



POSTGRADUATE CLASS ATTENDANCE

POLICY

Graduates of other doctor of chiropractic degree programs requiring certification of postgraduate classroom attendance hours to obtain a license, maintain a license, qualify for a board examination or to renew a lapsed license may attend classes at 50 percent of the current tuition rate plus any applicable fees.

PROCEDURE

The doctor must submit to the dean or director of continuing education a written request indicating the following:

1. Reason for request
2. Number of classroom hours required
3. Subjects required
4. Dates he/she wishes to attend classes
5. Copy of his/her doctor of chiropractic diploma
6. Copy of any licenses held

The dean or director of continuing education, in coordination with the vice president of academic affairs and the registrar, will determine a class schedule that satisfies the doctor's requirements.

The dean or director of continuing education will send confirmation of the non-credit class hours completed to the necessary state board(s).

Record of the chiropractor's postgraduate class hours will be kept on file in the Continuing Education Department for a period of five years.

Also see: Policy 1011 – Course Audit

Policy 3020 – Tuition Payment