quarter will not be allowed to enter subsequent quarters, receive grades or credits for courses taken, have official transcripts sent, or reenroll until all outstanding debts are satisfied.

Tuition Payment (Refer to Policy 3020 B-Tuition Payment for details)

The Tuition Time Payment Plan allows tuition (plus a \$10 carrying charge) to be paid in three installments. The first payment and carrying charge, must be made in person or

received by mail at the college no later than the sixth day of classes. The remaining two payments must be made in person or received by mail in the business office on the first Tuesday of each subsequent month. A \$50 late payment fee is assessed for each payment not received by the due date. Students failing to make payments according to schedule are not allowed to attend class or sit exams.

Students must make the first installment towards tuition within 14 calendar days of class or be dropped from the roll. The fact that a loan payment is due to the student does not supersede this responsibility. A fee of \$20 will be assessed on all returned checks.

Tuition Refunds (Refer to Policy 3019B- Tuition Refunds for details)

Students withdrawing from the college should complete the withdrawal procedures as outlined by the Registrar's office (*Policy 1018-Leave Of Absence/Withdrawal and Maintaining Credits for Leave of Absence*).

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, which cannot be filled. This necessitates limitations on refunds.

All students will be subject to a pro-rata refund policy. If a student officially withdraws from school during the first 60 percent of the term, a pro-rata refund will be calculated.

The vice president for business and finance shall be responsible for the administration and interpretation of all refund policies. Any student who feels that he/she has been treated unfairly under this policy may appeal to the Administrative Council. Any such appeal must be in writing and submitted to the vice president for business and finance during the quarter the refund is due.

VEHICLE REGISTRATION

Vehicle Registration (Refer to Policy 8020-Student Parking for details)

Parking decals are required for each vehicle (including motorcycles) for anyone who intends to park in the college parking areas. **Permits can be obtained from the Business Office and must be displayed at all times. VEHICLE REGISTRATIONS ARE REQUIRED TO OBTAIN THE GOLD INTERN DECAL.**

If you plan to drive an unregistered vehicle for one (1) or more days, you must get a **Temporary Parking Pass** from the Business Office. It is good for 14 days, and costs \$5.00. If you return your pass to the Business Office within those 14 days, the \$5.00 will be returned to you. A Temporary Parking Pass may be available to students with temporary physical conditions that impair (*broken leg, broken arm, etc.) the ability to walk from the student parking lot to the campus buildings. Please contact student affairs or the business office for more details.

CAMPUS SAFETY DEPARTMENT

Sherman College of Chiropractic takes pride in maintaining an intimate and safe atmosphere. Assuring the safety and well-being of students, faculty and staff on campus is a primary commitment of the college. In conjunction with the Office of Student Affairs, the Security

Department has instituted safety measures and programs to deal with issues of crime and personal security.

To view all information pertaining to the campus security, visit <http://www.sherman.edu/campus-community/campus-safety.asp> and <http://www.sherman.edu/intranet> under the header “Policies, Students,” or “Safety and Emergency Information.”

POLICY VIOLATIONS NOTICE

Students may be accountable for acts that violate the local, state or federal laws, the Student Conduct Code, or drug, alcohol or weapons policies. Sherman College of Chiropractic may proceed with disciplinary actions independent of any criminal charges, actions or proceedings. Sherman College of Chiropractic may also continue proceedings regardless of whether criminal proceedings have been dismissed or reduced. The Office of Student Affairs shall have joint jurisdiction with the Department of Security over student conduct that occurs on college property or in connection with official college functions.

Campus contract security officers are licensed through the South Carolina Law Enforcement Division and while on campus have the same powers of arrest as local police agencies.

CAMPUS SECURITY POLICIES AND REGULATIONS

- a. No speeding or reckless driving.
- b. No alcoholic beverages or illegal drugs are permitted on campus.
- c. No weapons are permitted on campus.
- d. Scallon Building access for students is restricted to the hours of 7 a.m. until 15 minutes after the last scheduled class, Monday through Friday unless a student function is recognized and pre-approved.
- e. Escort Service: A uniformed security officer is on duty from 7:30 a.m. whenever classes or intern visits are scheduled. The officer is available to provide escort service to anyone requesting an escort between buildings, or to parking lots or any other areas on Campus. The officer also secures buildings, and patrols the grounds and parking lots.
- f. In any emergency the director of security or his/her designated representative should be contacted by dialing 599-4852 or by dialing 0 or 200 for the operator, or by dialing extension 246 which is in 2-way radio contact with security. Security will immediately be directed to the scene, and if necessary will contact the Spartanburg Sheriff’s Office.
- g. Planning for the safety and security of students, employees and visitors is an ongoing concern for the college. Both the department of security and maintenance monitor the campus and grounds to provide for a safe and secure environment. Potential or reported hazards such as broken locks, doors, lighting or security devices are given immediate priority.

Information of concern to Sherman students and employees is disseminated regularly via email memoranda, TV monitors, flyers and text alert (based upon the nature of the event).

Student and employee must assume responsibility for their own safety and that of their possessions by taking normal common sense precautions. Any unusual activity or emergencies should be reported immediately by dialing security at 599-4852 or 316-7576, or extension 224 or 246 which is in 2-way radio contact with security or by dialing 911 directly.

POLICES RELEVANT TO CAMPUS SAFETY

Sexual harassment (Refer to Policy 8017B- Student Sexual Harassment for details)

It is the policy of Sherman College of Chiropractic to observe the right of all students to be treated fairly and with respect, regardless of race, sex, national origin, physical disability, age, or religion. Not only do Sherman College students have the right not to be discriminated against in matriculation practices or policies, but also they have the right to be free of sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. The 1972 amendment to the 1964 Civil Rights Act (Title IX) prohibits sexual discrimination and sexual harassment of students and all employees in academic institutions.

The policies for students, faculty, staff and administrators are in keeping with the 1980 EEOC guidelines, which also state that sexual harassment is a form of sexual discrimination. According to the principles of these guidelines, unwelcomed sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature or written communication of a sexual nature is harassment under the following conditions:

*When submission to such conduct by a student is either explicitly or implicitly made a term or condition for decisions relating to an individual's grade, or standing in the classroom, or any other area of college activity by an employee or student where said employee or student has influence or responsibility.

*When submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or

*When such conduct has the purpose or effect of substantially interfering with an individual's scholastic performance or creating an intimidating, hostile, or offensive educational environment, either in, or out of the classroom, by either employee, student, or other individual.

All students are assured under this policy that Sherman College will not tolerate actions that can be construed as sexual harassment. Any individual covered under the provisions

of this policy is strongly advised to report experiences that are believed to be an act of sexual harassment as long as the act is related to the individual, or a family member's enrollment in class at Sherman College. All reports should be made expeditiously following the incident to the Dean of Student Affairs, the Title IX Coordinator. The investigative process may prove fruitful when there is less time between the incident and the reporting.

Reports may follow an informal or formal resolution process.

Please view the policy for complete details on the filing a report and obtaining assistance.

Note: It is important to note, however, that a consensual sexual relationship between a faculty member and a student who is subject to the faculty member's supervision may violate standards of professional ethics or other college policies.

Caution: Speech occurring in an instructional or research context is generally protected by academic freedom principles. Consequently, such speech, even if some listeners find it objectionable, will not be considered to constitute "hostile environment" discrimination, unless it is targeted at a specific person and is abusive, severely

humiliating or persists despite the objection of the person(s) targeted by the speech.

Sexual Assault Procedures

Sherman College is dedicated to maintaining a campus environment that actively discourages and condemns violence of any kind. The college does not tolerate or ignore acts of sexual violence.

A student charged with sexual assault on or off campus can be prosecuted under criminal statutes and disciplined by the college. College discipline may be handed down with or without prosecution by local, state or federal authorities. College discipline includes, but is not limited to probation, suspension or expulsion.

The college encourages students to report any incident of sexual assault on campus immediately to campus security (599-4852) or the dean of student affairs, the Title IX Coordinator at ext. 224, located in office 6 of the Scallon Building. These offices also stand ready to help a student who is the victim of an assault off campus. After hours security can be reached at 864- 316-7576.

It is essential that a victim of a sexual assault receive immediate medical attention, to protect against injury and disease and to assist in later prosecution. **Before receiving such attention,** the victim

- should not shower,
- wash any body part,
- douche,
- brush teeth,

- drink liquids or change clothes
- avoid urinating, and
- if there has been oral sexual contact, should not smoke or eat.

Counseling can be critical to regaining one's emotional balance following a sexual assault. The Dean of Student Affairs is trained and ready to assist or refer to another competent professional. All college assistance is strictly confidential.

Student Parking (Refer to Policy 8020- Student Parking for details)

All students are required to obtain and display a parking decal on each vehicle to be parked on campus. Prior to CLIN 718, student parking for classes is allowed only in the lower lot below the Scallon Building or the gravel lot below the Health Center. Parking in the upper lot is reserved for specific faculty, administrators and guests. A separate parking area is available for motorcycles (in the lower student lot and the Health Center) and bicycles (near the side entrance of the Scallon Building). Intern parking is allowed in either the Intern Lot or the gravel lot beside the Health Center when a Gold Intern Decal is displayed. These may be obtained from the Business Office when a copy of the registration is provided. Interns may park in front of the Health Center only until Noon.

Parking tickets are issued to persons found in violation of the college's parking code. Repeat offenders may be subject to additional disciplinary action.

Students with temporary physical difficulties, two weeks in duration or less, that present a problem in walking to the classroom or Health Center building from the student parking lot will receive special consideration through the director of security for preferential parking.

Please refer to the above policy for complete details. Students needing permanent handicapped parking must receive a handicapped-parking decal from their home state or the South Carolina Department of Highways and Public Transportation and display it while on campus.

Tobacco Use (Refer to Policy 8013- Tobacco Use for details)

Tobacco use is prohibited on the college campus except in designated smoking areas. This includes cigars, cigarettes and smokeless tobacco products. Any student or employee using tobacco on campus not in designated areas (gazebo closest to the faculty/staff parking lot) is subject to a \$25 fine.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

School closing & delay notices due to bad weather will be announced by 7 a.m. the day of via the sources listed below. In the event of delays, be sure to consult with one of the following sources for up to date information.

Call

864-578-8770 –Sherman College main number
800-849-8771 (toll free)

Television

WSPA TV Channel 7
FOX Carolina
WYFF TV Channel 4

Emergency Text Message Alert System: Emergency notifications may also be sent out via text message to those students who voluntarily have enrolled in the program.

**COMPUTER SERVICES
DEPARTMENT**

The Sherman College student computer lab is located in room 17 of the Scallon building. Hours of operation are from 7:30 am-6:30 pm Monday-Thursday and 7:30 am-6:30 pm on Friday. The lab is not open on the weekend or holidays. The lab provides computers, laser printers and a variety of software programs available to any Sherman student.

To view all college policies pertaining to computer services, visit <http://www.sherman.edu/intranet>.

TECHNOLOGY USE NOTICES

Computer Resources Acceptable Use (Refer to Policy 8025-Acceptable Student Use of Technology for details)

Food and drinks are not permitted in the computer labs to prevent costly damage from spills, etc.

Instructional priority usage:

First Priority: Students who are working on the *Terminology Competency* or who are currently enrolled in *Automated Office Procedures*

Second Priority: Students completing assignments for other courses

Final Priority: Recreational use of the computers (surfing the Web, e-mail, etc.) is permitted when the computers are not needed by someone to complete instructional requirements

Students are expected to maintain professional decorum while working in the computer labs.

Students are not permitted to delete, modify or otherwise alter files that they themselves did not create. Changing computer settings or modifying the operating system on any computer on campus is considered vandalism. Doing so will result in the loss of computer lab privileges.

Students performing unauthorized downloads to the hard drives will lose their computer lab privileges.

Students using the network to send or receive offensive material will lose their computer lab privileges.

Students may use lab computer storage to save files. **These files are deleted at the end of every quarter or when necessary without notice. Furthermore, these files are unsecured and may be accessed, modified or deleted by anyone.** Therefore, we recommend saving to a disk or flash drive.

Students are limited to the use of one computer at a time.

Please limit print jobs to 10 pages.

Students are expected to fully read the Sherman College Acceptable Use Policy (AUP) they signed during their orientation and regardless reason adhere to the terms therein, at all times.

Students using the network to access confidential information or commit illegal acts will face action by the college according to the *Student Code of Conduct* and will be reported to the appropriate external authorities. (*Refer to Policy 8004-Student Code of Conduct*)

CONTINUING EDUCATION DEPARTMENT

The Office of Continuing Education provides programs and seminars to further the graduate chiropractor's knowledge in the areas of basic sciences, clinical arts, case management, philosophy and research. The department's postdoctoral programs and workshops are sponsored and/or coordinated for the purpose of license renewal in most states.

To view all college policies pertaining to continuing education, visit <http://www.sherman.edu/intranet>.

Continuing education units are awarded to attending chiropractors for participation in non-credit courses and seminars. One CEU is equal to one hour and awarded based on State Board approval. Seminars that are solely sponsored and organized by the Continuing

Education Department are offered to students and faculty at no-charge. Other seminars co-sponsored by the Continuing Education Department are offered to the students and faculty at a discounted rate. Students should see the Continuing Education Department staff for further information.

Lyceum

Lyceum is Sherman College's annual homecoming. Each May, chiropractors and their families, chiropractic assistants, chiropractic students and prospective students from all over the world come to Sherman College to celebrate chiropractic. The weekend program includes continuing education seminars, philosophy sessions, motivational programs and social events. All Sherman College students may attend at no cost.

Preparation for Lyceum is a yearlong process coordinated by the director of continuing education, which involves the combined efforts of the college's administration, faculty, staff and students. Students are welcomed and encouraged to participate in all phases of Lyceum as program leaders, event coordinators and committee volunteers. It is the selfless participation of the students of Sherman College that has made Lyceum one of the most popular events in the chiropractic profession.

FINANCIAL AID DEPARTMENT

The Office of Financial Aid serves as a resource to assist students in making a knowledgeable decision concerning financial assistance. The Office of Financial Aid also certifies qualified students for federal work-study, coordinates scholarship opportunities and offers notary services. Be sure to read the information in the *Financial Aid Student Guide* available through the financial aid office.

To view all college policies pertaining to financial aid, visit www.sherman.edu/intranet.

Sherman College participates in the following loan programs:

- College Work-Study
- Grad Plus Loan
- Perkins Loan
- Subsidized and Unsubsidized Stafford Loan

Incoming students are required to complete an entrance interview along with a Master Promissory Note agreement in order to receive Financial Aid through the Direct Lending website. All students must complete the Free Application for Federal Student Aid (FAFSA) forms, which are available, each January, for new loans to be processed. The filing deadline for any Financial Aid is two (2) months prior to entrance date. Students may access FAFSA online at <http://www.fafsa.ed.gov>.

Work-Study (Refer to Policy 6004-Eligibility for college work study (CWS) for details)

Eligibility for College Work-Study funds is also based on a current FAFSA form. If a student is interested in work opportunities that might be available on campus, he/she should speak with a staff member in the financial aid office. It is the responsibility of the student to check with the financial aid office to see that all paper work is complete. Students must maintain satisfactory academic progress.

Status of Loans

Students are responsible for checking on the status of their loans. Good conduct, good citizenship and acceptable academic progress toward graduation are requirements for the renewal of financial assistance.

School Withdrawal Procedures

If a student withdraws from the school for any reason, he/she must make an appointment with the director of financial aid for an exit interview. This is required for all federal assistance programs. Students are also required to complete a formal withdrawal process with the Registrar. (*Policy 1018-Leave Of Absence/Withdrawal and Maintaining Credits for Leave of Absence*)

Veteran Affairs

Veteran Affairs are handled through the financial aid office. Veterans should register with financial aid upon admission to the college and inform that office if their benefit checks fail to arrive within a reasonable period of time after admission. The Veterans Administration requires attendance certification. Veterans missing class excessively will have deductions made from their monthly checks accordingly.

LEARNING RESOURCE CENTER/LIBRARY DEPARTMENT

The Tom and Mae Bahan Library 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. The library now features an NBCE Reference section for course research and exam prep, as well as an alumni authors display. Additionally, recreational readers on campus are invited to utilize the library's leisure reading book exchange.

To access more information online regarding the college's library, please visit <http://www.sherman.edu/library-resource/tools-resources.asp>.

General guidelines and procedures

The Sherman College Learning Resources Center (LRC) hours are 7:30 am-6:30 pm Monday – Thursday and 7:30 am-4:30 pm on Fridays. Other special hours are posted in the LRC. Each student must present his or her college I.D. card when checking out materials.

Circulation periods and fine information

Material	Checkout period(s)	Grace period	Fine
Books – General, NBCE and Alumni	Two (2) weeks	Three (3) days	25¢ per day
Books – Reserve	Overnight (12 noon to 11 a.m.)	Two (2) hours	\$1.00 per hour
Audio/visual materials	Three (3) days	One (1) day	25¢ per day

Students with overdue materials may not check out additional materials unless arrangements are made with the director of learning resources. Students must pay all library fines and return all materials by the conclusion of each quarter. Any student who fails to do so will not be allowed to view grades, register for classes or be cleared for graduation.

Computers and electronic resources

Via the library website, students can access the library catalog as well as a variety of electronic resources, including online databases, indexes and e-books.

Desktop computers are available for student use in the library as well as in the Scallon computer lab. These computers provide access to the Internet and a variety of software applications to assist students with coursework.

Study rooms

The library includes six small study rooms for individual and small group study. Each room includes a table and a minimum of two chairs, as well as a dry-erase board, and can comfortably accommodate up to three students simultaneously. For larger groups, the library offers a conference-style study room, which features two tables, two dry erase boards and an x-ray viewbox and seats a maximum of 12 people. All study rooms are available on a first-come, first-served basis. The large study room may also be reserved in advance for class sessions, large groups and/or campus meetings.

Also available is a Bone/Model Study Room, which houses all of the library's bones, skeletons and anatomical models for student use. This room features an x-ray viewbox and can accommodate up to four students.

SHERMAN COLLEGE CHIROPRACTIC HEALTH CENTER

The Sherman College Chiropractic Health Center provides practical experience for senior students during their course of study. Under faculty supervision, student intern provide chiropractic care for other students, their families and outpatients from the community. There is no fee for adjusting Sherman College students, faculty or staff. There is, however, a charge for x-rays taken of family members, college staff and/or their families.

The chiropractic adjustment requires a great deal of skill to administer. Student interns in the Health Center may examine and adjust patients only under faculty supervision. Unauthorized/unsupervised adjusting is illegal in the state of South Carolina and is cause for immediate disciplinary action, ranging from a minimum of two quarters suspension to permanent dismissal. For more information concerning this, please refer to the *Student Intern Handbook* at <http://www.sherman.edu/intranet> under the header "Handbooks."

There are legal and ethical considerations connected to the use of titles "Dr." and "D.C." Students are not entitled to use these titles in any way, at any time, including on personal checks, stationary, business cards, voice mail or home or office answering machines/services, email or web sites.

STUDENT AFFAIRS DEPARTMENT

The Office of Student Affairs is responsible for supporting and/or coordinating services designed to promote a college environment that encourages and supports student success through co-curricular activities targeting personal, professional and social development as well as their academic endeavors.

To view the all college policies pertaining to student affairs, visit <http://www.sherman.edu/intranet>.

The Office of Student Affairs bears responsibility to (Refer to Policy 8001-Office of Student Affairs for details)

1. Provide educational, cultural and social opportunities to all students whenever possible.
2. Be dedicated to supporting students in matters of government, student advocacy, student counseling, new student orientation, graduation and all student events.
3. Possess the responsibility of enforcing college policies directly affecting the student population.
4. Provide personal enrichment and motivational programs that will compliment the students' educational experience.
5. Enrich the students' educational experience by providing the opportunity and the facilities for extracurricular activities.
6. Provide programs and services that will address important issues, needs and concerns affecting Sherman College students and their families.
7. Promote a community atmosphere and mutual respect between students and administration.
8. Promote the success of students with special learning needs.
9. Aid in the improvement of knowledge, skills and attitudes in the area of running a successful chiropractic practice.

Procedures:

Student Affairs also has oversight of the following services:

1. Academic Accommodations Review and Coordination
2. Bulletin Board Postings
3. Campus and Community Service Opportunities
4. Chiropractic Student Government and Campus Clubs
5. Classified and Housing Postings
6. Classroom Reservations
7. College ID Cards
8. CollegeTown Consortium College Representative for Event Planning
9. Fitness Center
10. Intramural Opportunities
11. Local Discounts to Area Attractions
12. Lockers
13. Lost and Found
14. Student Handbook

POLICY NOTICES

To view the all college policies pertaining to student affairs, visit <http://www.sherman.edu/intranet>.

CLUBS

The Dean of Student Affairs serves as the advisor for the Chiropractic Student Government (CSG). CSG General Assembly meetings are conducted on the second and fourth Tuesday of each month. All student clubs and organizations fall under the guidance of the executive officers of CSG and the Dean of Student Affairs.

Campus Clubs Policies and Procedures (Refer to Policy 8006- Campus Approved Clubs and Organizations for details)

The college must approve any student club or organization requesting official club status that has the majority of its membership, composed of Sherman College students; prospective students and/or alumni that desire to use college facilities, distribute club information on campus and/or qualify for Chiropractic Student Government (CSG) funding. All student clubs and organizations are subject to college policies. All on-campus student club or organization activities and/or events must be scheduled through the Office of Student Affairs.

Approval of a campus club is a privilege, not a right, and may be revoked by the college at any time, if the circumstances warrant such measures.

Club applications are available through the CSG Blackboard page.

Fundraising for campus approved clubs/organizations (Refer to Policy 8018- Fundraising for details)

The dean of student affairs will approve fundraising activities by student clubs and organizations. Fundraising activities that compete directly with college business operations are not permitted. All fundraising activities must comply with college policy and all state and federal laws. Any fundraising activity involving the local/business community must have prior approval of the director of institutional advancement. Any fundraisers involving games of pure chance (i.e.: raffles, selling chances, etc.) are prohibited under South Carolina Law. Any fundraising activities related to the Sherman College Lyceum will be the responsibility of the director of continuing education.

Release of Information

Students are not to release any information about the college to any outside agency. Official college information should come from administration sources. Students must check with the administration before making any announcements to the press or representing themselves on behalf of Sherman College. In addition, no student is to financially obligate the college without prior approval from proper sources and a purchase order.

STANDARDS OF CONDUCT

Appeal Procedure (Refer to Policy 8026- Appeal for details)

An appeal is a request for an exception to college policy or is submitted to dispute a decision made by a faculty member, college committee or administrator regarding the *implementation of policy*.

Students who wish to file an appeal must follow the procedures detailed in this policy (see policy 8026). A student wishing to make an appeal for an exception to policy must first address the issue with the appropriate college committee chair or administrator prior to appealing to the committee. The decision of the committee is final.

Dress and Grooming Standards (Refer to Policy 8002- Dress and Groom Standards for details)

This policy pertains to appropriate and professional dress on campus. The required dress code for Health Center Interns is found in the Student Intern Handbook.

Personal hygiene should be practiced at all times. Dress should be professionally and causally acceptable for a graduate institution. This includes being neat and clean, and within the guidelines of the policy. All dress and grooming standards are to be respected and observed at all times on campus unless otherwise explicitly stated. Any student found to be in violation of the policy will be addressed accordingly. Faculty and staff assist the dean of student affairs in enforcing this dress code.

During Lyceum and other school activities, students are asked to exercise good judgment.

Drug Prevention Program Certification (Refer to Policy 8010-Alcohol, Illegal Drugs and Substance Restrictions, Policy 8013-Tobacco for details)

Sherman College of Chiropractic prohibits the use of alcohol and other drugs. The college will enforce federal, state, and local laws, as well as its own alcohol and drug policies.

Sherman College has adopted and implemented a drug prevention program, and provides information on alcohol and drug awareness for its students and employees that include the annual distribution of the Drug and Substance Abuse Prevention and Resource Guide.

<http://www.sherman.edu/Intranet/safety/Drug-Prevention-Program-Resource-Guide.pdf> .

Counseling resources are available through the Office of Student Affairs.

*A copy of the Drug and Substance Abuse Prevention and Resource Guide are included in the back of the handbook for your convenience.

Grievance (Refer to Policy 8015 - Grievance (complaint))

A grievance is a **formal written complaint** about the *conduct* of a student, or a member of the college faculty, staff or administration. A grievance may also be about, any *issues related to the quality or conduct of the educational program*. A grievance should not be confused with an appeal (See Policy 8026 Appeal).

Sherman College upholds a Student Code of Conduct defined in Policy 8004. The rights of students are protected. Adverse action may not be taken against a student who has filed a grievance (complaint) according to college policy. Individuals who wish to file a grievance must follow the procedures detailed in policy 8015.

Institutional Decision Making (Refer to Policy 8012-Student Representatives to College Committees)

Each student has the opportunity to participate on the majority of standing committees at the college. Each of these committees has a student representative as a voting member. When a student position is vacated, the dean of student affairs announces the vacancy for interested students to apply. Please refer to Policy 8012 to view the procedure to become involved with the designated campus committees.

Participation in college sponsored activities (Refer to Policy 8005- College sponsored activities)

In order to promote professional development, students are encouraged to participate in college-sponsored activities that provide education or professional experiences beyond the classroom in representing the college and chiropractic profession, participating in patient education and recruitment and/or prospective student education and recruitment. Such activities require the student

to assume a high level of responsibility, knowledge of the chiropractic profession and professionalism. Such activities are not required and should not divert a student's effort from achieving satisfactory academic progress or maintaining his/her good standing in the doctor of chiropractic degree program.

Students in good standing (achieving satisfactory academic progress) are eligible for participation in college-sponsored activities.

Student Code of Conduct (Refer to Policy 8004-Student Code of Conduct)
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. Review policy 8004-Student Code of Conduct, for complete details.

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.

The dean of student affairs deals with non-academic student offenses. The vice president for academic affairs deals with academic offenses. Cases involving unprofessional conduct, academic dishonesty or illegal adjusting are referred to the Student Conduct Review Board.

* A complete copy of this policy is included in the back of this handbook for your convenience.

IMPORTANT COMMUNITY TELEPHONE NUMBERS

The following directory may be helpful to students who are seeking assistance:

Public Safety and Court Services:

Spartanburg Public Safety Dept.

Domestic Violence Advocate

Non-Emergency 24 hr. #

864-596-3452

864-596-2039

Safe Homes/Rape Crisis Coalition

24 hr. hotline

864-583-9803

1-800-273-5066

SC Victim's Assistance Network

DSS 24 hr. hotline

1-888-852-1900

864-585-1445

Medical and Counseling:

St. Luke's Free Medical Clinic	864-542-2273
Regenesis Community Health Center	864- 582-4611
Nurse On Call	864-591-7999
Mary Black Memorial Hospital	864-573-3000
Spartanburg Regional Medical Center	864-560-6000
S.A.D.A.C. Alcohol and Drug Abuse Center	864-582-7588
Spartanburg Area Mental Health Center	864-585-0366
The P.A. C. E. Center	
Individual, marriage, family violence intervention, Parenting, assessment	864-583-5802
Alcoholics Anonymous	864-585-1930
Gambler's Anonymous	1-800-313-0170



Sherman College of Chiropractic
Drug Prevention Program & Resource Guide

Drug Prevention Program & Resource Guide 2011 Edition

SUBSTANCE ABUSE AWARENESS HANDBOOK COMPLETE WITH:

- STANDARDS OF CONDUCT
- LOCAL, STATE & FEDERAL LAWS
- CAMPUS POLICIES & SANCTIONS
- COMMONLY ABUSED DRUGS & ASSOCIATED HEALTH RISK
- LOCAL TREATMENT OPTIONS

Written according to guidelines outlined in Section 22: The Drug Free Schools and Communities Act Amendment of 1989- Public Law 101-226, EDGAR Part 86 and Title IV Guidelines

Drug Prevention Program Certification Institutions of Higher Education

Sherman College has adopted and implemented a drug prevention program, and provides information on alcohol and drug awareness for its students and employees that include the annual distribution of program information through the student affairs and human resources offices. The library maintains information regarding drug awareness via videotape available for checkout for interested individuals. Counseling resources are available through the Office of Student Affairs.

Sherman College of Chiropractic prohibits the use of alcohol and other drugs. The college will enforce federal, state, and local laws, as well as its own alcohol and drug policies.

Also see: Policy 8013 – Tobacco Use
Policy 8004 – Student Code of Conduct

I. STANDARDS OF CONDUCT FOR EMPLOYEES AND STUDENTS REGARDING DRUGS AND ALCOHOL (Policy 8010, Revised 10/20/09):

- A. The possession, use or distribution of alcoholic beverages is forbidden on the premises of the college, except during the course of college-sponsored events. In such cases, the event organizer must obtain prior written consent from the college president or his or her designee.
- B. The possession, use or distribution of illegal drugs or substances of any kind is forbidden on the premises of the college.
- C. The unlawful possession, use, manufacture or distribution of illegal drugs or substances and alcohol on or off campus is cause for immediate dismissal.
- D. Individuals and sponsoring groups are accountable for their choices and behavior. If alcohol or other drug violations occur, the following disciplinary systems may be utilized:
 - College's Student Conduct Review Board
 - Legal prosecution
- E. A faculty member may be dismissed before the end of a contract term for the unlawful possession, use, manufacture or distribution of illegal drugs or substances or for teaching under the influence of drugs or alcohol.
- F. Students, employees, and guests must adhere to federal, state, local and college rules and regulations.

II. LEGAL REQUIREMENTS:

A. South Carolina Law: Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is illegal to give or sell alcoholic beverages to persons who are under 21 years of age or who are intoxicated.

B. Open Container Law: The State of South Carolina complies with the Transportation Equity Act for the 21st Century (TEA-21): The State of South Carolina has voluntarily submitted its open container law to the National Highway Traffic Safety Administration (NHTSA) for review and has been found to be in compliance with the provision in the federal highway bill, TEA-21.

Open Container (beer, wine): South Carolina law prohibits having an open container of beer or wine in a moving vehicle of any kind, except in the trunk or luggage compartment. If you are convicted of violating this law, you face a fine of up to \$100 or imprisonment for up to 30 days. (S.C. Code of Laws Section 61-4-110)

Open Container (liquor): South Carolina law prohibits having an open container of liquor in a moving vehicle of any kind, except in the trunk or luggage compartment. If you are convicted of violating this law, you face a fine of up to \$100 or imprisonment for up to 30 days. (S.C. Code of Laws Section 61-4-4020)

III. SANCTIONS:

Students found to be in violation of Sherman College's Code of Conduct or the Alcohol and Illegal Drug Restrictions Policy will be held accountable for their actions and will face disciplinary action and/or legal prosecution.

If students are found to be in violation of any of the following infractions, the following minimum sanctions are likely to occur:

1. Distribution of illegal drugs or substances: Dismissal
2. Possession, use or manufacture of illegal drugs: Two (2) term suspension/dismissal
3. Providing patient care while under the influence of alcohol and/or illegal drugs or substances: Two (2) term suspension/dismissal
4. Being under the influence of alcohol and/or illegal drugs or substances while on campus: One (1) term suspension/dismissal

Students may also be held accountable for allowing or soliciting violations of the standards of conduct by their guests. Campus disciplinary sanctions include, but are not limited to:

1. Written warnings
2. Probation
3. Fines
4. Suspension and/or dismissal

See Policy 8004 – Student Code of Conduct

IV. TITLE IV GUIDELINES:

The college will adhere to the regulations/procedures as stated in the Title IV Guidelines concerning Financial Aid status and application.

The Title IV Guidelines are stated as follows:

A drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the college is not required to verify this unless it has conflicting information in its possession.

A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless he/she was tried as an adult.

The period of ineligibility for FSA funds depends on whether the conviction was for sale or possession, and whether the student had previous offenses.

	Possession of illegal drugs	Sale of illegal drugs
1 st Offense	1 year from date of conviction	2 years from date of conviction
2 nd Offense	2 years from date of conviction	* Indefinite period
3 rd Offense	* Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day he/she successfully completes a qualified drug rehabilitation program, though further drug convictions will make he/she ineligible again.

Students denied financial aid eligibility for an ***indefinite period** can regain it only after completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two (2) convictions for sale or three (3) convictions for possession remain on the record. It is the student’s responsibility to certify to the college that he/she has completed the rehabilitation program; as with the conviction question on the FAFSA, the college is not required to verify the reported information unless it has conflicting information.

A qualified drug rehabilitation program must contain the following requirements:

1. Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
2. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
3. Be administered or recognized by a federal, state, or local government agency or court.
4. Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

If a student certifies that he/she has completed a drug rehabilitation program, but the college does not believe that the program meets the requirements stated above, then the college must treat this as conflicting information and resolve the conflict before paying the student any FSA funds.

V. POLICY UPDATE:

The college will conduct a biennial review of the drug prevention program and/or policies to:

1. determine their effectiveness
2. implement any needed changes
3. ensure that disciplinary sanctions are consistently enforced

VI. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL:

A. ALCOHOL:

- a. Highly addictive
- b. Nervous system depressant
- c. Can cause organic brain damage
- d. Can cause liver damage (cirrhosis)
- e. Upsets fluid balance in the body and may cause impotency, malnutrition, high blood pressure
- g. heart disease hypertension and menstrual imbalance
- h. Excessive intake impairs the activity of white blood cells in fighting disease and is associated with it. a greatly increased risk of cancer
- j. May cause alcoholic psychoses
- k. Idiosyncratic intoxication (low tolerance – acute reaction)
- l. Withdrawal delirium (Delirium tremens)
- m. Chronic alcoholic hallucinosis (auditory)
- n. Amnesic disorder (“Korsakoff’s psychosis” – memory defect)
- o. Pregnant women, who drink heavily, frequently produce infants smaller and lighter than average who sometimes show facial and limb irregularities. HEW’s Third Report on Alcohol and Health, 1978 reports alcohol abuse is the third leading cause of birth defects; the first two being Down’s Syndrome and Spina Bifida. Also, causes Fetal Alcohol Syndrome.

B. **DRUGS:** The most common action of ALL DRUGS is their alteration of cell metabolism.

1. **Anabolic Steroids**-No intoxication effects, hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne, premature stoppage of growth, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, menstrual irregularities, development of beard.

****Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: Roids, Juice**

2. **Cannabinoids**-Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination, cough, frequent respiratory infections, impaired memory and learning, increased heart rate, anxiety, panic attacks, tolerance, addiction, damages reproductive organs in males and females

a. **Hashish** (Boom, Chronic, Gangster, Hash, Hash oil, Hemp)

Symptoms: See above Cannbinoids

b. **Marijuana** (Gateway drug: Blunt, Dope, Ganja, Herb, Joint, Mary Jane, Reefer, Pot,)

Symptoms: See above Cannbinoids

3. **Depressants**-Reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration, fatigue, confusion, impaired coordination, memory judgment; addiction; respiratory depression and arrest, death.

a. **Barbiturates** (Amytal, Nembutal, Seconal, Phenobarbital;barbs, reds, phennies, yellows)

Symptoms: Sedation, drowsiness, depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life threatening, withdrawal

b. **Benzodiazepines:** (Ativan, Halcion, Librium, Valium, Xanax;candy, downers, sleeping pills)

Symptoms: Sedation, drowsiness, dizziness

c. **Flunitrazepam** (Rohypnol:Forget-me-pill, Mexican Valium, R2, Roche, Roofies, Roofinol, Date rape drug)

Symptoms: Visusal and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug.

d. **GHB** (Gamma-hydroxybutyrate: G, Georgia homeboy, Liquid Ecstasy,Grievous bodily harm)

Symptoms: Drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma death

e. **Methaqualone** (Quaalude, Sopor, Parest; Ludes, Mandrex, Quad, Quay)

Symptoms: Euphoria, depression, poor reflexes, slurred speech, coma

f. **Dextromethorphan:** Dissociative effects, distorted visual perceptions to complete dissociative effects,

Found in some cough and cold medicines: Robtripping, Rob, Triple C

4. **Dissociative Anesthetics**-Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting

a. **Ketamine** (Ketalar SV: Cat Valium, K, Special K, Vitamin K)

Symptoms: At high doses, delirium, depression, respiratory depression and arrest

b. **PCP and analogs** (Phencyclidine: Angel dust, boat, hog, love boat, peace pill)

Symptoms: Possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression

5. **Hallucinogens**-Altered states of perception and feeling; nausea; persisting perception disorder(flashbacks)

a. LSD (Lysergic acid diethylamide; Acid, Blotter, Boomers, Cubes, Yellow Sunshines)

Symptoms: Increased body temperature, heart rate, blood pressure, loss of appetite, sleeplessness, numbness, weakness, tremors, persistent mental disorders

b. Mescaline (Buttons, Cactus, Mesc, Peyote)

Symptoms: Increased body temperature, heart rate, blood pressure, loss of appetite, sleeplessness, numbness, weakness, tremors

c. Psilocybin (Mexican mushroom)

Symptoms: Nervousness, paranoia

6. Inhalants- Stimulation, loss of inhibition, headache, nausea, slurred speech, loss of motor coordination, wheezing, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death

a. Solvents (Paint thinners, Gasoline, Glues)

b. Gases (Butane, Propane, Aerosol propellants, Nitrous Oxide)

c. Nitrites (Isoamyl, Isobutyl, Cyclohexyl)

****Laughing Gas, Poppers, Snappers, Whippets**

7. Opioids and Morphine Derivatives- Pain relief, euphoria, drowsiness, nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death

a. Codeine (Empirin with Codeine, Fiorinal with Codeine, Robitussin with Codeine, Tylenol with Codeine: Cody, doors and floors, pancakes and syrup)

Symptoms: Less analgesia, sedation and respiratory depression than morphine

b. Fentanyl and fentanyl analogs (Actiq, Durgesic: Apache, China Girl, China White, dance fever, Friend, Jackpot, Murder 8, TNT)

Symptoms: See above for opioids and morphine

c. Heroin (Diacetylmorphine; Brown sugar, Dope, H, Horse, Junk, Smack, White Horse)

Symptoms: Staggering gait, see above for opioids and morphine

d. Morphine (Roxanol, Duramorph: M, Miss Emma, Monkey, White stuff)

e. Opium (Laudanum, paregoric: Big O, Black stuff, Block, Gum, Hop)

g. Oxycodone HCL (OxyContin: Oxy, OC, Killer)

h. Hydrocodone Bitartrate (Vicodin: Vike, Watson-387)

Symptoms: See above for opioids and morphine

8. Stimulants- Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy)

a. Amphetamines (Biphedamine, Dexedrine; Bennies, Speed, Uppers, Crosses, Black Beauties)

Symptoms: Rapid breathing, tremor, loss of coordination, irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance,

addiction, psychosis

b. Cocaine (Cocaine hydrochloride; Blow, Bump, C, Candy, Charlie, Coke, Crack, Rock)

Symptoms: Increased temperature, chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks

For more information call 1-800-COCAINE

c. MDMA (Adam, Clarity, Ecstasy, Lover's Speed, X, XTC)

Symptoms: Mild hallucinogenic effects, increased tactile sensitivity, empathic feelings, impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity

d. Methamphetamine (Desoxyn; Chalk, Crank, Crystal, Fire, Glass, Ice, Meth, Speed)

Symptoms: Aggression, violence, psychotic behavior, memory loss, cardiac and neurological damage, impaired memory and learning, tolerance, addiction

e. Methylphenidate (Ritalin: JIF, MPH, R-ball, Skippy, Vitamin R, the Smart Drug)

Symptoms: See above Stimulants

f. Nicotine (Cigarettes, Cigars, Smokeless tobacco, Snuff, Spit tobacco, Chew, Bidis)

Symptoms: Additional effects attributable to tobacco exposure; adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction

Reference:

National Institute on Drug Abuse. (2009, July 27). Commonly Abused Drugs. Retrieved March 19, 2010 from <http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html>

VII. PERSONAL COUNSELING:

Counseling and referral assistance for drug/substance abuse are available thru the Office of Student Affairs for employees and students; however, anyone suspected of drug or alcohol abuse is referred to the Spartanburg County Alcohol and Drug Abuse Commission on 187 W. Broad Street. Also, joining Alcoholics Anonymous and/or Drugs Anonymous is encouraged.

VIII. RESOURCES FOR EDUCATION AND TREATMENT:

On Campus

Student Services (578-8770, ext 224)
Campus Security (599-4852)

Off Campus

1. Spartanburg Alcohol and Drug Abuse Commission
(864)582-7588 www.sadac.org

To reduce human suffering from alcohol tobacco, and other drug use, abuse, and addiction by providing and promoting quality prevention, education, intervention, and treatment services in Spartanburg County.

The Spartanburg Alcohol & Drug Abuse Commission (SADAC) was established in 1971 by the Spartanburg County and the Spartanburg City Councils.

Nationally accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), SADAC is licensed by the S. C. Department of Health and Environmental Control (DHEC) as an outpatient facility for chemically dependent or addicted persons, and as a community Residential Care Facility for non-medical detoxification. SADAC staff are certified through the South Carolina Association of Alcoholism and Drug Abuse Counselors, South Carolina Association of Prevention Professionals and Advocates, and may hold state licensure or national certifications. Clinical staff hold bachelor and masters degrees in the areas of Education, Counseling, Human Services and other related fields.

SADAC is committed to the needs of an individual and believes that all persons have worth and dignity, regardless of their legal, emotional, social, or economic status. SADAC does not discriminate against any person on the basis of sex, race, color, religion, national origin, ancestry, age, sexual orientation, marital status, or handicap.

SADAC believes that alcohol, tobacco and other drug problems are treatable and preventable.

2. *Alcoholics Anonymous*

(864)585-1930 www.AA.org

Alcoholics Anonymous® is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

3. *Narcotics Anonymous*

800-828-5689 www.NA.org

Narcotics Anonymous provides a recovery process and peer support network that are linked together. One of the keys to NA's success is the therapeutic value of addicts working with other addicts. Members share their successes and challenges in overcoming active addiction and living drug-free, productive lives through the application of principles contained within the Twelve Steps and Twelve Traditions of NA. These principles are the core of the Narcotics Anonymous recovery program. Narcotics Anonymous itself is a non-religious program of recovery; each member is encouraged to cultivate an individual understanding-religious or not-of the spiritual principles and apply these principles to everyday life. There are no social, religious, economic, racial, ethnic, national, gender, or class-status membership restrictions. There are no dues or fees for membership; most members regularly contribute in meetings to help cover the expenses incurred for the rent of a facility space.

Narcotics Anonymous is not affiliated with other organizations, including other twelve step programs, treatment centers, or correctional facilities. As an organization, NA does not employ professional counselors or therapists, nor does it provide residential facilities or clinics. NA has only one mission: to provide an environment in which addicts can help one another stop using drugs and find a new way to live.

4. *Carolina Center for Behavioral Health*

800-866-4673 www.thecarolinacenter.com

Serving individuals ages 18 and up, the Adult Addictive Program provides treatment for patients struggling with a range of chemical dependency issues. The level of care and other details of your treatment plan will be determined through an initial assessment. We have both inpatient and intensive outpatient programs to meet the needs of patients dealing with drug or alcohol abuse. Our facility is convenient to Greenville and areas throughout Upstate, SC.

Online Services for locating assistance:

www.Addictionsearch.com 800-559-9503

References:

Alcoholics Anonymous. Retrieved March 18, 2010 from www.AA.org.

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SATISFACTORY ACADEMIC PROGRESS-POLICY 1003

REVISION DATE: 7/20/10

*Applies to students who matriculated **after** Sept. 30, 2010.

*View the intranet for applicable policy version for students who matriculated prior to Sept. 30, 2010.

POLICY

To meet satisfactory academic progress requirements, a student must maintain a quarterly *and* cumulative grade point average of 2.2 or above and must successfully complete a minimum of 230 (clock hours per quarter. A student not meeting these criteria will be placed on the appropriate level of academic probation and on a reduced course load to increase the likelihood of the student achieving and maintaining satisfactory academic progress.

This policy includes information on the following:

Academic Notice	Multiple Course Enrollments
Academic Warning	Retaking Failed or Dropped Courses
Academic Probation	Probationary Admission
Final Academic Probation	English as a Second Language (ESL) Suspension
Academic Dismissal	VA Benefits – loss due to lack of satisfactory progress
Appeal of Academic Dismissal	

I. Academic Notice

A student receives an Academic Notice when the student earns two or more grades of F in any quarter while maintaining a minimum GPA of 2.2. A student will be placed on Academic Notice each time this situation occurs without advancing to a more restrictive level of academic probation as long as the student maintains quarterly *and* cumulative GPA of 2.2 or higher while enrolled in the program. A student in this situation would not be subject to a reduction in course load, but would be required to consult with and follow the recommendations of the chair of the Student Success Program.

II. Academic Warning

A student is placed on Academic Warning when the student's quarterly or cumulative GPA is less than 2.2 for the first time.

A student on Academic Warning must take a reduced load the next term, not to exceed 300-quarter hours, and retake all courses in which unsatisfactory grades were received. If the course is not offered the next term, the student must complete the course at the next offering. This will cause the student to be placed on special schedule, which is likely to impact the student's projected graduation date. A student on Academic Warning is not permitted to enroll in any course(s) for which the course that is being repeated is a designated prerequisite or in any course that would conflict with the course that is being repeated. In addition, a student on Academic Warning is required to consult with and follow the recommendations of the chair of the Student Success Program. The registrar will determine the student's schedule.

Satisfactory Academic Progress following Academic Warning

Students on Academic Warning who achieve satisfactory academic progress will be permitted to enroll in the standard course load of 300-420 hours the next term.

III. Academic Probation

A student will be placed on Academic Probation when the student's quarterly or cumulative GPA is less than 2.2 for the second time.

A student on Academic Probation must reduce his/her course load in the following term to a maximum of 240 hours and retake all courses in which unsatisfactory grades were received. If the course is not offered the next term, the student must complete the course at the next offering. He/she is not permitted to enroll in

any course(s) for which the course that is being repeated is a designated prerequisite. In addition, a student on Academic Probation:

- may not enroll in any course that would conflict with the course that is being repeated;
- is required to obtain tutorial assistance, which is available through the registrar;
- is required to meet with his/her advisor on a bi-weekly basis;
- is required to consult with and follow the recommendations of the chair of the Student Success Program; and
- is required to follow a schedule set by the registrar.

Any student who fails to meet any of these requirements will be dismissed with no right to appeal.

Satisfactory Academic Progress following Academic Probation

Students on Academic Probation who achieve satisfactory academic progress will be permitted to enroll in a maximum of 300 hours the next term. If the student achieves satisfactory academic progress while taking 300 hours, he/she may return to a standard course load.

VA Educational Benefits for Students on Academic Probation

A student who receives VA Educational Benefits no longer maintains satisfactory academic progress when placed on Academic Probation and will not be eligible for such benefits for a minimum of one quarter. A student losing VA Educational Benefits due to being placed on Academic Probation may have his/her eligibility for VA Educational Benefits reinstated upon achieving satisfactory progress the quarter he/she is on Academic Probation.

IV. Final Academic Probation

A student will be placed on Final Academic Probation when the student's quarterly or cumulative GPA is less than 2.2 for the third time.

A student on Final Academic Probation must reduce his/her course load in the following term to a maximum of 240 hours and retake all courses in which unsatisfactory grades were received. If the course is not offered the next term, the student must complete the course at the next offering. In addition, a student on Final Academic Probation:

- is required to meet with the chair of the Student Success Program on a weekly basis;
- is required to follow any and all recommendations set forth by the chair of the Student Success Program;
- is required to obtain tutorial assistance, which is available through the registrar; and
- is required to follow a schedule set by the registrar.

Any student who fails to meet any of these requirements will be dismissed with no right to appeal.

A student on Final Academic Probation no longer maintains satisfactory academic progress and will not be eligible for most forms of financial aid. A student losing financial aid due to unsatisfactory academic progress may have his/her financial aid eligibility reinstated upon achieving satisfactory academic progress the quarter he/she is on Final Academic Probation. A student may be reimbursed for the quarter in which he/she regains satisfactory academic progress, but not for any quarter in which he/she did not meet the requirements of satisfactory academic progress.

Satisfactory Academic Progress following Final Academic Probation

Students on Final Academic Probation who achieve satisfactory academic progress will be permitted to enroll in a maximum of 240 hours the next term. If the student achieves satisfactory academic progress taking 240 hours, he/she may take 300 hours the next term. If the student achieves satisfactory academic progress taking 300 hours, he/she may return to a standard course load. The registrar will determine the quarterly schedule for students who achieve satisfactory progress following final academic probation for the remainder of their enrollment in the doctor of chiropractic degree program.

V. Academic Dismissal

A student will be academically dismissed from the program when he/she:

- Fails to earn a GPA of 2.0 or higher in the first quarter.
- Fails to comply with the terms of Probationary Admission, Academic Notice, Academic Warning, Academic Probation, Final Academic Probation or ESL Suspension.
- Fails to achieve satisfactory academic progress in any subsequent term following Final Academic Probation.
- Fails to complete a course on the second attempt.

Any student receiving an Academic Dismissal has the option to take one of two actions:

1. Appeal of Academic Dismissal

Academic Dismissal may be appealed to the Academic Affairs Committee. Appeals must be in writing and submitted by Wednesday of the first week of classes the quarter immediately following dismissal. For the complete appeals process, see Policy 8026 – Appeal.

2. Application for re-admission following a six-month waiting period.

For the complete application for re-admission process, see Policy 2013 – Re-admission Policies.

VI. Multiple Course Enrollments (Two Strikes)

A student may withdraw from and/or earn a grade of F in any given course only once. When a student enrolls in a course for the second time, the student must successfully complete and pass the course or be academically dismissed from the college (requiring full application for readmission following a six-month waiting period). Withdrawals during the drop/add period will not be counted as a course enrollment. A student who successfully appeals academic dismissal for multiple course enrollments no longer maintains satisfactory academic progress and will not be eligible for most forms of financial aid.

VII. Retaking Failed or Dropped Courses

A newly matriculated student* who earns a grade of F or withdraws from (after the drop/add deadline) one or more courses must repeat said course(s) the following term or in the next term in which said course(s) is offered. A student attending Sherman College beyond the first quarter after matriculation must repeat courses in which he/she has earned a grade of F or withdraws from (after the drop/add period) one or more courses must repeat said course(s) within two quarters of the term in which the student did not achieve a passing grade. A student who is on Probationary Admission, Academic Notice, Academic Warning, Academic Probation or Final Academic Probation must repeat said course(s) the following term or in the next term in which said course(s) is offered or as required by the vice president for academic affairs.

*For the purposes of this policy, a newly matriculated student is defined as any student, or transfer student, who is attending Sherman College for the first time.

VIII. Probationary Admission

A student granted Probationary Admission to the program must achieve a minimum 2.2 quarterly and cumulative grade point average taking the standard course load of 300-420 hours during the designated probationary admission period (unless otherwise stipulated by the Admission or Academic Affairs Committee). Failure to do so will result in dismissal from the program with no right to appeal. If a student

admitted under Probationary Admission earns a grade of F, W, N or WF during any term of his her probationary admission period, the vice president for academic affairs may continue the student under probationary admission period for an additional time period in order to monitor whether the student is capable of achieving satisfactory academic progress each quarter as well as whether the student is capable of making sufficient progress toward degree completion within the college's program completion requirement of six (6) calendar years. See Policy 1005 – Course Load and Degree Completion.

IX. English as a Second Language (ESL) Suspension

A student from a non-English speaking country (or for whom English is his/her second language) who met the Test of English as a Foreign Language (TOEFL) admission requirement at the time of his/her admission but is unable to achieve satisfactory academic progress in the doctor of chiropractic degree program due to insufficient verbal or written communication skills may be suspended from the program and required to complete English-language programs or English as a Second Language (ESL) course(s) before being permitted to continue in the program. The vice president for academic affairs would make such a determination based on input from faculty members who have had substantial opportunities to observe the student's command of verbal and written communication skills and ability to follow directions through daily interactions with the students, his/her class participation and course assessments. Faculty may report such communication challenges to the dean of student affairs and/or the vice president for academic affairs. The student may be required to take more advanced TOEFL testing to verify the student's communicative ability to facilitate student placement at the appropriate level of instruction in English-language programs or ESL classes.

Also See: Policy 2006 – International Student Admission
Policy 2009 – Conditional Admission Policy
Policy 8026 - Appeal

STUDENT CODE OF CONDUCT-POLICY 8004

REVISION DATE: 3/16 / 2011

POLICY

I. *Professional Conduct*

The chiropractic profession strives to maintain the highest ethical standards. It is felt that chiropractic students should begin to manifest those ethical standards at the time the decision is made to become a doctor of chiropractic. Therefore, lying, cheating, stealing, vandalism or other similar offences are not tolerated. Students are expected to conduct themselves as professionals at all times. Their behavior and actions within the community should reflect the professional objectives of the college and the chiropractic profession.

The *Student Code of Conduct* shall serve as a guide to all at Sherman College 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, students are required to adhere to the *Student Code of Conduct* as set forth herein. The fundamental principles of this code include:

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

All members of the college community, including faculty, students, staff, and administration, have an obligation and responsibility to report to the dean of student affairs, the vice president for academic affairs or the dean of clinics any violation of the Student Code of Conduct.

Violations of the *Student Code of Conduct* will not be tolerated by the college and may subject the student to disciplinary action. In addition to penalties imposed by the college, violations of the law may result in penalties imposed by civil authorities. Death threats must be reported to the police, by law. Resolution of misconduct complaints shall follow the procedures set forth in the succeeding sections. The college is not bound by civil or criminal court procedures and may proceed according to policy. It is the college's responsibility to protect the right of due process of all involved persons to be treated fairly and in accordance with college policies.

The following lists are representative of inappropriate behavior for general misconduct, academic misconduct and health center misconduct; they are not intended to be all-inclusive. The college reserves the right to address any behavior deemed inappropriate.

A. General Misconduct (Dean of Student Affairs)

1. Disruption of the educational process, which includes but is not limited to: classes, labs, assemblies, seminars/workshops, registration, meetings and the operation of the Health Center.
2. Damage to, or destruction of college property.
3. Theft or unauthorized removal of property, whether college property or personal property.
4. Unauthorized or other improper use of college facilities or equipment, which includes, but is not limited to, violation of federal and state laws regulating duplication of copyrighted materials, or gaining unauthorized access to any college facilities and/or equipment.
5. Mental, psychological, racial, sexual, or other harassment of any person, including hazing, threats, coercion, intimidation, obscene verbal abuse, written threats, gestures, or other forms of harassment.
6. Physical or sexual assault or abuse of any person, or conduct which threatens or endangers the health or safety of any person; which includes sexual misconduct with a patient, student, staff, administrator or faculty members.
7. Indecent, disorderly, lewd, or obscene conduct.
8. Conviction of a felony while enrolled.
9. Failure to comply with official college requirements and directions (including attendance or presence on campus when suspended), policies, or federal, state, or local laws or statutes.
10. Using the college computer network to send or receive offensive or obscene material or for purposes not related to the curriculum.
11. The use, possession, or sale of illegal drugs or alcoholic beverages on college properties or at college events (unless otherwise stipulated by the college), or being under the influence of the same.
12. Smoking on college properties except in the designated areas.
13. Willful violation of, or repeated failure to comply with, any college rules or standards regarding personal appearance, clinical supervision, professional conduct, academic regulations, regulations governing student organizations, or any other standards of the college as published in the *Catalog*, *Student Handbook*, *Student Intern Handbook*, *Inside Sherman*, *College Intranet* or other official college documents.
14. Disrespect to an administrator, staff, and faculty member or college visitor.
15. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or at college sponsored events.
16. Misrepresentation of the college to outside individuals or agencies.
17. Behavior that creates a danger to the college and campus community members, (i.e., bomb threats).
18. Intimate personal relationships between students, administrators, or faculty are prohibited.
19. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;

intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

20. Abuse of the judicial system, including but not limited to:
 - Failure to obey the summons of a judicial body or college official.
 - Falsification, distortion, or misrepresentation of information before a judicial body.
 - Disruption or interference with the orderly conduct of a judicial proceeding.
 - Institution of a judicial proceeding knowingly without cause.
 - Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Conduct Review Board.
21. Unprofessional conduct on- or off-campus. A student's conduct on or off campus reflects his/her ability to be a professional and reflects on the college and the chiropractic profession
22. The Office of Student Affairs shall have discretion to exercise jurisdiction over conduct which occurs off-campus and which would violate student conduct and discipline policies or regulations if the conduct occurred on campus when (1) the alleged misconduct indicates the student may be a threat to the safety or security of members of the college community or college property, functions or facilities, or disturbs the neighborhood or (2) the alleged misconduct involves academic work or any records, documents, or identifications of the college. Specifically, the Office of Student Affairs may choose to exercise jurisdiction over off-campus incidents where the alleged misconduct involves:
 1. Rape or sexual assault, any other physical assault, threats of violence, or conduct that threatens health or safety of any person.
 2. Stalking or sexual harassment.
 3. Possession or use of weapons, explosives, or destructive devices.
 4. Manufacture, sale, or distribution of controlled substances.
 5. Hate crimes.
 6. Hazing.
 7. Conduct, which would constitute felony burglary, robbery, theft, etc.
 8. Disorderly conduct.

B. Academic Misconduct (Dean of Basic Sciences or Dean of Clinical Sciences)

The academic integrity of the college is the joint responsibility of both students and faculty. The freedom to teach and learn is a result of the collective conduct of the members of the college community. The learning environment should be one of trust, respect, fairness, and honesty.

1. Dishonesty in any form, including lying, furnishing false information, forgery or alteration. Falsification or any other unauthorized use of college documents, academic or other official records, identification or property, which includes, but is not limited to: papers, examinations, registration or financial aid materials, application forms, reports, forms, checks or clinic records.
2. Plagiarism, which is defined as the act of appropriating the work of another, or parts of another's work, or another's ideas and passing them off as the product of one's own mind. For plagiarism to occur, it is not necessary to exactly duplicate another's work, it being sufficient if unfair use of such work is made by lifting of substantial portion thereof. (Black's Law Dictionary, 5th ed. St. Paul: West Group, 1999).
3. Buying, selling, distributing or otherwise obtaining, possessing or using any copy of any material intended to be used as information on an exam, or possession of exams, before or after its administration.
4. Acting as a substitute for another person or using another person as a substitute during any exam.

5. Using the aid of others or providing aid to others in a manner prohibited by the instructor or college regulations, in the research, preparation, creation, writing, performing or publication of work for academic credit or evaluation.
6. Knowingly permitting one's work to be submitted by another person without that person's permission.
7. Attempting to influence or change one's academic evaluation or record for reasons other than achievement or merit.
8. Use of beepers, cellular/digital phones, PDAs, or other electronic devices during an examination or at any other time prohibited by college policy or college personnel.
9. Failure to follow directions of or disrespect of a faculty or staff member.
10. Eating or drinking in the classroom is prohibited except as described in Policy 1031.
11. Changing a graded exam or answer sheet.

C. Inappropriate Test-Taking Behaviors (Dean of Basic Sciences or Dean of Clinical Sciences)

Certain behaviors are considered inappropriate during the administration of an instrument meant to evaluate student progress (examination, test, quiz, practical, etc.). If a proctor feels there is a problem, it should be brought to the attention of the faculty member, who if satisfied that such misconduct has occurred will file a written report which includes name(s) of the individual(s) involved along with a description of the behavior to the vice president for academic affairs. The reporting faculty member is to attach a copy of the test to the report.

The following behaviors are specifically prohibited:

1. Having personal belongings other than writing implements in the vicinity of the test. Examples of personal belongings include: briefcases, backpacks, purses, notebooks, textbooks, PDAs, cellular phones and beepers. These materials may be left at the front or back of the room. Prior to examinations, students are responsible for turning off and removing beepers and cellular/digital phones, PDAs from their own person and placing them either in purses and briefcases at the front or back of the room.
2. Eyes wandering toward anyone else's test.
3. Copying from another student's examination.
4. Placing one's test booklet and/or answer key so that another student may see it.
5. Study notes or materials that refer or relate in any manner to the test or quiz. Possession of "crib" notes of any kind. The college subscribes to the broadest definition of "crib" notes by Webster's Encyclopedic Unabridged Dictionary of the English Language, to wit, "a translation, list of correct answers or other illicit aid used by the students while reciting, taking exams or the like".
6. Wearing a hat.
7. Unauthorized use of headphones.
8. Unauthorized exit from the room; anyone who leaves the room may not return.
9. Talking, tapping fingers, tapping feet, or making other distracting noises or gestures that may be interpreted as signaling.
10. Distracting others when entering or leaving the test area.
11. Speaking to or signaling another student while the test is in progress.
12. Unauthorized exchange of information during an exam.
13. Failure to follow the directions of the test administrator or proctors.

D. Health Center Misconduct (Dean of Clinics)

Any intern, who violates the rules/procedures of the Health Center, the policies of the college, or professional ethics will be subject to disciplinary action or automatic lowering of a grade. Repeated offenses will result in failure for that portion of the clinic grade. For further information, please refer to the current issue of the *Student Intern Handbook*.

The following behaviors are specifically prohibited:

1. Missed faculty consultation appointments.
2. Failure to keep a scheduled patient appointment (student or outpatient).
3. Checking patients while expected to be in class.
4. Unprofessional dress/not wearing clinic jacket while on the floor.
5. Falsification of records.
6. Forgery of a doctor's initials or signature.
7. Breach of patient confidentiality.
8. Unauthorized/Illegal Adjusting.
9. Unauthorized advertising.
10. Use of techniques not approved for use in the Health Center.
11. Solicitation of patients in an unprofessional or unethical manner.
12. Removing patient records and/or x-rays from the Health Center.
13. Records not accounted for or not turned in by the end of the evening.

II. Disciplinary Sanctions

Discipline need not be progressive and is implemented at the sole discretion of the college. One or more of the following sanctions may be imposed for violations of disciplinary regulations or the Student Code of Conduct:

- Disciplinary warning – a written letter sent to the student from the dean of students, dean of clinics, or vice president for academic affairs stating that the student has been found to have violated a particular article of the code, that such conduct is unacceptable and that further misconduct will result in more severe disciplinary action.
- Restriction – certain student privileges may be suspended for a set period of time, providing that suspension of these privileges does not interfere with the student's ability to complete his/her academic work at the College.
- Disciplinary probation – a student on probation is not considered in good standing within the College, and his/her continued enrollment is conditioned upon good conduct for the probationary period. The period of time over which the probation extends shall be set forth in the letter to the student.
- Disciplinary suspension - denial of enrollment, attendance, and other privileges at the College for a given period of time; leave to reapply for admission at the end of the period may be granted with or without qualifications.
- Expulsion – permanent dismissal from the College.
- Other –
 1. work hours may be assessed where the student will do work benefiting the college community;
 2. fines or reimbursement for damage to or misappropriation of property may be assessed;
 3. rehabilitative educational experiences may be ordered (drug or alcohol counseling, essays, etc.).
- The Office of Student Affairs will place a hold flag on the record of a student suspended or expelled for disciplinary reasons. Such hold flag will prohibit the enrollment of the named student for the appropriate length of time. Sanctions will be determined by a majority vote of the conduct review board except in the case of expulsion, which requires a unanimous vote of the panel. All sanctions will be forwarded to the student affairs office for review and action.

III. Disciplinary Process

All members of the College community, including faculty, students, staff, and administration, have an obligation and responsibility to report any violation of the *Student Code of Conduct*. Any such report must be in writing and signed by the author.

A. Report of Violation

Students who wish to report a violation should meet with the appropriate faculty/staff member directly supervising the event where the violation occurred. The faculty/staff member should request that the student submit the complaint in writing. Once the written complaint has been submitted, the faculty/staff member should report the violation to the appropriate dean listed below.

Faculty/staff members reporting a violation should meet with the appropriate dean.

The appropriate dean to handle the complaint investigation is determined by the type of incident as follows:

Dean of Student Affairs – Incidents of general misconduct (improper behavior)
Dean of Basic Sciences – Incidents of academic misconduct in a basic science course
Dean of Clinical Sciences – Incidents of academic misconduct in a clinical science course
Dean of Clinics – Incidents of Health Center or patient care misconduct

B. Investigation and Reading of the Allegation(s)

1. The dean meets with the complainant(s). The dean will request written documentation of the complainant's personal account of the violation. All documentation must be dated and signed by the person reporting the violation or submitting his/her account of the incident.
2. The complainant will be required to sign a consent form stating he/she understands the investigation process and that it may be necessary to divulge his/her identity to the accused.
3. After reviewing the written accounts of the violation, the dean will send written notice to the accused student that a complaint has been filed against him or her and that the dean wishes to discuss the matter with the accused student at a scheduled appointment. The accused shall be given notice to make appointment within forty-eight (48) hours to appear before the investigating dean. At this time, the accused will be presented with a procedures packet setting forth the steps required to fully instruct him/her on the preservation of his/her rights. The packet shall include:
 - A copy of the Student Code of Conduct.
 - A procedural flow chart.
 - A consent form to be signed. The form states that the accused understands the investigation process.
4. The dean will share the allegations with the accused at the scheduled meeting.
5. In the presence of an objective witness (faculty or staff member), the dean will interview the complainant(s), the accused, and any other involved college personnel or students in order to collect data concerning the allegation. The dean must document the interviews.
6. Following the reading of the allegation(s), the student has forty -eight (48) hours after receipt of the forms provided to submit in writing to the investigating dean the following:
 - a. An acceptance of responsibility for the complaint(s). The investigating dean will render a written decision regarding discipline to the student within five class days. A copy of the decision must be forwarded to the dean of student affairs.
 - b. A denial of responsibility for the complaint(s). The investigating dean will notify the dean of student affairs, who will convene the Student Conduct Review Board (SCRB). The investigating dean must forward copies of all investigative information to the dean of student affairs including:
 - the name(s) of the complainant(s)
 - the name(s) of the accused
 - the allegations
 - the accounts of the incident,
 - the dean's interview documentation and findings
 - any other related documentation

C. Convening the Student Conduct Review Board (SCRB)

Documentation

The dean of student affairs will assemble all documentation collected during the investigation process.

Convene the SCRB

1. The dean of student affairs will contact the chairman of the Student Conduct Review Board to schedule a date, time and location for the hearing.
2. The SCRB chairman will notify SCRB members of the date, time and location of the hearing.
3. The dean of student affairs will send written notification of the date, time and location of the hearing via registered US Mail to the accused, the complainant(s), named witnesses and any other potential witnesses.

SCRB Composition

1. The vice president for academic affairs will appoint four faculty members to serve for a period of one-year.
2. Three student members will be selected by the chairman of the student Conduct Review Board from a pool of nominees meeting the criteria listed below:
 - i. Be selected from a list of twelve nominated individuals (six from the faculty and six from the student body).
 - ii. Possess a GPA of 3.0 or higher.
 - iii. Be free from any academic or behavioral disciplinary actions, warnings or probation before and/or during the time of committee service, as outlined in *Policy 8012*
 - iv. Serve on only one standing committee at a time unless otherwise approved by the dean of student affairs, as outlined in *Policy 8012*.

Hearing Rules

1. A SCRB hearing is not a legal proceeding. Therefore, legal rules of evidence and civil or criminal procedural rules need not be followed. Legal counsel may not be present.
2. SCRB hearings are closed to the public.
3. All proceedings of the SCRB are confidential.
4. The SCRB chairman may exclude any person from attending the hearing who interferes with hearing proceedings. Any disruption of a hearing may result in immediate suspension of the disruptive student. The SCRB chairman makes the determination as to whether disruptive individuals/students will be dismissed from the hearing. If the disruptive individual/student does not leave voluntarily, security officers will escort them off college property.
5. If the accused fails to appear for the hearing, the SCRB will determine the matter in his/her absence.
6. Any SCRB member with a conflict of interest must recuse him or herself from serving during the hearing. Conflicts of interest include and are not limited to:
 - A current or former relationship with the accused or the complainants
 - Oral, written or electronic discussion about the incident with the accused and/or complainants prior to, during, and/or after the hearing
 - A current or former doctor-patient relationship with the accused or complainants
 - Expressed or known bias toward the accused or the complainants
7. Any SCRB member who discloses confidential information before, during, and/or after a hearing will be permanently removed from the SCRB and is subject to disciplinary action.
8. The dean of student affairs serves as the procedural advisor to the SCRB and ensures that all evidence is reviewed. If the dean of student affairs is the dean bringing the charges, he/she will serve as ex-officio member of the SCRB and an appointed dean or the registrar will serve as advisor.
9. If the dean of student affairs is personally involved in the case then the vice president for academic affairs will assume the duties related to the dean of student affairs position within the structure of the Student Conduct Review Board.
10. The vice president for business and finance will serve as legal advisor.
11. The SCRB is charged to:
 - Determine the facts,
 - Determine whether the accused is responsible for the charges,

- Recommend appropriate discipline in cases where the accused is found guilty.
- 12. The committee will hear only that information pertinent to the charge(s).
- 13. SCRIB deliberations are closed to all but the members of the committee.
- 14. Committee deliberations concerning appropriate sanction(s) may draw upon representatives of the Office of Student Affairs for guidance.
- 15. To ensure an accurate record, the hearing will be audio recorded. The SCRIB may review the recorded hearing during deliberations or in the event of an appeal may use the recording. The college president may review the recording in the event of an appeal.
- 16. SCRIB deliberations are not recorded.

The Rights of the Accused

The accused has the right to:

1. Be present at the hearing unless the SCRIB determines that the accused may not be present during all or part of the hearing due to his/her disruption or possible disruption during the hearing proceedings
2. Remain silent and have no inference of responsibility drawn from one's silence.
3. Present testimony on his/her behalf during the hearing
4. Present evidence in support of his/her version of the incident
5. See and/or hear all evidence presented against him/her. Complainants and/or witnesses are not required to present testimony in person. In this case, the SCRIB chairman reads the complainant's and/or witnesses written testimony to SCRIB and the accused.
6. Present witnesses or written affidavits on his/her behalf
7. Question the validity of the testimony presented by witnesses as evidence against him/her. The accused may direct questions to witnesses through the SCRIB chairman. He/she may submit questions in writing to the chairman. The chairman will pose the questions for the accused.
8. Be informed in writing of the findings of the SCRIB. The dean will include the SCRIB findings in his/her notice of discipline to the accused.
9. Appeal sanctions.
10. Attend classes until a decision is rendered and an appeal concluded. Exceptions to this are made when a student's presence on campus presents a danger to others and/or causes a disruption in college operations including classes. If necessary, the dean of student affairs may impose suspension, pending a disciplinary hearing. Such protective measures may be applied when the student is accused of a serious violation of Student Code of Conduct and/or a local, state, or federal regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

Hearing Procedure

1. The dean of student affairs provides copies of all documentation for the SCRIB members and provides a recording device to record the hearing.
2. The SCRIB selects a member to be responsible for tape recording throughout the hearing.
3. The investigating dean orally presents the alleged charge(s).
4. Prospective witnesses will testify one at a time and may be excluded from the hearing during the testimony of other witnesses. Witnesses to the allegation(s) shall testify first; then the accused may call witnesses and/or testify him/herself. Both the accused and the accuser shall have the right to be present during the testimony of all witnesses, to question all witnesses, and to argue his/her case to the conduct review board.
5. Examination and questioning by SCRIB members follows each witness' testimony and/or the disclosure of information supporting the alleged violations.
6. Witnesses involved in the proceedings will be placed in a separate room during the hearing and will not be allowed to discuss the proceedings with other witnesses in the room or contact any other person via phone or text messaging until the SCRIB chairman has officially dismissed them.
7. Once the SCRIB chairman has dismissed witnesses, they are not allowed to discuss the proceedings or their involvement with anyone. Failure to abide by this statement may result in disciplinary actions being taken.
8. The accused may direct questions to witnesses through the SCRIB chairman. He/she may submit questions in writing to the chairman. The chairman will pose the questions for the accused.
9. The presentation of closing comments from the dean who brought the charges followed by comments from the accused.
10. The SCRIB holds closed deliberations.

11. A finding of “in violation” requires a majority vote of the conduct review board. The board chairman votes only in the case of a tie.

Post Hearing Procedure

1. The SCRБ chairman will provide a written decision and recommendations for discipline to the dean of student affairs within 24 hours of the conclusion of deliberations.
2. The dean will send a written decision regarding the conduct review board’s decision to the accused student via registered US mail within five class days.
3. The decision notice includes information about the student’s rights and how to pursue the appeal process if the student so chooses.
4. A copy of the documentation related to the hearing will be filed in the Office of Student Affairs. Excess copies will be destroyed.