



SHERMAN COLLEGE
of CHIROPRACTIC



2026 SHERMAN COLLEGE OF CHIROPRACTIC
STUDENT HANDBOOK



Mission Statement

Our mission at Sherman College of Chiropractic is to provide exceptional preparation for the location, analysis and adjustment of vertebral subluxation.

2026 SHERMAN COLLEGE STUDENT HANDBOOK

INTRODUCTION

The purpose of the Student Handbook is to familiarize readers with Sherman College of Chiropractic. The handbook is edited by the Director of Student Affairs and published annually.

This edition of the Student Handbook is effective beginning with the winter quarter of the 2026 academic year..

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 at any point during the academic year. 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 or employee 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 best 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. When applicable, Student Handbook updates are posted quarterly in the online handbook located on the college website. Students should always reference the active handbook located on the college's website for the most current and applicable information. Printed or downloaded handbook copies may not represent the most up to date information as a result of quarterly changes or updates that may occur. It is the duty of the student to inquire as to whether changes have been made by consulting the official online handbook version.

Students are responsible for information contained in the most recent Student Handbook, college website, 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 website under Documents and Policies.

The policies referenced in this document do not represent the full language of the individual policies. You are advised to visit the referenced policy on the college website for complete details. All college policies are not discussed within this document. However, all policies are accessible via the college website. You should always consult the college's website when looking for the most current and applicable version of any college policy. All official college information is located on the college's main website at <https://www.sherman.edu/>.

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.

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USEFUL PHONE NUMBERS

Sherman College main line 864-578-8770

Admissions Office 800-849-8771

Chiropractic Center appointment line..... 864-578-8777

HAVE A QUESTION? WHOM TO SEE?

Absence from Class.....	Director for Student Affairs
Absence from Clinic.....	Dean of Clinics
Academic Counseling.....	Director for Student Affairs/Director of Academic Support/Registrar
Accident/Injury Report	Campus Security and Safety Manager
Accommodations (accessibility services)	Director for Student Affairs
Admissions Information	Director of Admissions
Alumni Affairs	Alumni Relations and Engagement Coordinator
Classroom Reservations	Director for Student Affairs
Course Surveys	Director of Institutional Effectiveness and Accreditation
Degree Information.....	Registrar, Director of Academic Records
Email.....	Systems Administrator
Emergency Contacting of Students	Director for Student Affairs
Employment of Students.....	Financial Aid Office
Fees.....	Business Office
Financial Aid.....	Financial Aid Office
Focal Points of Information	Director of Marketing and Communications
Food Services/Café.....	VP for Finance and Campus Operations
Grievances.....	Director for Student Affairs
Identification Cards	Campus Security and Safety Manager
Library Assistance.....	Director of Learning Resources
Locker Assignment.....	Student Affairs Coordinator
National Boards.....	Registrar, Director of Academic Records
News Releases/Newsletters	Director of Marketing and Communications
Parking Permits.....	Campus Security and Safety Manager
Parking Violations	Campus Security and Safety Manager
Probation (academic)	VP for Academic Affairs
Re-admission Counseling	VP for Strategic Enrollment Management
Records, Student.....	Registrar, Director of Academic Records
Schedules for Class.....	Registrar, Director of Academic Records

Security	Campus Security and Safety Manager
State Boards.....	NBCE; Registrar, Director of Academic Records
Student Organizations	Director for Student Affairs
Textbook Purchases.....	Bookstore Manager
Transcript Requests	Registrar, Director of Academic Records
Tutors	Director of Academic Support
Veterans Affairs.....	Director of Financial Aid
Withdrawal	Registrar, Director of Academic Records

FACULTY AND STAFF DIRECTORY

Visit the <https://www.sherman.edu/> to find all **Faculty and Staff** email addresses and extensions.

PARKING MAP/PARKING POLICIES

[Campus Map](#)

[Policy 8020 Student Parking Policy](#)

PARKING REGULATIONS

ALL VEHICLES MUST BE REGISTERED

- Parking decals are to be placed on the outside of the rear windshield for identification purposes and **MUST** be displayed at all times.
- Students, who have yet to enroll in Clinic 718, are only permitted to park in the lower lot and east or west lot.
- No parking in Plaza Circle prior to 5:00 pm M-F.
- No student parking at the Chiropractic Center.
- The intern lot is for intern parking only.

HANDICAPPED PARKING

- Students needing permanent handicapped parking must receive a handicapped parking placard from the South Carolina Department of Highways and Public Transportation.
- Students with temporary difficulties may receive special consideration through the campus security and safety manager and Office of Student Affairs. With proper documentation, a student may receive a temporary handicapped permit for up to 14 days.

TEMPORARY PASSES

- A temporary parking pass for vehicles parked on campus up to 14 calendar days may be obtained in the Business Office.
- A charge of \$5.00 is refunded when the pass is returned.

GENERAL BUILDING INFORMATION

The college’s business hours are from 8:00 am–4:30 pm, Monday–Friday. Students are able to view the hours of operation for such areas as Library, Gelardi Student Center and the Chiropractic Center on the Sherman College website.

FIRST AID

There are several First Aid stations on campus. The stations are mounted on the wall in the following locations: in the work room of the Olsen Building, in the Faculty work room (208) in the Scallon Building, in the hallway behind the welcome desk on the first floor of the Gelardi Building, and behind the Chiropractic Center front desk. In case of emergencies, contact the Director for Student Affairs (204) or the Campus Safety and Security Manager 864-680-9802 for immediate assistance. For life threatening emergencies, call 911 before notifying school personnel.

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 preparation. Additionally, recreational readers on campus are invited to utilize the library’s leisure reading book exchange.

GENERAL GUIDELINES AND PROCEDURES

The Sherman College Learning Resources Center (LRC) hours are posted at the [Library Website](#). Other special hours are posted in the LRC. Each student must present their college I.D. card when checking out materials.

CIRCULATION PERIODS AND FINE INFORMATION

Material	Checkout period(s)	Grace period	Fine
Books – General 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, NBCE	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.

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.

Also available is a Bone/Model Study area, which houses all of the library’s bones, skeletons and anatomical models for student use.

CAMPUS BOOKSTORE

The college bookstore provides all required and necessary textbooks, supplies and equipment needed for courses, in addition to college swag and other items of personal interest. The bookstore is located in the Gelardi Student Center; open Monday through Friday; 8:00am-4:30pm. You may also access the campus bookstore online at <https://shermanlionslair.merchorders.com/>.

CAFÉ

Sherman College partners with AVI Foodsystems to provide full-service offerings for breakfast and for lunch, as well as “Market C” micro market concept which is a concept that provides the campus with convenient, self-serving access to fresh sandwiches, salads and platters, hot coffee and tea, bottled beverages, as well as a variety of snacks, pastries and much more. The Café offerings change weekly, and it also has a Starbucks program. Located in Gelardi Student Center, the hours of operation are Monday – Friday (7:30am to 2:00pm).

There are also options available for catering campus events through AVI Foodsystems.

ACADEMIC INFORMATION

ACADEMIC SUPPORT AND TUTORING SERVICES

The Office of Academic Support identifies and provides early interventions to students whose academic performance begin to show signs of academic distress. The services of this department are aimed to reduce the likelihood of students being placed on academic probation due to non-compliance with meeting the college’s academic expectations. Students may be referred to Academic Support by college faculty or staff members or may self-refer as needed. Students who run into trouble with the academic standing policy are required to participate.

There are three distinct academic support services: Faculty-led tutoring, peer tutoring and academic success coaching.

The college has established a faculty-led tutoring program to provide additional support as needed in specific subject areas, such as anatomy, neuroanatomy and biochemistry. Both faculty and peer tutoring are made available to all students.

Success coaches offer targeted, one-on-one support to their assigned students, making suggestions regarding study and time management strategies and referring them to campus resources such as faculty and peer tutoring as well as on- and off-campus counseling services.

Students should contact the Director of Academic Support, Lucosi Fuller, LFuller@sherman.edu, for academic support assistance.

ACADEMIC AND ENDOWED SCHOLARSHIPS

Academic scholarships for outstanding students are funded by gifts from those wishing to support the college through recognition of academic excellence along with other special interests. A list of scholarships and awards, along with eligibility requirements, can be found on the Financial Aid page of the website under [Tuition, Fees & Financial Aid](#). Special scholarships are also published to the student body when applicable.

DEAN'S AND PRESIDENT'S LIST

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

COMMENCEMENT HONORS

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. Please refer [Policy 1021 - Graduation Requirements](#).

COMMENCEMENT

Graduation ceremonies will be held two times annually, one at the conclusion of the Spring academic term and one at the conclusion of the Fall academic term. The graduation ceremony is a college function produced in a format of the college's choosing under the guidance of the Vice President for Student Affairs. Graduating students are encouraged, but not required to attend. Please refer to [Policy 1032 - Graduation Exercises](#).

GARFUNKEL AWARD

The Milton W. Garfunkel Distinction Award is the highest honor that may be awarded to one individual in each graduating class who has demonstrated overall achievement during their studies at Sherman College of Chiropractic, when applicable.

Graduates must have at least 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. Refer to the policy for the full process of how the award recipient is selected. When it is determined there will be a Garfunkel award given, the recipient will give the farewell address at graduation. (Refer to [Policy 1034 - Milton Garfunkel Award](#) for details).

DOCTOR OF CHIROPRACTIC (D.C.) DEGREE

- 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.
- Before the college grants a degree, candidates for graduation must be cleared in the following areas:
 - All tuition, fees and other bills must be paid to the college business office.
 - The Vice President for Academic Affairs must give clearance indicating that all academic requirements have been met.
 - All materials borrowed through the college library must be returned.

Note: In the event a student has cleared in all the above categories with the exception of financial clearance, he/she may be allowed to participate in the graduation ceremony but will not receive a diploma until financial obligations are met. Under no circumstances may a student participate in the ceremony without academic and clinical clearance.

(Refer to [Policy 1021 - Graduation Requirements](#))

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS (NBCE)

National Board of Chiropractic Examiners (Refer to [Policy 1048 - NBCE Eligibility Requirements](#))

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 it is time to apply for board examinations.

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

STATE LICENSURE

Prior to entering the college, students should become familiar with the requirements in those states in which they intend to practice, and they should remain abreast of changes during enrollment. The college undertakes no obligation concerning any change which might be made by any board of chiropractic, or comparable agency, in its requirements for licensure.

CLINIC AND CLINICAL PROFICIENCY EXAMINATIONS

[Policy 1049 Clinic and Clinical Proficiency Examinations](#)

The Clinic Entrance Exam is administered to students enrolled in Clinic 644. Students must pass the exam with a grade of C or better in order to enroll in Clinic 722. All sections of the Clinic Entrance Exam must be successfully completed with a minimum grade of C. If a student fails three or more sections, the student is required to repeat the entire course. If a student fails two or less sections, they will be granted a retake opportunity for the section(s).

The Clinical Proficiency Exam is administered to interns enrolled in Clinic 752. (Interns in Clinic 752 must sit the exam during that quarter unless they have not completed sufficient coursework.) Interns must pass the exam with a grade of C or better in order to receive a diploma.

ATTENDANCE

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, required tutorials, 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, 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. The college may, at its discretion, provide excused absences to students who request and receive pre-approval to attend certain eligible

events (refer to Policy 1041 for a list of eligible events). 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, childcare emergencies, or military duty), the Vice President for Academic Affairs or their appointed representative, in consultation with the respective faculty member(s), may allow a student to make up a missed final exam(s).

LEAVES AND WITHDRAWALS

Leave of Absence

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 by the 5th day of any given term, he/she will automatically be withdrawn from the college. When a student has ceased to attend classes within a term without providing official notification or expressed intent to withdraw or take leave, he/she will automatically be withdrawn no later than 14 days after the student's last date of attendance as determined by the college from its attendance records.

Leave for Active Military Duty

(Refer to [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 or Withdrawal

(Refer to [Policy 1018 - Leave of Absence Withdrawal and Maintaining Credits](#) 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, refer to the Policy 1018 for standards on credit maintenance. Withdrawal (Refer to [Policy 1018 - Leave of Absence Withdrawal and Maintaining Credits](#) 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), 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.

TESTS AND EXAMINATIONS

Exams

(Refer to [Policy 5006 - Electronic 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 unauthorized 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 their seat/position to answer the call/text under any circumstances.

Exam results review periods

Students are expected to practice professional behavior during the review of examination results. This includes no illegal recording (audio or visual capture) of the review.

Final Exams

(Refer to [Policy 1010 - Final Exam Schedule](#) 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 college sponsored or approved events and 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.

(Refer to [Policy 1014 - Final Exam Makeups](#))

Final Exams re-takes are not permitted.

REGISTRAR SERVICES

TRANSCRIPTS

Transcripts may be obtained from the registrar's office or online. Applicable fees apply based upon the type of transcript request.

Students may request official copies of their transcripts. The first official student copy is free. Subsequent copies may be ordered online via the Sherman College website. Sherman College of Chiropractic complies with US Department of Education §§668.14 requirements for provision of transcripts; which allow the college the right to withhold transcripts in certain circumstances.

TRANSFER OF CREDITS

Transfer of Credits/Credit by Examination

(Refer to [Policy 1007 - Transfer of Credits and Credit by Examination](#) for details)

Transfer credit for equivalent non-clinical courses completed at a liberal arts or sciences college may be awarded for courses successfully completed at the graduate level.

Examination of course description for content and hours, course syllabi and faculty credentials are criteria that may be used to evaluate courses for transfer credit.

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 Academic Affairs process and approve requests for all transfer credit and/or credit by examination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)

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.
5. Furthermore, the student will not be allowed access to any confidential financial record of the parent which the college has in its possession.
6. 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 corrections if it is not challenged. If the proposed correction is challenged by an officer of the college, a hearing will be necessary.

Refer to <https://studentprivacy.ed.gov/ferpa> for more details.

GRADE REPORTING/APPEALS

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

GRADING SYSTEM

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)

	Full-time	Part-time	Less than half-time
Clock hours	99 or more	Fewer than 99	Less than 49.5
Credit hours	9 or more	Fewer than 9	Fewer than 4.5

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.

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.

Grade Changes
(Refer to [Policy 1016 - Grade Changes](#) for details) Please review the above policy for complete 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](#) for details)

*All doctor of chiropractic degree curriculum courses require a grade of “C” or above to pass.

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.

GRADE-POINT AVERAGE (GPA)

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.

INCOMPLETES

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.”

WITHDRAWALS OR DISMISSAL

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.

ACADEMIC STANDARDS

(Refer to [Policy 1051 - Academic Standing](#) for details)

A student in good academic standing must maintain a cumulative GPA of at least 2.200 while progressing toward attaining their degree. A student will be academically dismissed from the program when they:

- earn a cumulative GPA of less than 2.2 at any point after having been placed on Final Academic Probation, or
- fail to earn a GPA of 1.5 or higher in the first* quarter, or
- fail to successfully complete a course on his or her second attempt, or
- fail to comply with the individualized academic plan set forth by the college.

*This stipulation applies to all newly matriculated students, including transfer students.

Students placed on probation are subject to developing an academic plan for success and presenting it to the Academic Affairs committee at the beginning of the new quarter.

Veterans Affairs (VA) students are eligible for benefits during the warning period. In the event that satisfactory academic progress (SAP) is not achieved by the end of the warning period, the college will notify the VA and the student will not be eligible for benefits until he or she meets SAP requirements.

READMISSION

A student who is academically dismissed from the program may appeal the dismissal or apply for readmission following a six-month waiting period.

(Refer to [Policy 8026 - Appeal](#) or [Policy 2013 - Readmission Policies](#) for complete information)

AUDITING COURSES

Auditing a course allows an individual the opportunity to participate in a learning experience without the expectation of completing course requirements (assignments, exams, etc.). However, as course assignments and exams enhance learning, students auditing a course are encouraged to complete all course requirements. Students auditing a course are expected to attend regularly and participate in class activities. Students are also expected to observe all college policies and requirements. A student may only audit a course in which all prerequisites have been met. A student who successfully audits a course will receive the grade of "AU," which does not contribute to the GPA or enrollment hours for the purposes of full-time study and financial aid. (Refer to [Policy 1011 - Course Audit](#) for details)

COURSE WITHDRAWAL

([Policy 1050 - Withdrawal](#))

After the first five (5) days of the quarter, a student wishing to be removed from a core course, or an elective course that meets regularly throughout the quarter, must complete a withdrawal form (available online or by emailing the registrar's office), and obtain the instructor's signature.

REGISTRATION

Quarterly dates and times are posted and published for online registration. Students can register online until late registration. Students who fail to register on time are assessed a late registration fee. Students on special schedules must confer with a member of the registrar's office to plan an appropriate schedule. Registration for new students is processed through the registrar's office and discussed during orientation. Instructions on how to access schedules in the student portal are sent out prior to orientation. For more information on this process, please see the Registrar.

Students are allowed to drop/add courses during week 1, and may withdraw from courses through week 7, but additional stipulations and penalties may apply.

BUSINESS OFFICE

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, and work study payroll checks.

TUITION NOTICES

Tuition Policy (Refer to [Policy 3020 - 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 from 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, or reenroll until all outstanding debts are satisfied.

TUITION PAYMENT

The Tuition Time Payment Plan allows tuition 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 expressed schedule. Students failing to make payments according to schedule are not allowed to attend class or sit for 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 3019 - 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](#)).

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 VP for Finance and Campus Operations shall be responsible for the administration and interpretation of all refund policies.

SECURITY POLICIES AND PROCEDURES

SECURITY SERVICE

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

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 Campus Safety and Security Manager 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. All buildings are locked and require a college issued ID key card for access. Students must have their student ID key card on them at all times to access buildings during authorized times.
- e. Escort Service: A uniformed security officer is on duty from 4:00 p.m. until after the buildings close for business. The officer is available to provide escort service between buildings or parking lots. The officer also secures buildings, and patrols the grounds and parking lots.
- f. In any emergency, the Campus Safety & Security Manager or his/her designated representative should be contacted by dialing 0 or 200 for the operator during normal business hours, or by calling 864-680-9802. Security will immediately be directed to the scene, and if necessary will contact the Spartanburg County Sheriff's Office.
- g. Planning for the safety and security of students, employees and visitors is an ongoing concern for the college. The department of security and maintenance monitors 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, based upon the nature of the event, via the campus crisis emergency app (for those who have subscribed to the app), email memoranda and flyers.

Students and employees 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 to college personnel or by dialing security at extension 333 (864-316-7576 after hours) or by dialing 911 directly in an immediate emergency or danger.

ANNUAL SECURITY AND FIRE REPORT

The college produces an annual security and fire report in compliance with the Clery Act. During orientation, each student is supplied with a copy of the most current report. To view the current safety report visit the college's website.

PARKING RULES AND GUIDANCE

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 Security Office and must be displayed at all times. VEHICLE REGISTRATIONS ARE REQUIRED TO OBTAIN THE GOLD INTERN DECAL.**

TEMPORARY PARKING PASS

If you plan to drive an unregistered vehicle for one (1) or more days, you must get a **temporary parking pass** from the security office. 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 security office for more details.

Students needing permanent handicapped parking accessibility must receive a handicapped-parking decal from the Department of Highways and Public Transportation and display it while on campus.

OVERNIGHT PARKING

There is no overnight parking without prior approval from the Campus Safety and Security manager. Overnight parking will only be allowed after receiving a written approval via email from the Campus Safety and Security Manager.

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.

Students are assigned specific parking lot privileges based upon their level within the program.

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

EMERGENCY NOTIFICATION PLAN

In order to continue improving campus safety and timely warnings in cases of emergency or campus closures, Sherman College enrolls all employees and students in our emergency notification messaging system, Omnilert.

The system sends a text and/or email message to all enrolled cell phones and email accounts in the event of an emergency at the College. The system also has the capability to deliver push notifications to social media accounts. Omnilert greatly improves the College's emergency communications. The system is only used during an emergency or unexpected closing of the College.

SEVERE WEATHER PROCEDURES

School closing & delay notices due to inclement weather will be announced no later than 7:00 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.

Television

WSPA TV Channel

7 FOX Carolina

WYFF TV Channel 4

Campus Omnilert Messaging System for texts and emails

INCIDENT REPORTS/CLERY ACT

The college produces an annual security and fire report in compliance with the Clery Act. During orientation, each student is supplied with a copy of the most current report. To view the current safety report visit [Campus Safety Report](#).

IDENTIFICATION CARDS

Each student and employee will receive a campus I.D. badge from the college and is expected to wear the I.D. badge at all times while on campus. The I.D. badge shall be worn so as to be visible outside of one's clothing. Failure to wear the required identification badge could result in the individual being removed from the premises. The I.D. badge also serves as a limited access control card, as determined by the Campus Safety and Security Manager. If the badge is lost or misplaced, please notify the Campus Security Office for a replacement.

FIREARMS/WEAPONS

Employees and students are prohibited from the possession of any firearms or weapons while on Sherman College property or at a Sherman College event for any reason. All employees and students are responsible for observing and adhering to all security policies, regulations and directives. Failure to comply with security regulations may lead to disciplinary measures.

SOLICITORS AND AGENTS

Business representatives, salespeople and other agents are prohibited from contacting students and conducting transactions on the campus. Students and employees are also prohibited from acting as agents and actively pursuing non-college business or mercantile activities on campus without prior approval. Violators should be reported to the Campus Safety and Security Manager.

CAMPUS TOURS

Official/formal tours are available by appointment only. Official tours are organized through the Admissions office and are usually intended for alumni and prospective students. Visitors seeking an official tour should provide the **Admissions Department one week's notice** to help ensure a student tour guide is available at the desired day and time.

Unofficial tours of the campus by students or employees and their guests do not need prior approval, providing that the college is open, classes and work schedules are not interrupted, and such parties check in with Campus Security upon arrival. Should a student or employee desire to give an unofficial tour on a weekend or evening, please keep in mind that some areas of the college could be closed and unavailable to tour. Access to such areas would require advance permission by the responsible area/department head.

USE OF COLLEGE FACILITIES

Student organizations wishing to use college facilities for meetings or other approved activities must submit a request through the CSG Schoology Resource page. The Director for Student Affairs will review the request, grant approval/denial, notify you of the decision, and coordinate the necessary arrangements with the appropriate departments within the college if needed.

The college requires at least two-weeks advance notice in order to accommodate requests for use of its facilities.

PROPERTY LOSS OR DAMAGE

The replacement cost of a book, instrument or other college property that becomes unavailable for faculty and/or student use because of disappearance or breakage will be charged to the responsible individual.

Theft of, or damage to, personal property on college premises should be reported immediately to Campus Security for investigation. The college is not responsible for the loss of, or damage to, personal property on campus.

LOST AND FOUND

The Campus Security Office, located in Scallon, serves as the campus lost and found repository. Security receives, makes secure and returns lost items. Articles which cannot be traced to owners, and which are not claimed within specified time limits, are subject to disposal. All personal items should have some type of owner identification to facilitate return when found.

TITLE IX AND NON-DISCRIMINATION

Members of the Sherman College community are encouraged to contribute to the prevention of, intervention in, and prompt and effective response to sexual misconduct or discrimination. The purpose of this policy is to create or identify resources, both on campus and in the larger community, to reduce, eliminate, and address the effects of harassment and discrimination. Additionally, this policy will explain how the College will proceed when it is made aware of possible misconduct in keeping

with institutional values and to meet legal obligations under Title IX of the Educational Amendments of 1972 (20 U.S.C. §1681, et seq., 34 C.F.R. Part 106 (as amended), a federal law that prohibits sex-based discrimination, including sexual harassment and sexual assault.

It is a violation of the Harassment and Nondiscrimination policy for any member of the Sherman College community to retaliate against any individual who makes a complaint, testifies, supports, or participates in any manner in any report, investigation or sexual misconduct hearing proceeding. Retaliation includes intimidation, threats, coercion, discrimination, or adverse action taken or threatened. Any malicious reporting of a false complaint of discrimination, or sexual misconduct, is also a violation of this policy. Retaliatory conduct or malicious or false reporting will be regarded as a separate violation of the policy.

Sherman College strongly encourages the prompt reporting of sexual misconduct. The report may be made by:

A person who believes they experienced sexual misconduct (a “Complainant” or “victim”); or

A person who has information that sexual misconduct may have been committed by a Sherman College student, faculty member, staff member, or a participant in a Sherman College program (a “Reporter”).

Reports of sexual misconduct can be made to any campus employee, such as the Title IX Coordinator, student affairs, or campus security. While confidentiality cannot be fully guaranteed, it will be maintained to the greatest extent possible given the circumstances.

Sherman College of Chiropractic does not discriminate on the basis of race, color, sex, national origin, physical disability, age, veteran status, sexual orientation, gender identity, religion, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in its educational programs and activities. Not only do Sherman College students have the right not to be discriminated against in matriculation practices or policies, but they also have the right to be free from sexual harassment and sexual assault, collectively referred to in this policy as sexual misconduct.

As a recipient of federal funds, Sherman College complies with Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq. and its implementing regulations, 34 C.F.R., Part 106) that prohibit discrimination on the basis of sex, in federally assisted education programs and activities: **“no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial aid.”** In addition, the Supreme Court, Congress, and federal executive department and agencies, including the Department of Education, have recognized that sexual harassment can constitute discrimination which is prohibited by Title IX.

IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT:

If you or someone you know may have been a victim of sexual assault or any other type of sexual misconduct prohibited under this Policy, you are strongly encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, 7 days a week from the Spartanburg County Sheriff's Office (911), or during business hours, you are encouraged to contact **student affairs, campus security, or the Title IX Coordinator at the following:**

Janice Higgins-Fordree, D.C. Title IX Coordinator

Sherman College of Chiropractic Post Office Box 1452 Spartanburg, SC 29304

Telephone: (800) 849-8771 x283 E-Mail: jfordree@sherman.edu

NON-ACADEMIC POLICIES AND INFORMATION

STUDENT AFFAIRS SUPPORT SERVICES

The Office of Student Affairs is obsessed with student success (OWSS) and our primary focus is to support our campus through providing resources and activities that promote mind and body balance and wellness for self care for overall success. We are responsible for managing campus activities, promoting community involvement and serving as a liaison between Sherman Administration and student organizations. We acclimate you at orientation and celebrate you at graduation.

The Director for Student Affairs is available to any student needing help for any reason and can discuss such issues with confidentiality. Since academic stress can influence mental and emotional well-being, the Director for Student Affairs may consult with the Director of Academic Support when a student seeks initial counseling. For issues relating to instruction, examinations and course difficulties, students are advised to first contact the instructor, then the Dean or the Director for Academic Support. Student Affairs is available to help students create open dialogue with their instructors.

For students and employees seeking private counseling to address personal life challenges, the college provides counseling services through a contract with a professional counseling agency. This program is free. This counseling program offers individual counseling virtually, on campus, and in the community through Intrinsic Therapy, LLC. If you are experiencing personal challenges contact Campus Counseling directly at campuscounseling@sherman.edu for an appointment. The Office of Student Affairs can provide additional information about this service upon request.

STUDENT HEALTH/STUDENT HEALTH INSURANCE

The college does not offer health insurance to students. However, the college does have an insurance partner we work with to help students find a plan that may meet their needs. Please contact the Office of Student Affairs for available resources.

STUDENTS WITH DISABILITIES

Students with Disabilities

(Refer to [Policy 1038 - Equal Opportunity and Accommodations](#) for details)

The college complies with Title II of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. These laws provide that educational institutions offer reasonable accommodations for persons with applicable disabilities.

Sherman College works to ensure that our chiropractic school program and services are accessible to all qualified students regardless of their disability or special needs. The College provides reasonable and appropriate accommodations for students with documented disabilities. Incoming students are encouraged to complete the accommodations application and submit all necessary documentation as soon as possible to ensure a response to the request prior to all testing for the new quarter.

Reasonable accommodations vary according to the type and degree of disability. Review of requests will be made on an individual basis and reasonable accommodations afforded, if any, will depend on the nature and extent of the disability documentation provided, and the requirements of the curriculum.

The college has a procedure for students seeking accommodation for disabilities. To initiate the procedure, the student should contact The Director for Student Affairs, Ronitra Owens, rowens@sherman.edu.

The college reserves the right to determine what, if any, accommodation is to be offered. Contact the Director for Student Affairs for further information.

SMOKING

The college maintains a smoke-free environment in all buildings and parking lots on campus.

Violations of this policy will result in fines and may include other disciplinary sanctions.

(Refer to [Policy 8010 - Substance Use Regulations](#) for details)

SUBSTANCE ABUSE

Drug Prevention Program Certification (Refer to [Policy 8010 - Substance Use Regulations](#) 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.

Counseling resources are available through the Office of Student Affairs.

You can find a copy of the Drug and Substance Abuse Prevention and Resource Guide on the college website.

GROOMING AND ATTIRE

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 Chiropractic Center Interns is found in the Student Intern Handbook.

As a graduate and professional program, business casual dress is required. Personal hygiene should be practiced at all times. 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 Director for Student Affairs in enforcing this dress code.

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

VETERANS AFFAIRS

Veterans 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.

FITNESS CENTER

The college provides a free gym membership to Workout Anytime in Boiling Springs ([Workout Anytime Virtual Tour and Information](#)). To verify you are a Sherman student or employee, you will need to present your Sherman ID badge to Workout Anytime staff. Students and employees must maintain the quarterly visit requirement of 25 visits per quarter, in order to receive the free membership. There is a one-time startup fee of \$21 to cover the initial enrollment fee and your key access.

STUDENT LOCKERS

Lockers are provided by Sherman College of Chiropractic as a campus courtesy. Lockers are property of the college and may be subjected to a search by college officials upon request.

The locker rental renewal period will open in January and July. Being selected only entitles you to your rental for 6 months after which time you must re-submit your name for the next locker lottery. Clubs are also able to rent lockers.

CAMPUS DIRECTORY

All faculty, staff and departments directory information can be located on the Sherman College website at [Contact Sherman](#)

CONDUCT

Sherman College of Chiropractic students are expected to conduct themselves as responsible individuals both on and off campus. This expectation also includes how students represent themselves via social media. The college assumes the right to dismiss, suspend, place on disciplinary probation, or otherwise penalize students who engage in inappropriate, unprofessional or unlawful behavior, and to annotate their permanent records accordingly.

Should a faculty member or student witness or have information about alleged inappropriate behavior by a student, they should first notify the Director for Student Affairs to discuss informally and confidentially. If the nature of the allegation is serious and/or warranted, the witnessing person(s) may submit a written complaint to the Director for Student Affairs.

The college follows its [Student Code of Conduct - Policy 8004](#). Any inquiries or concerns about the college's Student Code of Conduct policy should be directed to the Vice President for Student Affairs. Should the allegation concern academic integrity, the college will follow its Student Code of Conduct Policy and Procedures.

An allegation by a student of sexual harassment or sexual assault should be communicated to the Title IX Coordinator as soon as possible after the incident occurs, preferably by the victim, who will be confidentially advised as to the options available. Should the victim choose to file a complaint with college against the student, faculty or staff, it will be handled in accordance with the college policy.

Should a faculty, staff or student witness or have information about alleged criminal behavior of a student, including but not limited to a hate crime or theft, they should contact the Campus Safety and Security Manager at 864-316-7576 (extension 333) or by dialing 911 directly in an immediate emergency or danger.

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

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.

SUSPENSION/DISCIPLINARY ACTIONS

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.

Student conduct violations are addressed by the respective dean or director on campus. Non-academic offenses are managed by the director for student affairs. Academic offenses are managed by the basic and clinical sciences deans, depending upon the course in which the offense is

documented. All student offenses involving student interns and their clinic behavior is managed by the dean of clinics. Cases involving unprofessional conduct, academic dishonesty or illegal adjusting are referred to the Student Conduct Review Board.

(Refer to [Policy 8004 - Student Code of Conduct](#) for details)

ELECTRONIC MEDIA POLICY

Sherman College provides access to electronic media—including email, the Internet, telephones, voicemail, and computers—to support college business and instructional activities related to student learning. The College encourages the use of these media, since they make communication more efficient and effective. However, the College emphasizes that these media, like all other forms of company property, are primarily for company business and not for personal use. The use of electronic media must align with college policies and may not include inappropriate, harassing, or illegal content. Sherman College embraces and encourages social media as a form of communication and promotion among its constituents. The college does not condone the use of negative, inflammatory or derogatory statements and will not tolerate this type of exchange over this venue. If the college deems any posts on its social media platforms to be negative or insulting to college constituents, college personnel will remove the offensive information. If an individual continues to post negative comments, the college may block that individual from future participation.

(Refer to [Policy 3060 - Electronic Media](#) for details)

(Refer to [Policy 8025 - Acceptable Student Use of Technology](#) for details)

STUDENT ORGANIZATIONS

The Director for Student Affairs serves as the advisor for the Chiropractic Student Government (CSG). CSG General Assembly meetings are conducted on alternating Tuesdays of each month. All student clubs and organizations fall under the guidance of the executive officers of CSG and the Director for 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 on the CSG Schoology group resource page.

Fundraising for campus approved clubs/organizations

(Refer to [Policy 8018 - Fundraising for Campus Approved Clubs Organizations](#) for details)

The Director for 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 without appropriate registration

and reporting. 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.

Honorary Organizations and Special Interest Clubs

A list honorary organizations and special interest clubs can be found at [Clubs at Sherman College of Chiropractic](#)

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.

Calendar

[Calendar 2-Year](#)

Drug prevention program and resource guide

[Drug Prevention Program](#)

COMPLAINT AND GRIEVANCE PROCEDURES

STUDENT GRIEVANCES, APPEALS AND DUE PROCESS

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 ([Policy 8026 - Appeal](#)). Sherman College upholds its Student Code of Conduct defined in [Policy 8004 - Student Code of Conduct](#). 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 - Grievance/Complaint](#).

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 ([Policy 8026 - Appeal](#)). 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.

Sherman College of Chiropractic's College Appeal Board (CAB) serves as a hearing board for appeals in findings of academic misconduct, clinic misconduct and for non-academic and behavioral violations. Please see [Policy 8028 - College Appeal Board](#), for more information.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)

Sherman College of Chiropractic is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Doctor of Chiropractic degree. Sherman College of Chiropractic also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Sherman College of Chiropractic may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

ACCREDITATION COUNCIL

Agency Complaint ([Policy 8019 - Agency Complaint](#))

The Doctor of Chiropractic degree program of Sherman College of Chiropractic is awarded programmatic accreditation by The Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ, 85258-4321, Phone: (480) 443-8877, Web site: www.cce-usa.org. 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 is listed as an institution of higher learning in the U.S. Directory of Higher Education. Sherman College is licensed by the South Carolina Commission on Higher Education, 1122 Lady St Ste 400, Columbia, SC 29201, Telephone: 803-737-2260.

FINANCIAL AID POLICIES AND INFORMATION

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.

Sherman College participates in the following loan programs:

- Grad Plus Loan
- Emergency Loan
- 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 <https://studentaid.gov/h/apply-for-aid>.

Financial Aid Standards for Satisfactory Academic Progress (Refer to [Policy 6020 Financial Aid SAP Standards](#) for details)

The Higher Education Act (HEA) requires that a student maintain satisfactory academic progress (SAP) in the student's program of study to be eligible to receive Title IV funds. Repeated courses as well as academic credits transferred from another school are included in the evaluation of a student's compliance with this policy. Sherman students who wish to be considered for financial aid must maintain SAP as set forth in this policy.

Federal regulations mandate that a student's SAP be measured at least annually. It is Sherman College policy to review a student's academic performance at the end of each quarter (payment period).

SAP is measured in two ways, qualitative and quantitative (pace). Qualitative is a measure of a student's grade point average (GPA). Quantitative, or pace, measures a student's progress through the program to make certain the student is on track to complete the degree program within the maximum time allowed.

To meet the qualitative requirement a student must maintain a quarterly and cumulative grade point average of 2.2 or above.

To meet the quantitative requirement (the maximum length of time to complete an academic program is 150 percent of the published length of the educational program, or 21 quarters), the student must receive a passing grade for a minimum of 66.67 percent of attempted credits each term to maintain pace. Quantitative progress will be measured at the end of the first academic year (1st, 2nd and 3rd quarter). Following the first academic year, student progress will be measured at the end of each quarter. At the point of measurement, student must have completed 66.67 percent of quarterly requirements per curriculum to maintain satisfactory progress.

Both qualitative and quantitative progress is monitored by the department of academic affairs in accordance with [Policy 1051 - Academic Standing](#). This policy contains additional information on how GPA and pace of completion are affected by incompletes, withdrawals, repetitions and transfer of credit from other schools.

The financial aid office will notify students who fail to meet SAP of their financial aid status. A student who fails to meet SAP may be subject to being placed on financial warning, probation or suspension.

WORK-STUDY

(Refer to [Policy 6004 - Eligibility for College Work Study](#) (CWS) for details)

Eligibility for College Work-Study funds is based upon information from the student's 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 paperwork 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](#))

VETERANS AFFAIRS

Veterans 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.

SHERMAN COLLEGE CHIROPRACTIC CENTER

The Sherman College Chiropractic Center provides practical experience for senior students during their course of study. Under faculty supervision, student interns 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 Chiropractic 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. 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 websites.





SHERMAN COLLEGE
of CHIROPRACTIC

Office of Student Affairs
800.849.877 | sherman.edu