

# Catalog & Student Handbook





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Life Chiropractic College West does not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender, sexual orientation, or disability in admissions, education, employment, financial aid, or any other Collegeadministered programs.

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# Message from the President

It is our pleasure to provide you with information about Life Chiropractic College West. We trust you find this information helpful as you pursue your career in chiropractic.

At Life West, we are very excited about the future of chiropractic as the world moves towards a more natural, patient centered model of health care. Chiropractic is perfectly positioned to accept that role. A chiropractic education at Life West will prepare you in the philosophy, art and science of chiropractic for the 21st Century.

We are living in a time of great change, and this presents even further opportunities for the chiropractic profession in the future. A growing number of people are moving towards a

wellness approach to health care, and there is nothing as unique as a chiropractic adjustment that influences the nervous system and every aspect of human performance and wellbeing.

I urge you to take advantage of every opportunity open to you at the College; from the various clubs and activities through to the range of international guest speakers we have on campus. You will be surprised how fast time passes until you graduate.

Your chiropractic education journey is a demanding one, leading to the Doctor of Chiropractic degree. You have an amazing team of faculty and staff committed to your success, and if there is anything I can do to assist you personally, please don't hesitate to contact me.

Yours in Life,

Dr. Brian D. Kelly

President



# Introduction to the College Catalog

Each student has a responsibility to be familiar with and understand the contents of this Catalog and Student Handbook, as well as other publications from the Office of Academic Affairs, Health Center, learning resource center, financial aid office, and other departments. Together, these publications provide students with a broad picture of the rights, responsibilities, opportunities and requirements of members of the Life West community relative to academic and clinical offerings and policies, co-curricular programs, conduct and performance.

Life Chiropractic College West reserves the right, at any time and without prior notice, to make changes to the information contained in this publication including, but not limited to, entrance requirements, graduation requirements, curriculum, fees, rules, and regulations. Such changes may be necessary to satisfy the requirements of the Board of Regents, state boards, federal or state governing bodies, or other regulatory agencies. Our most current information appears on the Life West website: www.lifewest.edu.



# Today's Doctor of Chiropractic

Chiropractic is the nation's third largest primary health care profession, surpassed in numbers only by practitioners of medicine and dentistry. There are approximately 65,000 chiropractors in North America alone with thousands more practicing throughout the world. Recent studies indicate that upwards of 20% of the U.S. population has consulted a chiropractor.

Chiropractic is a natural, preventative, and non-invasive form of health care that is based on the principle that the body has the inherent ability to heal. This fundamental orientation toward "sustainable" healing mirrors a new and changing attitude toward health care in the United States and around the world.

An individual's health is either directly or indirectly controlled by the nervous system. Interference within this system impairs normal function and lowers resistance to disease. Nervous system in-terference due to abnormalities in the musculoskeletal relationships of the vertebrae (called sub-luxations) and the management of these problems through the chiropractic adjustment are at the heart of the chiropractor's clinical concepts and skill. Chiropractors are highly skilled in the



art of adjusting the articulations of the body, thereby reducing or minimizing the effects of neurological interference. Chiropractic adjustments are gentle, specific maneuvers which can be applied effectively and safely to people no matter their age.

The purpose of chiropractic professional education is to provide the doctoral candidates with a core of knowledge in the basic sciences, clinical sciences, and related health subjects sufficient for the graduate doctors of chiropractic to perform their professional obligations at a primary contact level.

As a gatekeeper for direct access to the health delivery system, the responsibilities of the doctor of chiropractic as a primary care clinician include wellness promotion, health assessment, diagnosis, and the chiropractic management of the patient's health care needs. When indicated, the doctor of chiropractic consults with, co-manages, or refers to other health care providers.

# Life West: Our History

Life Chiropractic College West traces its founding date to 1976, when the institution was known as Pacific States Chiropractic College. During 1976 and 1977, Pacific States began the process of developing an educational institution and preparing the College to receive its first class of students.

In April 1978, the charter class of Pacific States was matriculated. Due to a rapidly changing economic situation, combined with other institutional setbacks, the Board of Regents of Pacific States considered entering into a relationship with an established chiropractic College.

In March 1981, through the efforts of Dr. George Anderson, Dr. George Wentland, and Dr. Sid E. Williams, president and founder of Life Chiropractic College (now Life University), an agreement was reached between Life Chiropractic College and Pacific States Chiropractic College. As a result, the College was renamed Life Chiropractic College West. It is in this context that we are proud and honored to consider Dr. Sid E. Williams the founder of Life Chiropractic College West.

The College has been profoundly influenced by the objectives, dedication, commitment, and enthusiasm of Dr. Williams and the entire Life community. We appreciate the early efforts of Dr. George Anderson and Dr. George Wentland. We are thankful for the vision of Dr. Williams and his unceasing pursuit of the realization of his dream of a healthier tomorrow through chiropractic.

Dr Gerry Clum had been the President of Life West for 30 years prior to his retirement in 2011. His contribution to the College, and the profession, both in the U.S. and the world is unparalleled. Under Dr. Clum's guidance, the College received accreditation status with the Commission on Accreditation of the Council on Chiropractic Education in 1987 and was granted reaffirmation of accreditation at each renewal cycle in 1990, 1995, 2003 and 2011. Guided by his leadership and personal commitment to a curriculum that was focused on the traditional philosophy and hands-on techniques of the profession, Life West became one of the largest chiropractic Colleges in the world with an enrollment over 800 students. As a leader in the profession throughout the world, Dr. Clum is recognized with numerous professional awards including; "Humanitarian of the Year, 2007", "Chiropractor of the Year, 1992 and 1995", "Man of the Year, 1992", and dozens of distinguished service awards that recognize his talent, intelligence and compassion for the chiropractic profession.

In 2010, the Board of Regents appointed Dr. Brian Kelly as only the second President of Life West. Dr. Kelly took up the role in January 2011 from his native country New Zealand where he had been the president of the New Zealand College of Chiropractic and a past president of the Australian Spinal Research Foundation.

# Our Vision

The vision of Life Chiropractic College West is to create a brighter future for humanity.

### Institutional Mission Statement

Our mission as an institution of higher education is to advance chiropractic by offering the Doctor of Chiropractic program, postgraduate education, research and scholarly activity in a climate of love and service.

# Doctor of Chiropractic Program Mission Statement

Life Chiropractic College West Offers a doctor of chiropractic program through a leading edge experience providing graduate chiropractiors withy the knowledge, skills, philosophies, attitudes and competencies to serve the health care needs of the public in the 21st century.

The program focuses on the relationship between the structure and function of the human body as coordinated by the nervous system, and the effects of the vertebral subluxation.

The program instills in the chiropractic graduate an appreciation for the innate potential of the human body to heal and adapt to its environment, and the role of the nervous system in the restoration, preservation and enhancement of human health and performance.

The program prepares graduates for personal and professional fulfillment in a climate of loving, serving and giving.

### Life West Values

### We value

- · The philosophy of chiropractic and the understanding of vitalism, holism and innate intelligence
- Congruence in chiropractic and living a congruent chiropractic lifestyle
- · Quality, and making a commitment to excellence in all we do
- The seriousness of the subluxation and its effect on individual and global life expression
- The power and specificity of the chiropractic adjustment in restoring the integrity of the nervous system
- The environment and have a commitment to a sustainable future
- · A purpose driven life
- · The professions history and heritage
- · Loving, serving and giving
- · Integrity and ethics

# Institutional Goals

Life Chiropractic College West embraces the following goals:

- To teach chiropractic history, philosophy, and principles as a foundation for the practice of chiropractic;
- To train graduates as doctors of chiropractic to function as primary health care providers, with the ability to evaluate the health status of their patients and to consult and refer patients within and throughout the health care professions in accordance with their professional judgment;
- To promote the growth and development of the profession through education and research in chiropractic principles and practice;
- To encourage students to develop a high standard of ethics, so that they may better serve their patients, the public, and the profession;

- To encourage students to communicate freely with members of other health care professions as well as with members of the chiropractic profession;
- To encourage students to become active in their respective communities and to work for the betterment of the human condition;
- To encourage students to be teachers charged with the responsibility of educating the public on health and its achievement through chiropractic care; and
- To provide a postgraduate education program enabling graduates and others to maintain and improve their professional skills.

# The Principle of Service

It is the principle of Lasting Purpose that drives the mission of Life Chiropractic College West. As a workplace value, it instills a deep sense of pride, not only in those employees who strive to meet College goals and objectives, but in our students, the profession, and the community, who participate in and receive the wide range of services and benefits the College offers.

### Service through the Health Center

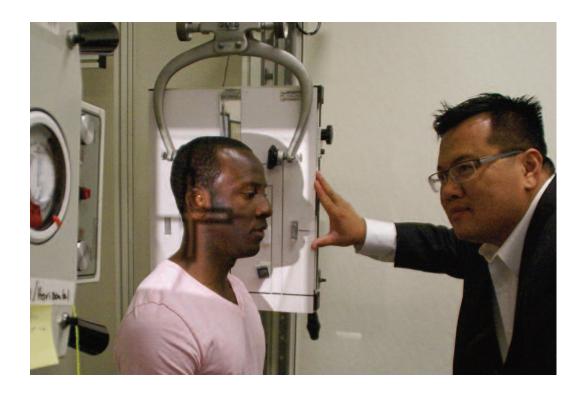
Over the last 30 years, the faculty and interns of the College's Health Center, have provided chiropractic service to over 100,000 patients from around the world. Special service and educational programs sponsored by the Health Center include youth group sports physicals, community health and spinal screenings, and a range of community activities.

### Service to the chiropractic profession

As a center of learning and research, Life West provides re-licensure and postgraduate seminars, research, alumni programs, and participation and leadership in national and international efforts to advance the profession.

### Service to the students, employees, and the community

The College provides many resources for financial assistance, student activities, housing referral services, employ-ment listings, tutoring programs, academic counseling services, and international and under-represented group support. Life West has a long history of community support through programs such as the Family Emergency Shelter Coalition (FESCO) as well as other community organizations.



# College Crest

The crest of Life Chiropractic College West is symbolic of many important tenets held by the College. The central segmented column represents the spine and spinal cord and alludes to the alleviation of suffering through chiropractic. The eagle wings symbolize the uplifting spirit available to those who embrace the concept of Lasting Purpose (represented by the interlocked LP) of loving, giving, and serving out of abundance. The demi-lion is taken from the Williams crest in honor of Sid E. Williams, D.C., a visionary leader in the field of chiropractic and the founder of Life Chiropractic College West and Life University in Marietta, Georgia (formerly Life Chiropractic College), a sister institution with which Life West shares this coat of arms.



# College Colors

While a variety of colors are used in College publications and facilities, the official colors of Life West are green, light blue, and white.

# Chiropractic Oath

In accordance with the law of nature, that law which God has prescribed to all humankind and in consequence of my dedication to the restoration of the sick to health by the application of that law, I promise and swear to keep to the best of my ability and judgment the following oath:

I will observe and practice every acknowledged rule of professional conduct in relation to my profession, my patient, my colleague, and myself.



I will keep an open mind regarding the progress of my profession provided this progression shall be confined within the boundaries of the chiropractic science, philosophy, and art.

I will serve my patient to the best of my ability, violating neither confidence nor dignity, and in my association with patients I shall not violate that which is moral and right.

I shall regard and refer to my fellow chiroprac-tor with honor, giving credit where it is due

I shall improve my knowledge and skill, firm in my resolution to justify the responsibility which the degree of doctor of chiropractic symbolizes and imposes. To all this I pledge myself, knowing these ideals are prescribed by the dictates of reason alone.

# Accreditation

Life Chiropractic College West has received institutional accreditation status from the Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ 85258-4321. Tel: 480-443-8877. The CCE is the agency to which complaints about compliance of the College with the requirements of the CCE Standards should be addressed.



# Admissions

The admissions office staff is committed to assisting prospective students interested in a career in chiropractic and an education at Life Chiropractic College West. Admissions personnel will advise students on the application process as well as compile and analyze applicant files and documents. They also conduct tours during the week and special events for prospective students such as the Champions for Life weekend.

# Campus Visit

Prospective students are encouraged to visit the College and to discuss their personal and professional plans with an admissions representative. Tours of campus are conducted every Monday and Friday when school is in session. Prospective students can register for a tour by calling the admissions office at 510-780-4501 or online.

# Notice Regarding Requirement Changes

In accordance with the CCE, Life Chiropractic College West is making a change to the entrance requirements be-ginning on January 1, 2013.

Life Chiropractic College West follows the guidelines for enrollment established by the CCE (Council on Chiropractic Education). The CCE accredits all Doctor of Chiropractic programs in the US and is recognized by the US Secretary of Education.

# Admissions Requirements

All entering students must have earned a minimum of 90 transferable semester units or 135 quarter units at an in-stitution or institutions accredited by a regional or nationally recognized agency.

Applicants who have earned a cumulative grade point average of at least 2.75 on a scale of 4.0 for the required 90-semester units will be reviewed by the admissions committee and may be admitted on an alternate admissions track (AATP).

Applicants who have earned a cumulative grade point average of at least 3.0 on a scale of 4.0 for the required 90-semester units will be reviewed by the admissions committee for acceptance to the standard admissions track. Applicants with an undergraduate degree may be admitted with all majors, including those with and without a science emphasis. Applicants should contact the admissions staff to discuss their current preparedness and potential recommendations for admittance.

Applicants without an undergraduate degree should use the recommended coursework below to guide their course selection as they work to complete their classes. Applicants are strongly encouraged to work with the admissions staff to select the courses that will best prepare them for success in chiropractic school and beyond.

**Sciences:** A minimum of 24 semester units (36 quarter units) in life and physical science courses (at least half of these courses must have a substantive lab component)

### Recommended courses:

Anatomy & Physiology I and Cell Biology Biomechanics Nutrition
II Exercise Physiology Biochemistry Human Kinesiology
Chemistry I and II Molecular Biology Anatomy Microbiology

Physics I and II

Also accepted: (but not limited to)

Organic Chemistry I and II Statistics Genetics Astronomy

**General Studies:** No specific requirements are made of these units however Life Chiropractic College West strongly recommends a well-rounded course of study. All coursework must be at 100 level or above.

Recommended courses: Rhetoric Philosophy Ethics

English Psychology Business Communication

Human Development
Information Systems
Speech
Math

### State Requirements for Licensure:

Each state and country compiles and enforces a unique set of requirements of coursework necessary for students to complete prior to gaining licensure. Some of these requirements pertain to coursework that is typically taken prior to entering a chiropractic college. Each applicant will be personally responsible to ascertain the requirement of the state licensing board for any state or country they may be considering practicing in upon completion of their chiropractic education. Applicants can review current state requirements at www.fclb.org. It is strongly recommended that all applicants complete a bachelor's degree while enrolled in undergraduate coursework.

### Transfer Credit/Advanced Standing

The Admissions Office evaluates transcripts for transfer credit and advance standing. Only individuals who have begun the application process may have transcripts evaluated. Once a transcript has been evaluated and transfer credit assigned, students have a perior of no more than six(6) months to appeal the evaluation. To ensure timely evaluation of these transcripts, they must be submitted via the Admissions Office at least 8 weeks prior to the beginning of the anticipated term of entry.

Transfer students must submit the following additional documents:

- A Statement of Good Standing from the current chiropractic College (form available from the Life West admissions office)
- A written statement of reasons for wishing to transfer to Life West (as part of the required application essay)
- Transcripts from all previous chiropractic Colleges attended indicating a cumulative chiropractic grade point average of at least a 2.0 on a scale of 4.0.

### **International Students** International students must submit the following additional documents:

- The Financial Statement for Students Seeking Nonimmigrant Status (form available from the admissions office)showing evidence that the student has the resources to pay for at least one academic year of study and an estimate of resources for future study; and
- An evaluation of transcripts by a foreign transcript evaluation agency for high school and College workcompleted outside of the United States. (The College currently recommends World Education Services, Inc. See www.wes.org for details.)
- Coursework completed in Colleges from within the English-speaking British Commonwealth MAY notrequire an outside evaluation. The decision if an outside evaluation is necessary will be made by the admissions committee.
- A certificate of English proficiency if the student has completed high school and college work outside an English speaking country with equivalent of IELTS 6.5 total and individual band scores not less than 6.0

### **Application Process**

Students may begin the application process prior to completing the required coursework. We recommend that students apply about one year prior to the intended start term. A complete application requires the following elements:

- Completed and signed application (paper or online versions accepted)
- A non-refundable application fee of \$45
- Personal essay (1 -2 pages)
- Official or unofficial high school transcript(s)
- · Official College/university transcript(s) from all Colleges attended
- Faculty interview (in person or by phone)

### **Application Deadlines**

The deadline to apply is 6 weeks prior to the start of each term.

### **Application Process**

Applicant files are reviewed by the admissions personnel and transcript analyst in order to consider eligibility to the D.C. program per College and CCE standards. Once a student is considered eligible for a level of admissions the file is submitted to the admission committee for final review and an admission decision.

Life West reviews files weekly and issues the following levels of acceptance on an ongoing basis:

### Official Acceptance

Official Acceptance indicates that the applicant has been evaluated as meeting all admissions requirements, their application file is complete with all final official documents, and that the candidate has demonstrated a positive academic and personal record acceptable to the admissions committee.

### **Full Acceptance**

Full acceptance indicates that the candidate has completed the file with all required documents including transcripts to date. This student is still in progress on final coursework and cannot be officially accepted until all final official transcripts have been received.

For international students, full acceptance is required before Department of Homeland Security/INS application forms can be issued for non-immigrant status.

### **Provisional Acceptance**

Provisional acceptance indicates the applicant has been evaluated as meeting a majority of admissions require-ments and has provided significant indications of a positive academic and personal record acceptable to the admissions committee.

If a provisional acceptance is issued, prior to full acceptance, all admissions requirements must be met and remaining documents must be submitted. In addition, outstanding documents and information must present continued academic and personal success as indicated in the original evaluation.

### **Denial of Admission**

Denial of admission means that the applicant has been denied admission on the basis of information presented in their application file, and that admission would not be mutually beneficial to the student and to the College.

Life West will not provide specific information regarding the reason(s) for denial. The College strives to admit students who will be successful once they arrive on campus. The admissions committee will not accept a student who has been disciplinarily dismissed at a prior institution. A student who has been denied admission may appeal to theOffice of Academic Affairs.

# Repeat Applicants

Applicants who were accepted for admission but never matriculated may wish to be reconsidered for admission. If this request comes within one calendar year of the original application, no new documents need to be submitted except for any transcripts indicating recently completed coursework. The file must be reviewed by the admissions committee through the normal process.

Repeat applicants wishing reconsideration after one calendar year from the original filing date must file a new application with another application fee. If available, the College may use transcripts on file for the new application, but updated transcripts must be furnished for any new or missing course work.

A new essay and interview may also be required by the admissions office depending on the age of the previous application materials. The file must be reviewed by the admissions committee through the normal process.

# Deferring Admission

Life West expects applicants who have received an offer of admission to enroll in the term for which they applied. In limited cases, students will be allowed to defer to a new term of entry provided that there are compelling reasons for the proposed delay in matriculating. Detailed requests from applicants to defer admission must be made in writing to the Director of Admissions.

Should a request be denied, or should a deferral be approved for more than one year from the original term of entry, a new application and application fee must be submitted for the applicant's new targeted term of entry. Students should also be aware of the intent to enroll form and tuition deposit fee policy.

# Re-Admission Applicants

Students who have either withdrawn or been dismissed from the College, and who wish to return to Life West within one year of departure, need to submit a letter of request to the admissions office and be cleared by the Admissions Committee.

Those who wish to return to Life West more than one academic year from departure, or those who originally transferred-out of Life West and wish to re-enter the College, must apply for re-admission by submitting the following materials:

- A new application and application fee
- · Transcripts reflecting academic work completed since leaving the College
- A written statement outlining the candidate's activities since leaving the College
- A Statement of Good Standing (if transferring from another chiropractic College)

The application file, along with documents in the candidate's existing Life West record, will be forwarded to the admissions committee for review. For students who were dismissed, substantive change must be documented in the student's academic and/or behavioral record.

Following review by the admissions committee, the student's file must be reviewed by the academic standards committee. Denials of applications for re-admission cannot be appealed. Should a re-admission applicant be accepted, that student must meet all academic and other requirements in place at the College at the time of readmission.

# Cancellation of Admission or Registration

The College reserves the right to cancel or deny the admission or registration of individuals whose attendance at the College in the opinion of the President and/or appropriate administrative officers is not mutually beneficial to that person and to the institution.

Applicants who gain admission to Life West on the basis of incomplete or misrepresenting credentials may have their admission and registration cancelled with out refund of any fees, have credit rescinded that have been earned following admission, and have future registration at the College prohibited.

Similarly, students must not disregard cancellation of admission or registration at Life West when applying to other institutions. Omission of records and information constitutes misrepresentation.

The Dean of Enrollment is responsible for evaluation of admissions credentials. In the event that a current student's credentials are questionable, the Dean of Enrollment, in conjunction with the Office of Academic Affairs and the Registrar, recommends appropriate action to the Vice President of Academic Affairs. The student will be notified in writing of the action to be taken. The Vice President of Academic Affairs decision is final.

# Non-Degree Applicants

Persons seeking admission to audit courses or complete courses for credit without seeking a degree must submit to the Office of Admissions an application for admission, the application fee and a letter of request detailing the classes the student wishes to inform admissions.

# Second D.C. Degree Applicants

Current doctors of chiropractic sometimes wish to seek a second D.C. degree from an institution such as Life West. Second D.C. degree applicants must submit to the Office of Admissions an application for admission, the application fee, a letter outlining the reasons for pursuing a second D.C. degree, and official transcripts from the student's prior chiropractic College indicating completion of the doctor of chiropractic degree. It should be noted that candidates wishing to pursue a second D.C. degree are required by the Council on Chiropractic Education to surrender their first degree and must maintain enrollment for the second degree at the accredited Doctor of Chiropractic Program for a minimum of one academic year. This requirement may not be substituted, either by waiver, exemption or equivalency.

# Intent to Enroll Form and Matriculation Fee

Students who choose to accept an offer of admission to Life Chiropractic College West must submit a completed Intent to Enroll form (which accompanies the acceptance letter) and a \$200 matriculation fee. The fee is mandatory, reserves a place in the class for the term in which the student has been accepted, and is applied to the student's first quarter tuition. The fee is not refundable to students who withdraw or defer to a later term within 30 days of the scheduled matriculation date. Non-refunded fees are valid for one year should the student eventually choose to enter Life West.

# Orientation

A mandatory orientation program is conducted at the beginning of each quarter to aid students in adjusting to their new educational environment.

During orientation, new students will:

- have an opportunity to familiarize themselves with College facilities
- · meet key College personnel
- Recieve your schedule & discuss curriculum in small group settings
- Be introduced to student policies & procedures
- . Be introduced to the Student Council Officers & various student clubs & organizations
- Participate in question & answer sessions with College Administrators and current students

# Tuition & Fees

For first-term Life Chiropractic College West students, tuition is due by the end of the second week of the quarter. Subsequently, tuition is due and payable prior to the beginning of each quarter. Payment dates are well in advance for each quarter. Tuition not paid by these deadline dates shall be considered late and a late fee will be assessed.

Personal checks, cash, and financial aid are accepted in payment of obligations due the College. A \$25 collection fee is assessed for any check returned unpaid by the bank. Such checks must be made good within 10 calendar days after notification, or the student will be suspended from the College. College policy prohibits payment of tuition by credit card.

Current full time tuition credit unit and fee information is available from the admissions, financial aid, and business offices. For students carrying an academic load of less than 12 units, tuition will be billed by the credit unit. The cost of required text and instruments can be found on the College's website.

Students who have applied for student financial aid and are awaiting pending funds may request that tuition payments be deferred. A financial aid status form must be presented to the financial affairs office for such consideration.



# Financial Aid

Life Chiropractic College West awards financial aid to all eligible students, with the vast majority of recipients relying on a combination of financial aid programs. Our goals include simplifying the financial aid process; educating students on their rights and responsibilities and providing assistance in the funding of their education. It is important for students to be informed about their financial decisions while a chiropractic student at Life West.

# Required Documents/Steps

FAFSA (Free Application for Federal Student Aid) Federal Tax Transcripts(s) - if requested Financial Aid Data form (available on the College's website) Master Promissory Note Signed Award letter (received after FAFSA/FA Data form) Graduate online loan entrance counseling

# Helpful Websites

FAFSA ON-LINE www.FAFSA.ed.gov

File the Free Application for Federal Student Aid (FAFSA) on-line.

FASTWEB www.fastweb.org

Database of 1.5 million private scholarships with matching of scholarships to student profiles.

FEDERAL DIRECT CONSOLIDATION LOANS www.loanconsolidation.ed.gov

Information center on loan consolidation including help organizing your records, application process and more.

FEDERAL STUDENT AID www.studentloans.gov

Complete promissory notes, online entrance counseling along with resources & tools on financial aid programs including repayment information.

FINANCIAL AID INFORMATION PAGE www.finaid.org

General financial information and numerous on-line calculators.

INCOME-BASED REPAYMENT www.ibrinfo.org

An independent, non-profit source of information about new federal student loan repayment (IBR) and loan forgiveness (PSLF) programs.

NSLDS (National Student Loan Data System) www.nslds.ed.gov

National database of your federal loans – Direct Loans - subsidized, unsubsidized, graduate PLUS and Perkins loan programs (interest rate, loan amount, lender and servicer name, etc).

SCHOLARSHIP SCAM ALERT www.finaid.org/finaid/

scams.html Information on scholarship scams and ways to protect vourself.

STUDENT AID ON THE WEB www.studentaid.ed.gov

Provides a current list of federal loan servicers, information on Public Service Loan Forgiveness (PSLF), on Loan Consolidation, on Income Based Repayment (IBR) and other repayment plans. Also provides general information on financial aid programs.

# Types of Financial Aid

There are several types of financial aid, including federal and private loans, federal and institutional employment programs, special federal benefit programs, scholarships sponsored by Life West, and scholarships sponsored by states, provinces, and private organizations.

All students enter Life West with more than 90 semester/135 quarter units and are classified as "graduate students." All graduate students are automatically considered independent for financial aid purposes.

# Federal Loan Programs

Federal Direct Loans are low-interest loans for students to help pay the cost of post-secondary education. The lender is the U.S. Department of Education rather than a bank or other financial institution.

### Unsubsidized Federal Direct Stafford Student Loan

Effective July 2012 the government will not provide any subsidy (pay the interest while in school) on the Federal Stafford Student Loan - all funds are now unsubsidized.

This is a long term, low interest loan program designed to provide additional funds for post secondary education. For Unsubsidized Direct Stafford loans, the interest is the responsibility of the student while in school, during the grace period, and during repayment. The interest may be postponed while in school at least part-time. If the interest is postponed it will be capitalized (added to the principal) only once, at repayment.

Eligibility: Borrowers must be enrolled at least part time, and a U.S. citizen or an eligible non-citizen.

Annual/aggregate limits: The current graduate limit is \$33,000 per academic year (9 months) with an aggregate of \$224,000 (including undergraduate loans).

Interest rate: The fixed interest rate for all federal Direct Stafford loans first disbursed on or after July 1, 2014 and before July 1, 2015 is 6.21 percent during in-school, deferment and repayment.

Loan fees: The government charges a 1.073% origination fee (effective 10/1/14) of the loan amount.

Loan repayment: Begins six months (grace period) after the month in which the borrower is no longer attending at least half-time. Standard, graduated, extended and income-based repayment plans are available for a time frame of 10 to 30 years (dependent upon the amount borrowed).

### Credit-based Federal graduate PLUS Loan

The Federal graduate PLUS loan is a credit based federally guaranteed loan available to graduate and professional students. Credit Requirements: This loan is based on being credit-ready - your income, debt, credit score and assets are not factors for approval; however, negative credit items are grounds for denial (tax lien, charge off, delinquent ac-counts, etc.). An option is available to obtain a co-signer/endorser if the loan is denied.

Eligibility: Same as the federal Direct Stafford loan and must first have applied for maximum annual loan eligibility in that program.

Annual/aggregate limits: Up to the cost of attendance less any awarded aid (i.e. loans, scholarships and federal work-study) per academic year.

Interest rate: For loans disbursed on or after July 1, 2014 and before July 1, 2015 the interest rate is fixed at 7.21%. Interest is capitalized once, at repayment.

Loan fees: The government charges a 4.292% origination fee (effective 10/1/14) of the loan amount.

Loan Repayment: Begins within 60 days following the last disbursement. Graduate/professional students will automatically receive an in school deferment until enrollment drops below half-time status or at graduation. \*The standard repayment period is 10 years; however, for balances above \$30,000 the repayment period may be extended to 25 years.

\*In addition, borrowers are eligible for deferment during the six-month period beginning on the day after the date the student ceases to carry at least half-time enrollment as defined by the institution.

# Life West Student Scholarships

### **Incoming Students**

Life West offers several scholarships and awards for incoming students each quarter. Scholarships are set aside for those who demonstrate academic excellence (Scholar's Award) and to acknowledge a student's challenges and successes on his or her path to a chiropractic career (Presidential Scholarship). In addition, the LCCW Enrollment Scholarship was created to attract students with a commitment to service and vitalism in the field of chiropractic. For details and online applications please contact the financial aid office, admissions office or refer to the scholarship section of our website. Deadlines are the 2nd Friday of each month.

### **Current Students**

Life West sponsored scholarships are available for currently enrolled students. The Commitment to Excellence Scholarship is to acknowledge and honor students at Life West who have demon-strated their commitment to excellence in life and/or chiropractic (GPA, community service, campus activities, research, etc.) and the Life Assistance Scholarship is based on financial hardship.

The Dr. Carl Dieter Philosophy Scholarship is to honor Dr. Dieter's many years of service as chairman of the Board of Regents for Life Chiropractic College West. Chiropractic philosophy and communication of these principals to the public has always been important to Dr. Dieter.

In 2009, Standard Process Inc. , manufacturer of nutritional whole food supplements, awarded Dr. Dobbins (LCCW alumnus) with the Excellence in Nutritional Education Award. To further honor Dr Dobbins, Standard Process established a scholarship to recognize those students who have chosen the path of chiropractic and wellness to help others achieve optimal health. The Dr. Michael Dobbins Excellence in Nutritional Education Scholarship is an annual award of \$10,000. Each year, new candidates will be invited to apply for this prestigious award.

# Student Employment

### Federal and Institutional Work-Study

Federal Work-Study is based on financial need as determined by completing the FAFSA form. Jobs include oncampus positions, reading tutors (reading literacy program operated at various local sites), and other commu-nity services organizations (including mentoring). Institutional Work-Study is not based on financial need and is available on a limited basis and offers on-campus positions only. Both Federal and Institutional Work-Study students are paid an hourly rate for the work performed. Students may work up to 20 hours a week in a wide variety of positions. Students must be enrolled at least half-time and provide proof of employment eligibility in the U.S., as stipulated by the INS.

### JLD – Job Location and Development Program

JLD is a Job Location and Development program. Our JLD staff develops off-campus positions for all students. Additional services include providing access to employment information and helping to improve a student's resume or interview skills.

# Government Programs

### **Veterans Educational Benefits**

Education benefits are available to veterans attending Life West through Chapter 32 VEAP, Chapter 35 (Dependents), Chapter 30, Chapter 31, Chapter 1607 and Chapter 33 (Post 911 GI Bill). For further information please contact either the Veterans Administration (800-827-1000) or Life West. In addition, LCCW is a proud participant in the Yellow Ribbon Program (Veterans Administration & institutional agreements to cover the cost of tuition that is above the \$17,500 annual cap for private Colleges). Details on all benefits are available at www.gibill.va.gov.

### Bureau of Indian Affairs (BIA)

Native American students are eligible to apply for BIA grants through their respective agencies or area offices if they have at least one-quarter (traceable) Indian identity. Student's eligibility is based on financial need. For further information, contact the BIA or tribal council headquarters. Applications for BIA grants for California tribes are available by writing to the Bureau's Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825, 916-978-4680.

# Eligibility Requirements

# **General Requirements**

You must show demonstrated financial eligibility by completing an approved need analysis application. Life West requires that all applicants file a FAFSA (Free Application for Federal Student Aid).

Financial need is the difference between you and/or your family's resources and allowable College expenses (your student budget). An established needs analysis formula (Federal Methodology) is used to determine your financial need for the federal work study program (Federal loan programs are not based on income or assets). This formula is based on tax year data and has budget restrictions.

The financial aid office has some discretion in these areas. For example, after careful consideration, a decision could be made that expected year earnings (earnings made during the school year) more accurately reflects your contribution potential (rather than tax year). In addition, there are provisions through possible budget adjustments for documented day care expenses to assist students who are married with dependents and have low incomes.

### **Satisfactory Academic Progress**

Federal regulations require that Life Chiropractic College West establish, publish and apply reasonable standards for measuring student's satisfactory academic progress (SAP) in their educational program. The qualitative and quantitative standards used to monitor academic progress must be cumulative and must include all periods of the student's enrollment. Effective summer 2011, this policy will be enforced at the end of each term.

Below are key elements of the College's Satisfactory Academic Progress policy. The complete policy is located in the **Academic Policies & Requirements** section of the catalog.

### Standards of Satisfactory Academic Progress

There are two components used to determine whether or not a student is making Satisfactory Academic Progress (SAP). Failure to meet any one of these components may result in the consequences listed below.

- 1) Qualitative component-GPA-students must maintain a cumulative grade point average of 2.0 or higher.
- 2) Quantitative component-Completion Rate (PACE)-students must complete 67% of all attempted coursework. The PACE rate is based on a maximum time frame for degree completion that is 150% of the program requirements (measure in credit hours attempted).

### Consequences of not meeting Satisfactory Academic Progress (SAP)

LCCW students are expected to perform at the highest academic levels. Those students who do not meet the standards of Satisfactory Academic Progress are subject to the following consequences:

**Academic Warning:** Academic warning is assigned by the Office of Academic Affairs to a student who fails to make satisfactory academic progress and must meet the minimum standards by the end of the next term of enrollment. Students in this status may receive federal student aid for one more term and then must meet the academic standards of progress.

Academic Probation: Students who fail to make Satisfactory Academic Progress within one quarter immediately following a term of academic warning will be required to submit a letter of appeal to the Academic Standards Committee explaining both the reasons for his/her academic performance and what has changed that would allow

him/her to continue in his/her program. (Submit to the Office of Academic Affairs by Tuesday morning of the first week of the term). If the Academic Standards Committee approves the appeal, it will develop a plan for the student wherein he/she should be able to meet SAP within a certain time frame. Following this approval, the student will meet with a representative from the Office of Academic Affairs to review and sign the academic plan. Approval of probation status allows the student to continue in his or her program and reinstates federal financial aid eligibility for one quarter or according to the progress standards of his/her academic plan. Students eligible for Academic Probation will be blocked from enrollment until this process is complete.

# Student Budget/Sample Aid Package(s)

### 2013-14 STUDENT BUDGET

Tuition (\$8,380/qtr)	\$25,140		
*Room & Board	\$ 11,340		
*Books & Supplies	\$ 1,650		
*Transportation	\$ 3,024		
*Miscellaneous	\$ 5,850		
*Direct Loan Fees	\$ 597		
*Total	\$47,601		

The above referenced budget is for an academic year (three quarters). All financial aid is packaged for one academic year at a time. A student may apply for financial aid every three quarters as long as he/she is part time and making academic progress. A sample aid package is listed below and it assumes the student qualifies for the maximum aid available. \*Tuition figures (subject to change) used are as of October 2013. The Life West Board of Regents has authorized a tuition freeze at that level until Fall 2016.

### **SAMPLE AID PACKAGES**

### **EXAMPLE WITH DIRECT UNSUBSIDIZED & GRADUATE PLUS**

Direct Unsubsidized Loan	\$33,000
*Credit based Graduate PLUS	\$14,601
Total	\$47,601
Minus government loan fees	-\$345 (Stafford -
	\$626 (Graduate
	PLUS)

### EXAMPLE WITH DIRECT UNSUBSIDIZED & FEDERAL WORK STUDY (FWS) AWARD

Direct Unsubsidized Loan	\$33,000
**Federal Work Study award	\$ 2,250
Total	\$35,250

(May still elect to borrow some monies in the graduate PLUS loan)

If a student borrows the maximum in the Federal Direct Stafford Loan program (\$33,000), after paying tuition and taking into consideration the loan fees, he/she would have approximately \$2,502 per quarter for books, supplies and living expenses. Students needing additional assistance beyond the Direct Stafford Loan program may use the Federal Work-Study program and/or the \*Credit based Graduate PLUS loan program therebyincreasing the amount of funds available from \$2,502 to \$7,161 per quarter.

<sup>\*\*</sup>opportunity to work on campus, student paid for hours worked via bi-monthly paycheck

# Debt Management Outreach

The College provides peer outreach in which Life West students are trained in the area of debt management and scholarships. The goal is to inform students about borrowing in an effort to reduce overall student loan debt and to match students up with available scholarships. Life West students also assist in the College's quarterly financial literacy seminar for matriculating students. The College believes it is critical that our students have a strong foundation in budgeting, developing financial strategies and overall management of their finances.

# **Tuition Refund Policies**

Refund Policy for students withdrawing from a course (s) after the college 100% tuition refund period (first two weeks of the term). This policy is not applicable to complete withdrawals.

- 100% tuition refunds for partial drops will be processed during the first two weeks of the term for those students falling below full time status (12 or more credits).
- · After week two, tuition will not be refunded for partial drops below full time status. Students have the first two weeks of the

quarter to finalize their schedule. Any student may drop a course (s) after week two; however, there will not be a tuition refund for those students falling below full time status. This will have minimal impact on the majority of students, as only 2-3% of the student population that would have previously warranted a tuition refund withdrew from course(s) after the 100% refund period of two weeks. It is common practice amongst California colleges to limit the period of time for tuition refunds in relation to partial drops from courses.

The college's Institutional Tuition Refund policy for complete withdrawals (all courses) remains the same. We refund a percentage of tuition through week eight for complete withdrawals. The federal government only requires a pro-rata refund until the 60% point of the quarter (approximately week five). We continue to calculate tuition refunds for complete withdrawals weeks six to eight.

For any questions or concerns please see Dr. Scott Donaldson, Office of Academic Affairs or Brenda Johnson, Financial Aid Office

# Institutional Tuition Refund Policy

The refund of institutional charges, College grants and scholarships, and other non-federal forms of financial aid will be determined by the percentages and time frames as indicated below. In the case of federal funds, the College calculates both the federal Return of Title IV Refund calculation and the College's Institutional Refund Policy and returns the higher amount to the appropriate loan program.

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	50%
Week 7	40%
Week 8	
After the 8th Week	0%

Refund examples are available on the College's website.

### **Default Rate**

The United States Department of Education provides Life Chiropractic College West with its annual Official Cohort Default Rate (CDR) Notification Letter (for the most recent available). The Title IV Federal Student Loan CDR for Life Chiropractic College West graduates for the Cohort Year 2011 is 3.9% (average for all U.S. Institutions of higher education is 13.7%, for California institutions is 12.7%, and for all four-year private institutions of higher education is 7%).

# Academic Policies & Procedures

# Registration Policies & Procedures

### REGISTRATION New/Transfer Students:

All new students who are fully admitted prior to orientation will recieve a class schedule at orientation. Continuing students:

Students will have until 3pm, the Friday of week 7 to submit registration materials. Schedules will be approved by the first day of week 11 of the current quarter. Students who do not register for the next quarter by 3pm, the Friday of week 7 will be subject to a late registration fee. Late registration fees: \$10/day for each business day to a maximum of \$200. Fees must be paid in full prior to the registration paper work submission to the registrar. All schedules are subject to change through the first day of the quarter.

The next quarters schedules will be available for review via WebAdvisor during the break. All Students are responsible to check their own schedule at the beginning of each quarter.

### **Registration Holds**

A student with an outstanding hold on their record (Finance, Linrary, Office of Academic Affairs, Registrar, Health Center, etc.) will not be authorized to register for classes. Registration will be held until the obligation has been cleared. Any late registration fee associated with a pending College obligation will be the responsibility of the student.

### **FULL-TIME STATUS**

Students are considered to be full-time when their schedule includes a minimum of 12 credit hours. Students carrying less than a full load are considered part-time, with tuition adjusted accordingly.

Students should be aware that less than full-time status may affect financial aid eligibility, as well as progression toward graduation. The Financial Aid Office and Office of Academic Affairs must be contacted to determine the effects of part-time status.

**Effective Fall 2013**-LCCW has adopted the credit hour formula provided in section 600.31 of 34 CFR 668.8(k) and (I). As such, course credit (unit) values have been adjusted per the approved credit hour formula. If you have questions, please refer to our college catalog or contact the Office of Academic Affairs and/or the Registrar's Office.

Prior to Fall 2013: 20+ units=full time Begining Fall 2013: 12+ units= full time

The 12 and 14 quarter block schedules have been designed to prepare students to successfully complete Health Center and National Board Exam requirements.

### NOTICE:

Deviating from the prescribed blocks may affect your full or part-time status and financial aid and may alter your graduation date.

### **DIRECTED STUDIES:**

Directed Studies registration may be authorized in your senior year in specific cases where a student has been unable to fulfill a course, or upon completion of all clinical requirements where academic courses are still pending. See the Office of Academic Affairs for additional information.

### PRECEPTORSHIPS:

Interns that have advanced through the Health Center are eligible for a Preceptorship towards the end of their internship. Refer to the Health Center manual or on-line at http://lifewest/wp-content/documents/health-centerprocedures-manual.pdf for more information.

### **ELECTIVES**

- 1.A student must take two electives including at least one technique department elective prior to graduation.
- 2. Electives may not be audited.
- 3. They may not overlap regular classes which the student is enrolled.
- 4)Students that are completing their Health Center requirements by directed study may not add electives.

Note the following:

Check the quarterly schedule for current elective offerings. Priority for electives will be on a first come first serve basis for all registrations recieved on time.

### COMPLETE WITHDRAWAL

If for any reason a student needs to withdraw completely either temporarily or permanently, you must contact the Office of Academic Affairs for processes and paperwork.

# Academic Policies , Requirements & Services

### **ACADEMIC ADVISING**

The Office of Academic Affairs offers academic advising to students needing assistance in scheduling of courses.

### **ATTENDANCE**

Instructors are required to record student attendance. Roll can be taken at any time during the class period. The instructor may call names, pass a roll sheet, use submitted classroom assignments, or observe the students. If the instructor calls roll, a student who is not present when his or her name is called is absent. If a student leaves after attendance has been taken, the instructor can change the attendance record to indicate an absence for the class period.

A student who misses 20% or more of the class hours is over-cut from the class. Under no circumstances, regardless of any personal situation, will a student who misses 20% of the class hours recieve course credit. Excused absences still count toward absences; they only entitle a student to make-up assignements and examinations when/if they are offered.

Documentation for excused absences needs to be submitted to the Office of Academic Affairs. Excused absences included documented emergencies such as hospitalization, accidents, or death in the family. Participation in school sponsered events may be considered excused and need to be approved prior to the event. Undocumented illness, not feeling well, weddings, events, extended vacations, non-school scheduled seminars, etc. are not considered excusable reasons for missing class.

Prior to week eight, a student who is over-cut from a class will recieve a WO. After week seven of the quarter, a student with excessive absences will recieve a WF. Students who become over-cut in a failing class will recieve the failing grade in place of the over-cut (WO).

Inconsistent attendance is a matter of serious concern to the faculty and administration because it jeopardizes a student's eligibility to obtain licensure in many states, restricts the depth and scope of individual educational progress, and results in graduates who have met the institution's minimum requirements but have not achieved their full potential.

### COURSE OVERLAP POLICY

Overlapping of classes is not allowed except during the senior year. Technique classes, previously failed classes, and classes that have fewer than three hours cannot be missed as part of an overlap. All overlaps must be approved in the Office of Academic Affairs.

### DROPPING AND ADDING A COURSE

Students can add courses through the first week of the quarter. Students can drop classes from their schedule through the second week of the quarter with out grade notations. Students may drop a class through the seventh week of the quarter but after the second week there will ne a grade notation.

# **Repeating Courses**

Students who have failed or otherwise need to repeat a course, must repeat the course the following quarter. Advisors from the Office of Academic Affairs will amend any previously submitted schedule requests to include the course/s that need to be repeated. All students are responsible to verify their schedule via the student portal.

An F grade will remain on the transcript, however, the new grade will also be recorded. GPA calculations depend on how many attempts are recorded before successful completion of the course. All respeats of a course remaine a part of a students permanent record. A passing grade will replace the most recent failed attempt for GPA computation only. If more than 2 attempts are recorded, the additional attempts will be calculated into the GPA.

### COMPLETE WITHDRAWAL FROM THE COLLEGE

Should it become necessary for a student to completely withdraw from the College, he/she must notify the Academic Affairs Office for appropriate procedures.

I student in good standing who withdraws during the first two weeks of the quarter will have no grade notations applied to their transcript. A student in good academic standing who withdraws from the College between weeks three and seven of any quarter will receive grades of WP (Withdraw/Passing) u. A student, who withdraws from the College after the seventh week of the quarter, will have grade notations of either WP or WF for each course depending on the grade status at the time of withdrawal. A WP will not have an affect on grade point average; whereas, a WF has a negative impact on grade point average.

### ADMININSTRATIVE/INVOLUNTARY WITHDRAWAL

A student's continued enrollment at Life Chiropractic College West is a privilege based not only on satisfactory scholastic status and adequate clinical skills, but also upon sound psychological health and professional conduct including the student's attitudes, actions, appearance, and attire.

Students that may be out of compliance with LCCW standards with regard to professional conduct, may be subject to discipline as outlined in the student handbook and disciplinary handbook. Action may include suspension or expulsion. Please see the student handbook for details.

If, in the opinion of the faculty or Academic Affairs Office, a student demonstrates evidence of a psychological problem, an informal meeting will be scheduled with the student to inquire into his or her conduct or attitude, and to notify the student of the College's concerns. Subsequent to this meeting, the Vice President of Academic Affairs will seek professional evaluations from the College's counseling staff. The decision to require counseling shall be based on cumulative conduct, similar to a decision in academic evaluations.

If it is determined that counseling is necessary, an effort will be made to have the student attend counseling on a voluntary basis. However, refusal to obtain counseling, initially or on a subsequent basis, shall be cause for involuntary withdrawal from the College. The Vice President of Academic Affairs shall inform the student, in writing, of the effective date of the involuntary withdrawal, and shall explain in writing the procedure for readmission to Life West.

The Academic Counselor will evaluate designated students according to accepted counseling procedures and ethical standards set forth by the American Association for Counseling and Development. The Academic Counselor will recommend to the Vice President of Academic Affairs that involuntary withdrawal, suspension, or expulsion should or should not occur either before, during, or after additional counseling at Life West or counseling by the student's own psychologist or psychiatrist at their own expense.

Upon receiving a recommendation from the Academic Counselor, the Vice President of Academic Affairs will make a careful and deliberate decision as to the final disposition of each case. Application for re-admission, after withdrawal for psychological reasons, will require a written evaluation from the student's own clinical psychologist/psychiatrist at the student's own expense. This may or may not eliminate the need for evaluation by the College. In no case shall re-admission be granted after psychological or psychiatric involuntary withdrawal without the approval of the Vice President of Academic Affairs.

### INTERRUPTION OF STUDY

If a student discontinues chiropractic education for a period of five or more years, the student will not be able to receive credit for previous coursework. The student will be considered for re-admission as a freshman and must meet all current entrance requirements.

### NATIONAL BOARDS EXAMINATIONS

\*\*Go to the Life West website (www.lifewest.edu)— click on Current Students, then click on the drop down menu for NBCE Information and you will find additional information that will help you through the process.

### Commonly Asked Questions:

When am I eligible to apply for the different parts of the Boards that are offered in March & September?

- \* PART I An applicant must be enrolled in at least Sophmore 2 or Sophmore C (science review must be completed to qualify) or the equivalent in the quarter you'll applying to take the exam.
- \* PART II The applicant must be enrolled in Junior 2 or the equivalent in the quarter you'll be taking the exam.
- \* Part III The applicant must be within 9 months of graduation and be enrolled in a minimum of Clinic 1 on the date of the exam and have successfully passed all of Part I.
- \* PT-In order to take the Physiotherapy exam, the student must have completed and passed Active Care and Rahabilitation, PT Modalities and Extremity Soft Tissue Management before the quarter you will be taking the exam.
- \* Part IV Offered in May & November The applicant must have passed NBCE Part I by the Part IV application deadline date and must be within six months of graduation (enrolled in Clinic 3) at the time of the Part IV examination administration.

### Where do I get information on individual State regulations?

Candidates must contact the licensing board of the state(s) in which you plan to practice. A good source for this information is http://www.fclb.org

### What should I do if I'm unsure of my eligibility and/or only missing one class??

When in doubt, applicants should complete the application and the a review of transcripts will be made for determination.

### Where do I get my forms?

Forms are available from the NBCE online. Check www.nbce.org for more information.

### Do I have to turn in my money when I submit my application for verification?

No. Students are expected to mail their application and fee directly to the National Board.

It is the student's responsibility to check the deadlines for the NBCE application. Deadlines are posted outside of Student Life and available online.

<sup>\*\*</sup>Notary services are available through Department of Student Life.

### LATE INSTRUCTORS

If an instructor fails to appear for class within 20 minutes of the beginning of the hour, the students may leave without penalty of being counted absent. If the instructor arrives after 20 minutes, the faculty should not cover any new material with any remaining students.

### **CLASSROOM**

The use of electronic devices (e.g. cell phones, laptops) for non-course activities is unprofessional behavior. Students will be penalized for such activities which can include loss of attendance credit for the course hour.

Children are not permitted in classes. Students are not permitted to bring children to classes. This includes all lectures, labs and Health Center activities. If there is an emergency childcare situation, the student must contact Student Life. Unsupervised children are not allowed in the facilities at any time.

Pets are not permitted in classes. Pets are not allowed on the campus property at any time with the exception of service animals.

### **GRADES AND THE GRADING SYSTEM**

Final grades are available online through the school website. If there are any questions on grading procedures, computation of grade point average, or the accuracy of the grade report, the Registrar's office should be contacted. Grades will be reported and evaluation will be based on the following system:

Letter Valu	ıe Point \	/alue Significance	Prior to Fall 1996, a D grade was considered a passing grade.
Α	4.0	Superior	Winter 1997 through Fall 2010 sutdents were required to repeat D grades. As of Winter 2011, the college eliminated the option for faculty to engine a D grade.
В	3.0	Above Average	faculty to assign a D grade.
С	2.0	Average	<b>WP</b> - The student has withdrawn while in good academic standing.
D	1.0	Poor	<b>WF</b> - The student has withdrawn while in poor academic standing, after the 7th week of the quarter, or if the class was a repear
F	0.0	Failure	attempt.
*WP	0.0	Withdraw Pass*	<b>WO</b> -The student has exceeded the absence allowance for the course.
WF	0.0	Withdraw Fail*	<b>CR</b> -Credit. Student has recieved credit for the course. The grade is
*WO	0.0	Withdraw Overcut*	not used in computation of GPA.
*X	0.0	Audit*	<b>P</b> - Passed. Student passed the course and recieved credit. The grade is not used in calculation of GPA.
*CR	0.0	Credit*	NP-not passed. The student did not pass the course. The grade is not used in caculation of the GPA.
*P/NP	0.0	Pass/No Pass*	not used in caculation of the GrA.
1	0.0	Incomplete*	X- Audit. No credit is awarded and grade is not used in the calculation of GPA. A student may audit any course that the College offers. Students may not audit clinic classes or lab classes.
CIP	0.0	Course in Progress	Students will be charge \$150 to audit course. Has no effect on a GPA as credit is not posted to the transcript.

\*Does not calculate into GPA

I- Incomplete, must have prior approval by the course instructor.

### **INCOMPLETE GRADES**

A grade of I is not automatically given when required coursework is not completed. Students must receive prior approval of the course instructor in order to receive a grade of I. If a student fails to obtain prior approval from the course instructor, the instructor may assign a grade of zero for the incomplete coursework.

If an I grade has been assigned, the student has one week immediately following the start of the next quarter in which to complete all necessary coursework. If this is not done the I will convert to an F. Should the instructor who issued the I grade no longer be on the faculty, the determination of satisfactory completion of the course will be made by the new instructor of the course and the department chair.

### **GRADE CHANGES**

Final course grades are reported to the registrar's office and are considered. A grade of F must be remediated by repeating the course.

Please note as of Winter 2011, LCCW will no longer award a grade of D.

### STUDENT/FACULTY CONFLICT RESOLUTION & GRADE APPEALS

A student may meet with any member of the administration to discuss a concern. However the College requests adherence to the protocol described below in attempting to resolve concerns:

- \* It is usually appropriate to first discuss concerns with the faculty member involved.
- \* If resolution has not been reached after speaking with the faculty member, the student should discuss the concern with the appropriate department chair.
- \* If, after discussion with the faculty member and the department chair, the concern remains unresolved, the student should discuss the concern with the Vice President of Academic Affairs.
- \* A suitable record shall be made of the proceedings, exclusive of deliberation, to arrive at a decision

### **ACADEMIC COUNSELING**

Life Chiropractic College West students come from a wide variety of cultural, personal, familial and academic backgrounds. LCCW has an Academic Counselor on campus to assist you in adapting to the rigors of chiropractic school. The realities of being a chiropractic student can make it challenging to maintain one's overall sense of well being. Academic counseling complements chiropractic by helping students to optimize their level of functioning.

Often students access counseling services only after their circumstances become acute. Counseling offers techniques and strategies for avoiding personal crises and learning how to maintain psychological, emotional, and social wellness.

Here are some areas where the Academic Counselor can assist you:

- Learning stress management, relaxation
- · Building self-esteem and self-confidence
- Developing organizational skills
- Overcoming test anxiety
- Learning new communication skills
- Coping with grief, loss, and depression
- Enhancing your awareness and sensitivity to others
- Adjusting to new surroundings/circumstances, or a new culture
- Managing the course load while maintaining a successful and satisfying educational experience
- Identifying test-taking strategies
- Developing better study skills
- Making referrals to outside evaluators for in-depth evaluations or therapeutic intervention
- Screening for disabilities
- Facilitating academic adjustments (accommodations) for students with disabilities
- Facilitating the complaint resolution process

### TUTORING

Peer tutorial services are available at no cost to students who need additional help with their course work. Tutoring assistance can be requested through the Office of Academic Affairs. A student can receive a maximum of 8 hours of tutoring per class each quarter (additional hours may be approved through the Office of Academic Affairs.)

### ACADEMIC DISTINCTION

The Dean's List is an academic honor for students who have a grade point average of 3.5 or higher as determined at the end of each quarter. Cum Laude, Magna Cum Laude, or Summa Cum Laude are awarded to students who complete the chiropractic program with honors. Cum Laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.25 to 3.49. Magna Cum Laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.50 to 3.74. Summa Cum Laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.75 to 4.0.

### INDEPENDENT STUDENT WORK

All assignments and exams must be the product of the individual student's original efforts for this class. The student is expected to turn in new work, "self-plagiarism" will not be allowed. Collaboration is prohibited unless the assignment allows for it.

Old exams: Unless authorized by the instructor, possession of old exams is prohibited.

### PROCEDURE FOR REVIEWING EXAMS

The instructor may either conduct review sessions in class or may meet with a student to review his or her exam during office hours. Students may not review mid-term exams during final exam week. The possession of any exam except during a review session constitutes unprofessional conduct.

### ARRIVING LATE TO AN EXAM

A student who arrives late to an exam or quiz is considered absent and will not be authorized to take the exam once any student has finished their exam and has left the classroom. A tardy student may be eligible for a make-up examination providing they meet the criteria established in the Makeup Exam Policy.

### MAKE-UP EXAM POLICY

A student is expected to take all exams and complete assignments as scheduled. Students who have missed an exam due to a documented emergency or other excusable reason must obtain the exam petition from the Office of Academic Affairs. The petition form must be completed by the student and turned in to the Office of Academic Affairs no later than 10am on the first tuesday following the original exam date in order to be presented to the Academic Planning Group for approval. This form can also be obtained, completed and turnied in to Office of Academic Affairs prior to missing the exam. Once approval is given, the student is responsible for obtaining the alternative testing form through the Office of Academic Affairs, paying the required fees, and scheduling the exam time with the Office of Academic Affairs.

\*\*Final exam make-up petitions are due day one of the following quarter.\*\*

The student must come into the Academic Affairs Office to schedule make-up exams five (5) days in advance. This will allow enough time to schedule proctoring and to receive the exam from the instructor so that it can be administered.

Documented emergencies include hospitalization, accidents or death in the family. Undocumented illness, weddings, extended vacations, non-school seminar, events, etc., are unexcused and will not be approved for make-up exams.

Academic Planning Group and instructor approval must be obtained prior to the scheduling and taking of the first three (3) make-up exams. A fee of \$20 is charged for the first make-up examination. Each subsequent make-up exam will be charged an additional fee of increasing \$10 increments. The additional make-up exams after the 3rd make-up exam will require the additional approval of the APG and VPAA.

If all remakes occur due to one incident (illness, death in the family) the situation would constitute one (1) remake.

Make-up exams can be any format but of the same content as the exam that was missed.

All make-up Quizzes, Midterm Exams must be scheduled and administered prior to the beginning of Finals Week.

No make-ups will be administered during Finals Week.

### MAKE-UP EXAM PROCEDURES

- 1. Obtain an exam petition form in the Office of Academic Affairs. Complete Petition and turn in to Office of Academic Affairs withsupporting documentation byt 10am on the first Tuesday following the original exam date in order to be reviewed for approval by the Academic Planning Group.
- 2. Once approved by APG the student can obtain the alternative testing form through the Office of Academic Affairs.
- 3. The student must complete the top portion of the form and pay the required fee in the Business office.
- 4. The student must take the form in person to the instructor for the instructor to complete the Faculty portion of the form completely with the testing information.
- 5. Bring the completed form with all signatures and proof of payment back to the Academic Affairs Office to schedule the date and time for the make-up exam. All approved make-up exams will be proctored on Tuesday and Thursday afternoons between the hours of 3:00 and 6:00 p.m.
- 6. A **five (5) day notice** is required for all make-up exams. Showing up to take an exam without notice will result in rescheduling, an additional reschedule fee and the possible forfeiture of being able to take the exam. Rescheduling and no-shows: It may be possible to reschedule the exam once. You must pay an additional\$25 rescheduling fee.

### REQUEST FOR SPECIAL TESTING

The student must notify the instructor of any authorized special testing at least one week prior to the exam. Once arrangements have been made, they cannot be changed without approval from the instructor and the Office of Academic Affairs.

The student must notify the instructor of any schedule conflicts during final exam week at least one week prior to the beginning of final exams. Appropriate paperwork must be completed and submitted to the Office of Academic Affairs.

### **ACCOMMODATED TESTING-Students with Disabilities**

To schedule accomodated exams, students must first register as a student with a disability through the Office of Academic Affairs. Please refer to the catalog section regarding Services for Students with Disabilities.

### FINAL EXAMINATIONS - OVERLAPS

If two of your final examinations are scheduled for the same time, you must take both exams sequentially in the Overlap Testing Room. You will begin the exams at the same time as the class. You will take one exam then have a 20 minute break before taking the second exam. To schedule overlapping exams you will need to:

- 1. Pick-up alternative testing forms for each of the overlaping exams from the Office of Academic Affairs.
- 2. Have each instructor fill out Instructor Section on the form.
- Return all alternative testing forms to the Office of Academic Affairs at least 10 working days prior to the start of finals week.

### MULTIPLE FINALS ON THE SAME DAY

A student is expected to take 3 final exams in one day. In the event that they are scheduled for 4 or more final exams in the same day, the Academic Affairs Office will assist the student in having one of the exams moved to the next available final exam time slot on an another day.

### CHALLENGE BY EXAMINATION

Students who have taken a course which is similar in content, quality, and length to a course required by Life West may wish to challenge the course by examination. The determination of course equivalence and student eligibility is made by the Office of Academic Affairs.

Challenge examination procedures are available from the Office of Academic Affairs and can only be challenged once. In order to challenge a course, the student must meet the following criteria:

- 1. Credits considered for Challenge by Examination must have been awarded for courses taken in a graduate program or first profession degree in an academic discipline closely related to the health sciences and offered by an institution which is recognized by a national accrediting agency.
- 2. All equivalent courses must equal or exceed the required number of units/hours.
- 3. Courses used for challenge credit cannot have been used to satisfy prerequisite requirements.
- 4. Credits accepted for Challenge by Examination must have been awarded within five years of the date of admission.
- Students must pass a challenge exam with a score of 75% to demonstrate knowledge equivalent to the LCCW course.
- 6. Students may not challenge a course after earning an F in the class.

### **DEPARTMENTAL REQUIREMENTS:**

**Anatomy/Chemistry:** All courses can be challenged. Note: Any LCCW course with both lecture and lab components can be challenged with equivalent courses that also have lecture and lab components.

**Physiology/Pathology:** All courses can be challenged except Pathology Laboratory. Note: Any LCCW course with both lecture and lab components can be challenged with equivalent courses that also have lecture and lab components.

**Philosophy/Principles:** Introduction to Research can be challenged with a graduate level course in statistical analysis and research methods. Marketing Systems can be challenged with a relevant course taken in an MBA or equivalent program.

Technique/Analysis: No course can be challenged.

**Diagnosis:** Psychiatry can be challenged with a graduate level course in psychopathology. Applicant must meet with the course instructor prior to scheduling a challenge exam.

**Associated Clinical Sciences:** Active Care and Rahabilitation as well as PT Modalities can be challenged with a graduate level course taken in a program leading to a degree in physical therapy.

### COURSE CHALLENGE POLICY

Life West students who have completed course work at an accredited college or university not used for prerequisites may request to challenge some of our regular curriculum courses. The Office of Academic Affairs will determine whether a course previously taken is comparable in content to a Life West course. A student may only challenge a course once. A student cannot challenge a class after earning F in the class at Life West. Not all courses offered at Life West may be challenged. For determining which courses may be challenged please contact the Academic Affairs Office. To initiate the challenge process, the following procedures are followed.

### CHALLENGE BY EXAMINATION PROCEDURES:

- 1. The quarter before the desired course challenge obtain Course Challenge Request form from Academic Affairs Office.
- 2. Complete form and return to the Academic Affairs Office by the end of classes, prior to final exams the quarter prior to the course challenge request.

### No late applications will be accepted.

- 3. Student must be registered for the class to be eligible to challenge it.
- 4. Student should check with the Academic Affairs Office prior to the begining of classes in the quarter of the course challenge request to find out whether the request was denied or approved.
- 5. If the course that the student is requesting to challenge has a laboratory section as part of the class, then the student should expect that they must take the lab final with the class of the quarter preceding the quarter of the challenge. Only Microbiology challenge exam includes the lab portion.
- 6. Once eligibility is determined, the student will be directed to the chairperson of the appropriate department for information about the content of the challenge exam and to assist with arrangement for that exam.
- 7. The student takes the test the Thursday of week 10 of the quarter.

- 8. The test results will be available in the Academic Affairs Office after grading by the instructor and the appropriate department chair.
- g. Students who successfully pass the challenge examination will not have to sit the course and a grade of CR will be posted to their academic transcript. Students who do not pass the challenge examination will remain in the course and earn a grade in the normal fashion.

# SATISFACTORY ACADEMIC PROGRESS-effective July 1, 2011

Federal regulations require that Life Chiropractic College West establish, publish and apply reasonable standards for measuring student's satisfactory academic progress (SAP) in their educational program. The qualitative and quantitative standards used to monitor academic progress must be cumulative and must include all periods of the student's enrollment. This policy will be enforced at the end of each term (starting summer 11).

The following definitions apply to terms used in this policy.

### Academic Plan:

A plan, which if followed, should improve a student's ability to meet LCCW's satisfactory academic progress standards by a specific point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan or he/she will be dismissed from the college

### Appeal:

Appeal is a process by which a student who is not meeting the satisfactory academic progress standards may submit a petition, outlining the circumstances for his/her academic performance and explain what has changed that would allow him/her to regain good academic standing, to the Academic Standards Committee for reconsideration to remain in the DC program. After reviewing the letter, the Academic Standards Committee may ask for more information and may request that the student review their appeal in person with the committee. The decision of the committee is final.

If the first appeal is approved, subsequent appeals will only be considered if a student's reason for his/her academic performance has changed from an earlier appeal. A student may only appeal twice under this policy.

### **Completion Rate:**

Completion rate is the PACE at which a student should progress in order to complete the program within a maximum timeframe. There are two components to our PACE policy: credit hours attempted, and the number of terms attempted.

The PACE (completion rate) is calculated by dividing the cumulative number of credits earned by the cumulative number of attempted hours. The required PACE percentage for LCCW is 67%. To be in good academic standing, a student must earn a minimum of 67% of the credits he or she attempts.

Enrollment in the program cannot continue for an indefinite period of time. Students are expected to complete their degree in the 14 (Standard) or 12 (Accelerated) terms scheduled in the curriculum. Some students, however, require extra time to complete the degree. To remain in good academic standing, a student's maximum attempted credits cannot exceed 443 credits.

The following charts help illustrate the PACE requirement:

	Minimum Credits to Earn for 12-Quarter (accelerated) Students			
Term	Per-term Credits	Total Credits to Date	Minimum Credits Required	
1	20.5	20.5	14	
2	22	42.5	28	
3	23	65.5	44	
4	25	90.5	61	
5	23.5	114	76	
6	23	137	92	
7	20	157	105	
8	21.5	179	120	
9	22	201	135	
10	21	222	149	
11	20	242	162	
12	15	257	172	
13	n/a	n/a	186	
14	n/a	n/a	200	
15	n/a	n/a	214	
16	n/a	n/a	228	
17	n/a	n/a	242	
18	n/a	n/a	257	

Minimum Credits to Earn for 14-Quarter (regular) Students			
Term	Per-term Credits	Total Credits to Date	Minimum Credits Required
1	17.5	17.5	12
2	15	32.5	22
3	17.5	50	34
4	15	65	44
5	17	82	55
6	15.5	97.5	65
7	18	115.5	77
8	22	137.5	92
9	20	157.5	106
10	22	179.5	120
11	22	201.5	135
12	21	222.5	149
13	20	244.5	164
14	15.5	258	173
15	n/a	n/a	187
16	n/a	n/a	201
17	n/a	n/a	215
18	n/a	n/a	229
19	n/a	n/a	243
20	n/a	n/a	257

**Academic Warning:** Academic warning is assigned by the Academic Affairs Office to a student the first time he/she fails to make satisfactory academic progress.

**Academic Probation:** A student, who fails to make satisfactory academic progress within one quarter immediately following a term of academic warning and has submitted a letter of appeal that has been approved by the Academic Standards Committee, may be placed on academic probation.

**Academic Dismissal:** Academic dismissal is a status assigned by the Academic Affairs Office to a student who fails to make satisfactory academic progress and who has been previously granted academic probation.

**Earned/Attempted Credits:** Earned/Attempted Credits: An earned course grade of I, F, WF, and WO will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by WP grades.

**Treatment of transfer credits and competency examinations:** All credits accepted for transfer and/or competency exams are counted as both attempted and earned for the quantitative SAP component. The qualitative measure is not affected by transfer and/or exam credits.

#### Standards of Satisfactory Academic Progress:

There are two components used to determine whether or not a student is making Satisfactory Academic Progress (SAP). Failure to meet any one of these components may result in the consequences listed below.

- 1) Qualitative component GPA Students must maintain a cumulative grade point average of 2.0 or higher.
- 2) Quantitative component Completion Rate (PACE) students must complete 67% of all attempted coursework. The PACE rate is based on a maximum time frame for degree completion that is 150% of the program requirements (measure in credit hours attempted).

#### Consequences of not meeting Satisfactory Academic Progress (SAP):

LCCW students are expected to perform at the highest academic levels. Those students who do not meet the standards of Satisfactory Academic Progress are subject to the following consequences:

Academic Concern: A student may be placed on Academic Concern whenever an academic event occurs which, if not corrected, may lead a student to fall below the minimum standards of SAP.

A student on Academic Concern is in good academic standing, and retains all rights, privileges, and financial aid eligibility of a regular student.

Some of the events which may prompt an Academic Concern are:

- Withdrawal from all or a substantial portion of courses in two successive terms or any three quarters
- Failure to re-take deficient courses in a timely manner. Students are required to repeat failing courses within two quarters of the failing grade.
- Substantial deviation from the posted sequencing of classes/quarters.
- Failing grades in two or more classes in one quarter.
- Failing a course more than once.

Students whose academic performance reflects any of the above activity, should be aware that their future course scheduling and date of graduation may be impacted.

**Academic Warning:** Academic warning is assigned by the Academic Affairs office to a student who fails to make satisfactory academic progress and must meet the minimum standards by the end of the next term of enrollment. Students in this status may receive federal student aid for one more term and then must meet the academic standards of progress.

Academic Probation: Students who fail to make Satisfactory Academic Progress (SAP) within one quarter immediately following a term of academic warning will be required to submit a letter of appeal to the Academic Standards Committee explaining both the reasons for his/her academic performance and what has changed that would allow him/her to continue in his/her program. (Submit to Office of Academic Affairs by Tuesday morning of the first week of the term). If the Academic Standards Committee approves the appeal, it will develop a plan for the student wherein he/she should be able to meet SAP within a certain time frame. Following this approval, the student will meet with a representative from the Office of Academic Affairs to review and sign the academic plan. Approval of probation status allows the student to continue in his or her program and reinstates federal financial aid eligibility for one quarter or according to the progress standards of his/her academic plan. Students eligible for Academic Probation will be blocked from enrollment until this process is complete.

**Academic Dismissal:** If, after being placed on academic probation, a student fails to meet the standard of Satisfactory Academic Progress and/or fails to meet any of the requirements of the academic plan, he or she will be academically dismissed from the institution.

If a student who has been academically dismissed at a later point re-applies to the College, they must also submit a letter of appeal to the Academic Standards Committee for readmission. The student, if readmitted will not be eligible for federal aid until all SAP standards are achieved (cumulative GPA and PACE). This is based on federal regulations and there is not any exception. The student would be required to make cash arrangements for tuition. Once SAP standards are achieved the student's federal financial aid eligibility will be reinstated.

#### Appeals may be made based on the following grounds:

- A death in the immediate family.
- Serious injury or illness of a student or a member of the immediate family.
- Special circumstances to be reviewed on a case-by-case basis.

#### TRANSCRIPTS

Transcripts can be requested through the Life West website, in the Registrar's Office or via mail. Transcripts are currently processed free of charge and will only be released if the student has no outstanding debt to the college. LCCW is precluded from releasing any transcript originated directly from our school. Transcripts recieved by LCCW from other schools for admission or other evaluation purposes will not be released to a third party even with student consent.

#### PROCEDURES TO INSPECT ACADEMIC RECORDS

Life Chiropractic College West complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, concerning the information which becomes part of a student's permanent educational record and the governing of the conditions of disclosure.

Students may inspect and review their education record upon request. Any student wishing to review his or her records should submit to the Registrar a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access within 15 working days upon receipt of the request. The student will be notified of the time and place where the records will be inspected. When a record contains information about students other than the student requesting access, the student may not inspect and review the portion of the record that pertains to other students.

The student may not remove any document from his or her education file, but may be provided with a copy of the documents requested for inspection. The fee for the copies will be \$25.00

#### RECORD OF REQUESTS FOR DISCLOSURE

Life Chiropractic College West will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting and obtaining the information. Life Chiropractic College West complies with FERPA guidelines.

#### CORRECTION OF EDUCATIONAL RECORDS

Students have the right to ask to have records that they believe are inaccurate, misleading, or in violation of their privacy rights corrected. The following are the procedures for the correction of records:

- Students must ask the College to amend a record. In so doing, they should identify the part of the record
- they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
- Based on research and evidence, the college will decide whether amending the record is appropriate or not. If it decides not to comply, the College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- Upon request, Life Chiropractic College West will arrange a hearing, and notify the student, in a reasonable manner, of the date, time and location of the hearing.
- The hearing will be conducted by the College's Complaint Resolution Officer (CRO) who is an impartial party.
  Students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the
  original request to amend the student's education records. Students may be assisted by one or more
  individuals, including an attorney.
- Life Chiropractic College West will prepare a written decision based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If Life Chiropractic College West decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the students that they have a right to place in the record a statement commenting on the challenge information and/or a statement setting forth reasons for disagreeing with the decision.

• The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.

#### SERVICES FOR STUDENTS WITH DISABILITIES

In keeping with the central tenet of its mission commitment to service Life Chiropractic College West (College) is dedicated to the full access and inclusion of all students in its program. The Disabled Students Services professional (DSS aka the College's Academic Counselor) is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by State and federal laws such as Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA, as amended 2008).

At the postsecondary level, it is the student's responsibility to make his or her disabling condition known to the College and to assist in identifying reasonable academic adjustments (hereinafter accommodations). The College seeks to accommodate students with disabilities on an individual basis. The goal of all accommodations and auxiliary aids is to minimize the effects of the disability on the educational process. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.

Students with disabilities are not required to participate in the DSS program. However, if a student requests accommodations but does not want to register with the DSS professional, he/she will not receive accommodations unless disability documentation is submitted, which applies to any other student requesting disability-related services. The DSS professional will evaluate the disability documentation and discuss the request for accommodations with the student.

Students with known or suspected disabilities should meet with DSS professional upon acceptance to or enrollment at the College. When a student requests disability-related services, the student's disability is verified by the DSS professional pursuant to institutional guidelines for acceptable disability documentation.

Accordingly, disability documentation must be prepared by an appropriate licensed professional who is qualified in the diagnosis of the disability. The documentation must reflect the student's present level of functioning, the major life activity(ies) affected by the disability including the impact on learning, the prognosis and shall generally be between three and five years old. Costs for obtaining a diagnostic evaluation and report shall be borne by the student. Upon receipt of complete disability documentation, the DSS professional will review the documentation with the student to ensure he/she understands the information and is prepared to discuss reasonable accommodations. The DSS professional will then recommend accommodations to the Vice President of Academic Affairs (VPAA). Once approved, the VPAA will issue an

Accommodation Letter specifying the accommodation(s) to which the student is entitled. An electronic copy of the letter is provided to the student, who is then responsible for delivering the letter via e-mail to instructors of his/her choosing. Accommodations become effective once the letter is sent. For written test-taking accommodations, students must submit a

"Request for Alternative Testing" form to the Office of Academic Affairs at least five (5) working days prior to scheduled exams. Forms may be obtained through the Office of Academic Affairs.

Accommodations available to students with documented disabilities include, but are not limited to:

- A separate, distraction-reduced environment for test taking
- · Additional time on tests
- Reader (or JAWS screen reading software)
- · Scribe for tests
- · Altered test format (e.g., enlarged print)
- · Digitally recorded exams
- · Scantron assistance
- · Preferred classroom seating
- · Note taking assistance

#### SUSPECTED DISABILITIES

Students experiencing academic difficulties are also encouraged to consult with the DSS professional to discuss the possibility of a previously undiagnosed or adult onset disability. Various approaches to learning barriers are explored in this process. The DSS professional works with the student to provide general counseling and assistance in evaluating the student's study habits, educational history, and to screen for possible disabilities.

When screening for potential disabilities, the DSS professional will discuss with the student his or her perceived area(s) of difficulty, and may also administer preliminary assessments to determine if the student might benefit from an evaluation by a qualified professional. Referrals for appropriate local psycho-educational, medical or non-medical diagnosticians are available.

#### **DISAGREEMENTS**

Where there is a dispute or disagreement regarding the provision of an accommodation that cannot be promptly resolved informally by the DSS professional, the student may file a complaint through the College's Student Complaint Procedures found in the Office of Academic Affairs or online at www.lifewest.edu. Pending resolution of any dispute regarding an accommodation, the accommodation will be provided.

If a student is deemed ineligible for services upon registration, the DSS professional will provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the Student Complaint Procedures.

Note: The disability nondiscrimination provisions contained in the Student Complaint Procedures also apply to non-student participants in College programs, such as visiting/prospective students, who may also file complaints of discrimination through the College's Student Complaint Procedures.

Instructors cannot unilaterally deny approved accommodations and students may not be asked or required to negotiate with instructors or staff about the provision of accommodations or aids that have been approved by the DSS program. If an instructor does not understand or disagrees with the accommodation, it is the instructor's professional responsibility to contact the DSS professional to discuss the issue.

If a student is not provided an accommodation by an instructor, the student may not be required to set up a meeting with the instructor or be made responsible for inviting other College employees to a meeting to resolve the dispute. Responsibility for resolving the dispute lies with the DSS professional. Early notification by the student to the DSS professional regarding accommodation concerns is strongly recommended.

## **RETALIATION**

College policy prohibits retaliation against any individual who files a discrimination complaint or who participates in a discrimination inquiry. Examples of retaliation could include an instructor's disclosure of a student's disability status to other students, disclosure that a student has filed a discrimination complaint, or public attempts to enlist the support of classmates against a student who has filed a discrimination complaint. The disability status of students may not be shared with other individuals except with other College staff who have a legitimate educational need for the information. Instructors may not, except with consent from the student, disclose the disability status of a student.

#### **PRIVACY**

All information maintained by the DSS professional is confidential, part of the student's educational record and as such protected by the Federal Family Educational Rights & Privacy Act (FERPA) of 1974, (20 U.S.C. 1231g). According to that Act, information contained in educational records may be shared with other campus officials and employees who have a legitimate educational interest in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reasons for using student records connected with their campus or other related academic responsibilities.

## OTHER IMPORTANT INFORMATION

Since the College curriculum may vary over the years, as can the nature of disabilities, accommodations may change. Therefore, it is recommended that accommodated students keep in touch with the DSS professional throughout their chiropractic education. A simple check-in at the beginning of each quarter is a good idea.

While the College strives to accommodate students as fully as possible, accommodations do not include measures which fundamentally alter the academic program for the College or which place an undue financial or administrative burden on the College.

Students who improperly procure accommodations under this policy (i.e., willingly defy protocol) will have their services temporarily or permanently revoked, and may be subject to possible disciplinary action under the Code of Student Ethics. Students with documented disabilities may request test accommodations from the National Board of Chiropractic Examiners (NBCE) for all four parts of National Board Exams. Applications and information are available from the DSS professional in the Office of Academic Affairs or at the Board's website www.nbce.org. Questions or concerns regarding accommodations should be directed to the DSS professional (504/ADA Coordinator) at (510) 780-4500 x-2061 or e-mail lpino@lifewest.edu.

Students with documented disabilities may request test accommodations from the National Board of Chiropractic Examiners for all four parts of National Board Exams. Applications and information are available from DSP&S in the Office of Academic Affairs or at the Board's website www.nbce.org.

Questions or concerns regarding accommodations should be directed to DSP&S (the Academic Counselor and 504/ADA Coordinator) at (510) 780-4500 x-2061 or e-mail lpino@lifewest.edu.

## **HEALTH CENTER POLICIES AND PROCEDURES**

Students who meet necessary academic requirements enter clinical practice within the College's Health Center. These appropriately qualified students are allowed to provide patient care in the Health Center under faculty supervision and in compliance with established policies and procedures as outlined in the Health Center Manual. Each student will be required to see a designated number of individual patients, perform various evaluations, provide care and manage cases as a requirement for graduation. The specific details of these requirements can be found in the Health Center Manual.

Students are not permitted to adjust outside the Health Center, Health Center extension activity, or appropriate classroom setting. Therefore, adjusting at club meetings, seminars, and/or workshops, either on- or off-campus is prohibited.

Students are in violation of state law for adjusting outside the appropriate boundaries of the Health Center clinical practice or other College sanctioned setting. Additionally, students are not under the umbrella of the College's protection of professional liability insurance when they adjust outside the parameters established by the College. The College will actively pursue sanctions against students found to be adjusting outside the Health Center, or without proper classroom supervision.

#### CLINIC ENTRANCE REQUIREMENTS

Any student who has not successfully completed all course work up to and including Jr. 1 will be considered for clinic entrance only by petition for waiver of College policy. Petitions may be obtained by making an appointment with an academic advisor in the Academic Affairs Office.

#### CLINIC ENTRANCE EXAMINATION SCHEDULE

The written portion of the clinic entrance exam will be administered to students the quarter before they enter Student Clinic 2. Students will take the written exam during the last week of classes. Remake will be during final exams week. Earning a passing grade on the written exam is a prerequisite for the practical and x-ray exams. Students will take the practical and x-ray components of the clinic entrance examination in the first week of the next quarter. The practical exam is during the first week of classes and the practical remake is during the second week of classes. During Student Clinic 1, the students may begin seeing their reciprocals in the Student Clinic on the second floor of the Health Center. After they pass the Entrance Exam in the beginning of the following quarter, they may begin seeing Freshman Student Patients and relatives of students who are categorized as Student Patients. See the College website for the specific dates for each exam.

#### **ENTRANCE REMAKE POLICY**

If a student has an excused absence for the regularly scheduled Clinic Entrance exams, the student will be permitted to take the remake exams but no additional remake exams will be scheduled. In order to be excused, the student must contact the Competency Department prior to the start of the exam and bring documentation to support the absence.

#### **GRADUATION REQUIREMENTS**

bg The degree of Doctor of Chiropractic (D.C.) is conferred upon those students who have:

- Attained the age of 21;
- Are of good moral character;
- Spent at least the final academic year in attendance as a matriculated student and complete at least the final 25% of the total credits required for the Doctor of Chiropractic degree at Life West;
- Successfully completed all the required courses of the College curriculum with a minimum 2.0 grade point average;
- Fulfilled the clinical requirements as stated in the Health Center Manual;
- · Met all financial and other obligations to the College;
- Been recommended for graduation by the Office of Academic Affairs and faculty of the College; and Life Chiropractic

College West reserves the right to rescind a conferred degree for cause. Graduation Honors

3.25-3.49 Cum Laude 3.50-3.74 Magna Cum Laude 3.75-4.00 Summa Cum Laude

Graduation ceremonies are held twice a year, in June and December. Winter and Spring quarter graduates participate in the June ceremony; Summer and Fall graduates participate in the December ceremony.

Life Chiropractic College West reserves the right to rescing a conferred degree with cause.

#### DEGREE COMPLETIONS RATES

The Council on Chiropractic Education (CCE) requires that at least 70% of entering students must complete the Doctor of Chiropractic Program within 150% of the time normally designated for completion of the degree.

The completion rates for graduating classes of the past year include: 2011-2012 86.3%; 2010-2011 85.6%; 2009-2010 81.1%.

## CURRENT EMPLOYMENT PROSPECTS OF CHIROPRACTIC GRADUATES

The majority of doctors of chiropractic will practice in a private, self-employed, practice setting. Therefore it is virtually impossible to state a rate of "employment". For information about the professional practice environment for doctors of chiropractic, we suggest you consult the Occupational Outlook Handbook at http://stats.bls.gov/oco/ocos071.htm

America's Career Infonet at http://www.acinet.org

California Employment Development Department at http://www.calmis.cahwnet.gov/file/occguide/CHIROPR.htm

A survey administered for each of the past ten years by New York Chiropractic College, questioned 3, 5 and 7-year graduates. The survey identified the percentage of Life West graduates currently in practice, as follows: 2005-90.48%, 2006-94.8%, 2007-96.43%, 2008-97.4%, 2009-95.9%, 2010-94.6% and 2011-88.7%, and 2012-97.5%, 2013-98%

## LICENSURE REQUIREMENTS

Each state and country has its own licensing mechanisms and authority. It is strongly advised that students personally obtain information on the educational and licensure requirements of the states or countries in which they may wish to practice. The Official Directory from the Federation of Chiropractic Licensing Boards is available for reference.

# Academic Departments & Curriculum

## **Department of Anatomy and Chemistry**

\*Associated lecture and lab courses must be taken concurrently on a student's first attempt. If a course needs to be remediated, students are allowed to take only the portion failed.

			HOURS	UNITS
	ANAT-110	Systemic and Histologic Anatomy*	55	3.5
	ANAT-111	Skeletal Anatomy*	22	1.5
	ANAT-114	Peripheral Neuroanatomy	44	3.0
	ANAT-118	Spinal Anatomy I (with lab)	63	3.5
	ANAT-125	Embryology	33	2.0
	ANAT-126	Regional Anatomy I*	33	2.0
	ANAT-128	Spinal Anatomy II (with lab)	21	1.0
	ANAT-137	Central Neuroanatomy*	33	2.0
	ANAT -138	Regional Anatomy II*	44	3.0
l W	ANAT-219	Regional Anatomy III*	44	3.0
GLANCE	ANAT-422	Clinical Spinal Anatomy	22	1.5
ラ	ANAT-610	Systemic and Histologic Anatomy Lab*	20	1.0
	ANAT-611	Skeletal Anatomy Lab*	30	1.5
	ANAT-626	Regional Anatomy I Lab*	30	1.5
	ANAT-637	Central Neuroanatomy Lab*	10	0.5
	ANAT-638	Regional Anatomy II Lab*	30	1.5
	ANAT-719	Regional Anatomy III Lab*	30	1.5
	CHEM-121	Biochemistry I	55	3.5
	CHEM-133	Biochemistry II	55	3.5
	CHEM-223	Basic Nutrition	33	2.0
4				

#### ANAT-110 Systemic and Histologic Anatomy\*

3.5 units, 55 hours

This course is an introduction to the functional morphology and microanatomy of the human body. Emphasis is given to enhancement of the student's working vocabulary as it relates to human structure. A survey of human systems is given. The microanatomy is described at the tissue level of organization. Correlation of structure and function of epithelial connective, muscular, and nervous tissues is emphasized.

#### ANAT-111 Skeletal Anatomy\*

1.5 units,22 hours

This course uses an integrative approach to the skeletal system. Included are the detailed gross and microscopic anatomy of bones and joints; their respective classifications; structure-function correlations; osteogenesis and chondrogenesis. The student should expect to develop a basic vocabulary of terms relating to the osseous and cartilaginous components of the body.

#### ANAT-114 Peripheral Neuroanatomy

3 units, 44 hours

This course deals with the cranial nerves, their central connections in the brain, and their distribution. Subsequent studies concentrate on the spinal nerves and their peripheral distribution. Theories of segmental nerve interference and dysfunction are explored.

#### ANAT-118 Spinal Anatomy I

3.5 units, 63 hours

This course is an introduction to the study of the human spine. Basic clinical and functional anatomy of the vertebral column, vertebrae, joints, ligaments, relevant neurovascular structures and the spinal cord will be covered. Emphasis will be placed on clinical considerations and its integration with core chiropractic phylosophy.

#### ANAT-125 Embryology

2 units, 33 hours

This course is designed to give the student an understanding of fetal and embryological life with an emphasis on early fetal development Prereq-uisites: PHYS-115, ANAT-110

#### ANAT-126 Regional Anatomy I\*

2 units, 33 hours

This course examines the anatomy of the upper and lower extremities. The general structure and actions of the muscles, as well as the neurovascular distribution, will be studied. The relationships of these structures will be stressed to provide the student a functional understanding of body mechanisms. Prerequisites: ANAT-11<sup>43</sup>

#### ANAT-128 Spinal Anatomy II (with lab)

1 units, 21 hours

This course emphasizes the study of the muscles, blood, and nerve supply of the back. The lecture part of the course will be of a presentation style format. The lab portion of the class involves examination of the structures in relation to the bony anatomy of the spine, by way of instruction using cadaver prosections.. Prerequisite: CPP-118

#### ANAT-137 Central Neuroanatomy\*

2 units, 33 hours

This is a course that provides students with a detailed examination of the brain and spinal cord. Emphasis is placed upon the anatomical and functional organization of the central nervous system. Prerequisites: ANAT-114, ANAT-125

#### ANAT-138 Regional Anatomy II\*

3 units, 44 hours

This course examines the anatomy of the head and neck. The general structure and actions of the muscles, as well as the anatomy of the viscera, cranial cavity, and neurovascular distribution, will be studied. The relationships of these structures will be stressed to provide the student a functional understanding of body mechanisms. Prerequisites: ANAT-111

#### ANAT-219 Regional Anatomy III\*

3 units, 44 hours

This course is an examination the anatomical relationships, contents, and functions of the thoracic and abdominopelvic cavities. Emphasis is placed upon the interrelationships of the various systems of the body. An understanding of internal organ structure and function provides the doctor of chiropractic with information which may be correlated with neurological knowledge they are trained to apply. Prerequisite: ANAT-138

#### ANAT-422 Clinical Spinal Anatomy

1.5 units,22 hours

This course provides for the advanced study of anatomy, pathology, radiology and clinical application. Cadaver and photographic materials are combined with radiographic and advanced imaging studies to demonstrate normal and abnormal conditions. Thes conditions are then correlated with the presenting signs and symptoms to develop applied care plans.

#### ANAT-610 Systemic and Histologic Anatomy Lab\*

1 unit, 20 hours

The histology laboratory portion of the course is designed to introduce students to basic structure and arrangement of cells and tissues found in living organisms.

#### ANAT-611 Skeletal Anatomy Lab\*

1.5 units, 30 hours

This is the laboratory section that accompanies Anat. 111. The student will examine human skeletal material. The appendicular skeleton and the skull will be studied. At the end of the course the student should be able to differentiate between the various gross surface features for the skeleton. This will prepare the student for the anatomy, physiology, pathology, clinical and radiology courses that follow in the curriculum.

#### ANAT-626 Regional Anatomy I Lab\*

1.5 units. 30 hours

The laboratory portion of the class involves study of embalmed cadavers. The student will learn dissecting procedures and techniques to locate and identify specific muscles, nerves and vessels of the limbs and girdles. The relationships of these structures will be stressed giving the student a functional understanding of body mechanisms.

#### ANAT-637 Central Neuroanatomy Lab\*

.5 unit, 10 hours

Laboratory examination of preserved human brain tissue is included.

#### ANAT-638 Regional Anatomy II Lab\*

1.5 units, 30 hours

The laboratory will consist of embalmed cadaver dissection. The student will learn dissection procedures and techniques to locate and identify specific structures of the face, cranium, and neck. The relationships of these structures will be stressed, giving the student a functional understanding of body mechanisms.

#### ANAT-719 Regional Anatomy III Lab\*

1.5 units, 30 hours

The laboratory will consist of embalmed cadaver dissection. The student will learn dissection techniques and procedures in order to locate and identify specific structures of the thoracic and abdominopelvic cavities.

#### CHEM-121 Biochemistry I

3.5 units, 55 hours

Biochemistry 1 studies the structure, function and performance relationships of biochemical compounds, including amino acids, nucleic acids, proteins, vitamins, enzymes, carbohydrates, lipids, and pH buffer systems. Energy metabolism and reaction rate kinetics are emphasized in the context of the regulation of integrated cellular metabolism. Prerequisite: PHYS-115

#### CHEM-133 Biochemistry II

3.5 units, 55 hours

Biochemistry 2 studies the metabolism and regulation of the well-fed, fasting and starvation states with an emphasis on integrated metabolism and signal transduction schemes. Prerequisite: CHEM-121

#### CHEM-223 Basic Nutrition

2 units, 33 hours

This course investigates the philosophy and practice of nutrition in relationship to chiropractic. The biochemistry of nutrients is presented, with special reference to the role of nutritional factors in the etiology of heart disease, hypertension, osteoporosis and cancer. Attention is also given to gastrointestinal function, particularly in relationship to understanding food allergies and the effects of certain foods on hormone balance. Prerequisites: CHEM-133, PHPA-213, ANAT-219

## Department of Physiology and Pathology

\* Associated lecture and lab courses must be taken concurrently on a student's first attempt. If a course needs to be remediated, students are allowed to take only the portion failed.

			HOURS	UNITS
	PHYS-115	Cell Physiology	44	3.0
	PHYS-122	Systemic Physiology*	55	3.5
	PHYS-220	Endocrinology	44	3.0
	PHYS-622	Systemic Physiology Lab*	20	1.0
	PATH-120	General Pathology	44	3.0
	PATH-132	Microbiology*	33	2.0
	PATH-217	Pathology of Infectious Diseases	44	3.0
	PATH-221	Public Health I	44	3.0
ш	PATH-227	Pathology Laboratory	32	2.0
し い	PATH-315	Bone and Joint Pathodiagnosis	33	2.0
ノラ	PATH-240	Integrative Review of Basic	22	1.5
Ž	PATH-438	Sciences Toxicology	22	1.5
	PATH-632	Microbiology Lab*	20	1.0
[ [ [ ]	PHPA-131	Neuromuscular Physiopathology I	55	3.5
	PHPA-212	Neuromuscular Physiopathology II	55	3.5
	PHPA-213	Gastrointestinal Physiopathology	33	2.0
	PHPA-224	Cardiovascular Physiopathology	55	3.5
	PHPA-225	Renal-Pulmonary Physiopathology	44	3.0
<b>A</b>	PHPA-337	Reproductive Physiopathology	33	2.0

#### PHYS-115 Cell Physiology

3 units, 44 hours

The structure and function of the cell and all its organelles are described, illustrating how life processes in the cell are reflected in the functioning of the whole body. Topics covered in detail are: the structure and function of cell membranes, transport of material across membranes, protein structure and function, motility in cells (microfilaments and microtubules), carbohydrates and cellular respiration, ATP, nucleic acids, protein synthesis, mitosis and meiosis.

#### PHYS-122 Systemic Physiology\*

3.5 units, 55 hours

This course investigates the functioning of the human body at the cellular, organ, system, organismal levels. The role of major physiological systems in maintaining homeostasis will be studied. The laboratory involves an introduction to instrumentation such as EEGs, EMGs, ECGs, Spirometry, and Metabolism used to measure and study physiological parameters. Students are introduced to methods of collection and analysis of data, and preparation of laboratory reports. Prerequisite: PHYS-115.

#### PHYS-220 Endocrinology

3 units, 44 hours

This is a comprehensive study of the endocrine system which will allow the student to integrate and better understand the functions of the other systems of the body. The relationship of the nervous system to the endocrine system is explored in the context of signaling within a multicellular organism. Also, the pathological conditions and diagnostic procedures associated with endocrine imbalance are investigated. Prerequisites: PHYS-122, PHPA-212

#### **PHYS-622** Systemic Physiology Lab\*

1 unit, 20 hours

The lab is designed to supplement the Systemic Physiology lecture course. It gives students an opportunity to learn and apply physiological concepts through hands on experience. Students will investigate electrical potentials and electrical fields (electroencephalogram, electromyogram, and electrocardiogram). Clinical skills will be practiced (neurological exam, auscultating heart sounds and blood pressure, palpating peripheral pulses). Problem solving methods will be introduced (case studies, clinical chemistry). The topic of homeostasis will be discussed throughout the guarter as well as imbalances in homeostasis which underlie much pathology. Prerequisite: PHYS-115

#### **PATH-120** General Pathology\*

3 units. 44 hours

This course deals with the investigation of those pathological mechanisms common to all tissue-cell pathology. Attention is paid to the processes of cellular adaptation, inflammation, repair, immunology, cellular accumulation, and neoplasia. Prerequisite: PHYS-115

#### **PATH-132** Microbiology\*

2 units. 33 hours

This course covers the characteristics of eucaryotic and, procaryotic microbes and viruses. Microbial growth and reproduction are studied as well as the role of various agents in the control of growth. The relationship between virulence of the parasite and resistance of the host is stressed as a paramount factor in the process of infectious disease. The immunological response of the host to the presence of microbes is also emphasized. The laboratory will introduce students to techniques and the application of such procedures to the Chiropractic Clinic and practice. Students will also perform some of the procedures used to characterize and study microorganisms. Prerequisites: CHEM-121, PATH-120

#### **PATH-217** Pathology of Infectious Diseases

3 units. 44 hours

The course is a study of infectious diseases. Attention is given to nomenclature, classification, symptomology, prevention and treat parasitic, viral, bacteria, and viral and fungal infections. Prerequisites: CHEM-133, PATH-132

#### **PATH-221** Public Health I

3 units, 44 hours

Aspects of community health, including communicable diseases, the principles of epidemiology and environmental health will be covered in this course. Prerequisite: PATH-217

#### **PATH-227 Pathology Laboratory**

2 units, 30 hours

The students are provided an opportunity to visualize the gross anatomical nature of the pathological conditions which have been explained in the combined physio-path course series. This is a problem -based learning class designed to provide a review of pathophysiology and orient the student to the clinical relevance of common pathological conditions. Prerequisites: ANAT-219, PATH-120, PHPA-212, PHPA-225

#### Integrative Review of Basic Sciences

1.5 units. 22 hours

This course is designed to review, integrate, and expand upon subject matter that the student has been introduced to in the previous quarters. It is designed as the primary benchmark for assessment of Student Learning Outcomes of the Basic Sciences through and inclusive of the Sophomore I and Sophomore B academic program at LCCW. It is also a review for the expectations of National Boards Part I.

#### Bone and Joint Pathodiagnosis **PATH-315**

2 units, 33 hours

This course focuses on the pathophysiology and clinical presentations of conditions affecting the skeleton. Topics addressed include arthritis, neoplasm, osteoporosis, fracture, infection, avascular necrosis, and skeletal dysplasia. X-rays will be introduced in order to illustrate the various disorders. Prerequisites: ANAT-138, ANAT-128

#### **PATH-438 Toxicology**

1.5units, 22 hours

Toxicology studies the body's response to drugs, foods, and toxic substances. Fundamentals of pharmacology and mechanisms of action are examined for acute and chronic exposure derived from environmental, dietary. occupational and pharmaceutical sources. Emphasis is placed on information literacy to support problem-based and evidence-based learning. Prerequisites: CHEM-223, PATH-227

#### Microbiology Lab\* **PATH-632**

1 unit, 20 hours

The microbiology laboratory portion of the course is designed to introduce students to techniques and applications used in the study of microbial organisms such as bacteria, fungi and protozoans. Prerequisites: CHEM-121, PATH-120

#### **PHPA-131** Neuromuscular Physiopathology I

3.5units, 55 hours

This is a course that provides students with an understanding of the functional role of the nervous system in providing for the integration of the cells, tissues and organs of the body, and its relationship to the clinical science of chiropractic. The course covers the types of bioelectric potentials produced by neurons and muscles, the diversity of synaptic junctions used and the major pathways of sensation and movement. The role of the neuromuscular system in health and disease is explored. This course provides content in physiology and pathology. Prerequisites:, ANAT-137, PHYS-122

#### PHPA-212 Neuromuscular Physiopathology II

3.5 units, 55 hours

hours This course examines a number of nervous system functions and the pathologies that affect them. The mechanisms by which the nervous system controls sensory and motor processes, vision and autonomic function will be explored along with pathologies that affect these functions. Prerequisite: PHPA-131

#### PHPA-213 Gastrointestinal Physiopathology

2 units, 33 hours

Normal gastrointestinal anatomy and physiology is studied. The most significant of the digestive system pathologies are also studied, along with abnormal physiologic states. Clinical considerations are extensively emphasized. Preresuisites: ANAT-219, PHYS-122

#### PHPA-224 Cardiovascular Physiopathology

3.5 units, 55 hours

The normal parameters and physiological processes of the cardiovascular system are discussed in relationship to the important pathological conditions with the goal being to facilitate a better understanding of how to maintain cardiovascular health. Emphasis is placed on blood pressure. Concepts related to blood pressure measurement, control, adaptability, and management are considered. The development of an analytical, diagnostic thought process is encouraged and cultivated through an interactive teaching style. This course provides content in both physiology and pathology. Prerequisites: ANAT- 219, PHYS-122

#### PHPA-225 Renal-Pulmonary Physiopathology

3 units, 44 hours

This course explores the functions of urinary and respiratory systems and their relationship with a variety of body systems and with each other. Physiologic concepts studied will focus on individual systems as well as the function of both systems as they relate to each other. Pathologies such as emphysema, asthma, cancers, uremia, diabetes, and acidosis, are explored. Prerequisites: ANAT-219, PHYS-122

#### PHPA-337 Reproductive Physiopathology

2 units, 33 hours

The endocrinology of the male and female reproductive systems are studied, as are abnormal endocrine states. Pathologies of male and female reproductive systems are studied. Infertility is studied. Psychosexual disorders are studied. Clinical considerations are emphasized. Prerequisites: ANAT-219, PHYS-220

## Department of Chiropractic Philosophy and Principles

AT A GLANCE	CCP-106 CPP-113 CPP-117 CPP-127 CPP-215 CPP-234 CPP-235 CPP-318 CPP-319 CPP-328 CPP-328 CPP-338 CPP-425 CPP-433 CPP-434 CPP-434 CPP-444	Chiropractic History Entrepeneurship Principles of Chiropractic Philosophy and History Introduction to Research Methodology Chiropractic Philosophy II Scientific Basis of Chiropractic and the Subluxation Complex Chiropractic Clinical Research Methodology Patient Education Systems Marketing Systems Communication of Chiropractic Philosophy (Philopsophy IV) Applied Philosophy (Philosophy III) Ethics and Jurisprudence Public Health II Chiropractic Philosophy in Practice Leadership and Sustainability Seminar	HOURS 22 22 22 24 44 22 21 22 22 24 44 22 22 10	UNITS 1.5 1.5 1.5 1.5 1.5 3.0 1.5 0.5 1.5 1.5 1.5 1.5 0.5
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#### CPP-106 Chiropractic History

1.5 units, 22 hours

The purpose of this course is to introduce the student to the history of the Chiropractic profession. An emphasis is placed on the people and associated events which highlight the development of the profession. It will include Chiropractic terminology, professional organizations, techniques and significant events.

#### CPP-113 Entrepeneurship

1.5 units, 22 hours

Students will gain a greater understanding of the three facets of operating a successful enterprise. Participants will learn the value of being a visionary entrepreneur, fastidious manager, and highly competent technician. Students will engage in off-campus clinical and business operations and initiate the groundwork for developing their future practice.

#### CPP-117 Principles of Chiropractic Philosophy

1.5 units, 22 hours

This course will present various aspects of the foundational concepts necessary to become a successful chiropractor. At the start of the quarter, The Paul Elder Model of Critical Thinking is explored and applied with a series of short lectures and in class activities. These skills are fundamental to developing clinical reasoning and problem solving as well as the ability to evaluate information and evidence using a reputable model with many decades of application and use to support it. Students will be applying these standards throughout the rest of the courae as well as the curriculum.

#### CPP-127 Introduction to Research Methodology

1.5 units, 22 hours

This course is designed to introduce the student to chiropractic research. Emphasis is placed on the importance of research to the profession for the advancement of its ideals, validation of procedures, as well as development of more effective and reliable techniques. The student will become familiar with the design and structure of scientific methods, the organization and construction of a scientific paper, and the important criteria for the evaluation of research claims.

#### CPP-215 Perspectives of Chiropractic Philosophy (Philosophy II)

1.5 units, 22 hours

This course offers current chiropractic perspectives facing the profession and includes historical fundamental principles. Topics covered will add to the body of knowledge necessary to develop the thinking and personal qualities of today's chiropractor. Prerequisite: CPP-117

#### CPP-234 Scientific Basis of Chiropractic and the Subluxation Complex

3 units, 44 hours

This course is an introduction to the literature concerning the scientific examination of the subluxation and its physiological and anatomical basis. The physiology, neurology, and biomechanics of subluxation and adjustment are surveyed. This course reviews the latest scientific publications concerning chiropractic clinical trials, articular neurology, tissue injury and repair and documentation and record keeping. Prerequisite: TECH-216

#### CPP-235 Chiropractic Clinical Research Methodology

1.5 units, 22 hours

This course is designed to complement the student clinical experience by providing the opportunity to research scientific literature relevant to currently managed cases. The course provides the opportunity of hands-on experience writing a case study report. Research design relative to patient-centered outcomes research and comparative effectiveness research of research methods and statistical procedures, and elements of research design will be integrated into the content of the course. Prerequisite: CPP-127

#### CPP-318 Patient Education Systems

0.5 units, 11 hours

This course will provide the student with the skills and tools necessary to efficiently and effectively communicate to patients in a way which helps them choose lifelong Chiropractic care as part of their lifestyle. The course will give students a complete view of protocols used in highly successful Chiropractic offices.

#### CPP-319 Marketing Systems

1.5 units, 22 hours

This course will provide theory and application of marketing concepts and strategies used to build a successful business. Participants will learn topics such as the 4 P's, branding, statistical analysis, and participate in a final project that requires practical application of learned concepts. This course combines real time planning and execution with marketing theory. Prerequesite: CPP-113

#### CPP-328 Communication of Chiropractic Philosophy (Philosophy IV)

1.5 units, 22 hours

Students further develop their ideas about chiropractic and their interpersonal skills. Participants improve communication by developing and delivering impromptu speeches and oral presentations to their fellow students and to potential patients. Prerequisite: CPP338

#### CPP-338 Applied Philosophy (Philosophy III)

1.5 units, 22 hours

This course will present and engage the students in the current hypotheses and theories of chiropractic and how they link to the philosophy of Chiropractic. The causes and effects of subluxation, the mechanism of visceral and somatic symptoms and dysfunctions related to subluxation, and information relative to complications and contraindications to the chiropractic adjustment will also be explored. Prerequisite: CPP-215

#### CPP-425 Ethics and Jurisprudence

1.5units, 22

hours This course introduces the student to California law as well as the concepts of Bioethics and Medical ethics as they relate to the practice of chiropractic. Emphasis is placed upon the practical applications of these laws and ethical concepts. Prerequisite: HC-321

#### CPP-433 Public Health II

3units, 44 hours

This class will focus on the role of the chiropractor in the community. Major current health and social issues confronting chiropractic will be discussed. The student will be encouraged to develop goals of appropriate diagnosis and referral. The role of the chiropractor as an educator in the area of public health will be developed and stressed. Prerequisites: CPP-328

#### CPP-434 Chiropractic Philosophy in Practice

1.5 units, 22 hours

This is an interactive, process-oriented course in which students draw from their clinical experience and concepts from previous philosophy classes. Emphasis is upon practical application of philosophy and transition from the role of student to the role of doctor. Prerequisite: CPP-328

#### CPP-439 Launching Your Business

4 units, 44 hours

This course deals with the establishment and maintenance of a successful chiropractic practice. The practical aspects of bank proposals, marketing and business plan development, lease negotiations and other guidelines for promotions, and day-to-day patient management procedures will be presented. The course will introduce the student to basic office procedures, including accounting procedures, finance, new patient attraction and growth strategies. Prerequisite: HC-332

#### CPP-444 Leadership and Sustainability

1.5 units, 22 hours

This course is designed to give students an overview of the concept of sustainability, climate change, ethics in society, business and healthcare, and is an introduction to contemporary ideas of leadership – theory and practice.

CPP-500 Seminar .5 unit, 10 hours

The purpose of the seminar program is to provide insight into the chiropractic profession as a whole. Many subjects are explored, from chiropractic science, philosophy, and practice to public health issues, politics, and ethics.

## Department of Technique and Analysis

			HOURS	UNITS
	TECH-082	Chiropractic Biophysics	22	1.5
	TECH-083	Technique Survey	22	1.5
	TECH-116	Palpation I (with lab)	20	1.0
	TECH-123	Gonstead Analysis	31	1.5
	TECH-124	Diversified Anaysis (With Lab)	31	1.5
	TECH-129	Motion Palpation	22	1.0
	TECH-130	Diversified Technique I (with lab)	51	2.5
	TECH-211	Gonstead A (with lab)	52	3.0
	TECH 216	Biomechanics of the Spine	55	3.5
	TECH-222	Gonstead B (with lab)	52	3.0
	TECH-233	Toggle (with lab)	31	1.5
	TECH-238	Diversified Technique II (with lab)	20	1.0
ΙЩ	TECH-325	Integrated Drop-Table Techniques (with lab)	31	1.5
	TECH-333	Diagnosis and Management of Spinal Disorders	55	3.5
	TECH-336	Extremity Adjusting (with lab)	31	1.5
	TECH-339	Extremity Soft Tissue Management	33	2.0
GLANCE	TECHNIQUE EL	LECTIVES:		
	TECH-084	Network	30	2.5
	TECH-180	Advanced NUCCA	30	1.5
<	TECH-181	Advanced Blair	30	1.5
AT,	TECH-182	Advanced Biophysics	30	1.5
	TECH-183	Advanced Knee / Chest	30	1.5
	TECH-184	Advanced Orthogonal	30	1.5
	TECH-185	Advanced Activator	30	1.5
	TECH-186	Advanced SOT	30	1.5
	TECH-187	Advanced Extremity Adjusting/Sports Injuries Management	33	1.5
	TECH-190	Advanced Gonstead	30	1.5

#### TECH-082 Chiropractic Biophysics

1.5 units, 22 hours

Chiropractic Biophysics (CBP) is a full spine and pelvis corrective/ rehabilitative procedures having a firm foundation in the sciences of mechanics and physics. CBP Technique integrates Drop Table, Diversified, Toggle, Instrument-assisted Postural MIRROR IMAGE adjusting, MIRROR IMAGE Exercises and MIRROR IMAGE Traction to RESTORE NORMAL SPINAL MECHANICS. Analytical procedures include visualization, postural analysis and x-ray analysis. Prerequisite: TECH-130

#### TECH-116 Palpation 1 (with Lab)

1 unit, 20 hours

In this course the student learns to identify bony landmarks, count vertebrae, and locate each vertebra of the spine. The student also begins to develop awareness and skills in the areas of the doctor-patient relationship, communication, and ergonomics.

#### TECH-123 Gonstead Analysis

1.5 units, 31 hours

This course is an introduction to the components of the chiropractic examination. History taking of the chief complaint, visualization, postural analysis, static and motion palpation will be covered. The concepts of case management, basic x-ray studies and instrumentation will be introduced. Prerequisite: TECH-116

#### TECH-124 Diversified Analysis

1.5 units, 31 hours

units, 31 hours The course functions as an introduction to the use of various assessment tools used in obtaining listings and as a preparatory set of core skills for the Diversified I course at Life West. Prerequisite: TECH-116

#### TECH-129 Motion Palpation

1 unit. 22 hours

This course is an introduction to joint play analysis emphasizing the motion palpation system. Fixation theory (Gillet) is presented and discussed. Major emphasis is on the spinal articulations. Prerequisites: TECH-123

#### 2.5 units, 51 hours

#### TECH-130 Diversified Technique I (with lab)

This is the first adjustive technique course offered to the students. The course will include basic fundamental adjusting skills for the following areas: Cervical, Thoracic and Lumbar Spine, and the Pelvis. It will include a review of palpation skills, both static and motion, spinal landmarks, Derefield Leg Checks, Gillette's and an expansion and review of "how to find a subluxation. Prerequisites: TECH-129, CPP-118

#### TECH-211 Gonstead A (with lab)

3.0 units.52 hours

Gonstead A provides an introduction to the history of Dr. Clarence Gonstead and the technique he developed. The course includes instruction in the basic concepts of the balanced pelvic structure and level spinal discs. The method is based on analysis of the patient using; skin temperature instrumentation; static and motion palpation, visualization, inspection, radiographic line marking and analysis and patient presentations and/or conditions. The course includes specific analysis and corrective adjustment procedures for the Coccyx, Sacrum, Ilium and the Lumbar spine with basic patient case management. The course has the following lecture and laboratory components. Prerequisite: TECH-130, TECH-216

#### TECH-216 Biomechanics of the Spine

3.5 units. 55 hours

This course focuses on the spine and how it works as a functional biomechanical unit. The individual joints of the spine are studied, as well as basic principles of biomechanics and kinesiology. Prerequisite: CPP-118

#### TECH-222 Gonstead B (with lab)

3.0 units, 52 hours

Gonstead B provides a continuation of the work of Dr. Clarence Gonstead introduced in Gonstead A. The course is based on analysis of the patient using; skin temperature instrumentation; static and motion palpation, visualization, inspection, radiographic line marking and analysis and patient presentations and/or conditions. The course includes specific analysis and corrective adjustment procedures for the Thoracic and Cervical spine with basic patient case management. The course has the following lecture and laboratory components. Prerequisite: TECH-130, TECH-216

#### TECH-233 Toggle (with lab)

1.5 units, 31 hours

In compliance with the mission of Life Chiropractic College West, this course is structured to provide the chiropractic student with a deeper exploration into the principles and practice of upper cervical chiropractic care. This course will teach the chiropractic student how to competently detect and correct the upper cervical subluxation complex using the side posture adjusting table. Other upper cervical techniques will also be introduced in an overview format to encourage the student to continue future study in specific techniques of chiropractic upper cervical care. Prerequisites: TECH-129, TECH-216.

#### TECH-238 Diversified Technique II (with lab)

1 unit, 20 hours

This course develops hands-on skills in Diversified Cervical Techniques. Emphasis will be on actual patient adjusting, incorporating previously learned methods. Special attention will be given to the introduction of Diversified Cervical Chair, prone and supine moves. Prerequisites: TECH-129, TECH-130

#### TECH-325 Integrated Drop-Table Techniques (with lab)

1.5 units,31 hours

Several major techniques utilizing specific drop table adjusting are explored, with emphasis on Thompson, CBP, Diversified, and Toggle Recoil. Implications of the prone leg check with Derifield findings are addressed. Prerequisite: TECH-130

#### TECH-333 Diagnosis and Management of Spinal Disorders

3.5 units, 55 hours

This course will address the pathophysiology, diagnosis, and management of orthopedic spinal disorders. The course begins with a review of the clinical histology and pathophysiology of skin, muscle, connective tissue, and nerves. The orthopedic examination will be reviewed, and radiographic manifestations of soft tissue disorders will be discussed. The information from history, physical examination, and radiographic examinations will be integrated to arrive at a diagnosis. Treatment methods designed to rationally alter the involved pathophysiological process will be discussed. Prerequisite: DIAG-226, DIAG-239, DIAG-317

#### TECH-336 Extremity Adjusting (with lab)

1.5 units, 31 hours

This course covers various aspects of extremity adjusting with emphasis on short lever adjusting and the Gonstead system of analysis. Supportive case management and follow-up procedures are included. Prerequisites: TECH130, TECH-222, DIAG-327

#### TECH-339 Extremity Soft Tissue Management

2 units, 33 hours

This course is designed to further the students understanding in analysis, diagnosis, and treatment (including physiotherapeutic procedures) of soft tissue injuries of the extremities. Prerequisite: DIAG-327

## **Technique Electives**

There are 9 technique electives available to students enrolled in sophomore, junior, and senior classes. Completion of one technique elective is a graduation requirement. The student may take two electives free of cost and additional electives may be taken for a fee as space permits. Electives are offered on a rotating schedule. Elective courses may be cancelled by the College due to insufficient enrollment. Prerequisites: TECH-129, TECH-130 plus additional courses as noted.

#### TECH-180 NUCCA Advanced

1.5 units, 30 hours

A hands-on class where students will learn all aspects of applying NUCCA in patient care. X-ray, analysis, biomechanics, adjusting, headpiece, leg check, Anatometer, and patient care protocols will be covered. Prerequisites: TECH-080

#### TECH-181 Blair Advanced

1.5 units 30 hours

This is the elective portion BLAIR UPPER CERVICAL SPECIFIC technique. The course will cover the theory of Asymmetry of the cervical spine, Atlas & Axis motion & misalignment. Possible complications for doctor due to asymmetry. Thermal scanning of patient will be covered. Review of palpation landmarks of the Atlas & Axis. Patient x-ray: marking, positioning, marking of all Blair x-ray series films (including lateral stereos). Analysis of patient positioning on adjusting table, doctors stance, and adjustments to cover Atlas & Axis same side and side-opposite. Dr. Blair's 180 degree toggle-torque adjustments. Prerequisites: TECH-080

#### TECH-182 Biophysics Advanced

1.5 units 30 hours

Chiropractic Biophysics (CBP), aka Clinical Biomechanics of Posture, is a full spine and pelvis corrective/ rehabilitative procedures having a firm foundation in the sciences of mechanics and physics. CBP Technique integrates Drop Table, Diversified, Toggle, Instrument-assisted postural mirror image adjusting, mirror image exercises and mirror image traction to restore normal biomechanics. Analytical procedures include visualization, postural analysis and x-ray analysis.Prerequisites: TECH-082

#### TECH-183 Knee Chest Advanced

1.5 units 30 hours

This course offers instruction on the application of the Knee Chest Upper Cervical Specific adjustment in a clinical setting. The course will cover the history, rationale, analysis and correction utilized in the technique. Specific topics covered include thermography, biomechanical x-ray analysis, and Knee Chest Upper Cervical adjustment. Prerequisites: TECH-080

#### TECH-184 Advanced Orthogonal

1.5 units 30 hours

A hands on class where students will learn all aspects of applying Advanced Orthogonal Technique and Procedures in patient care. Objective measures, x-ray positioning, x-ray analysis, Advanced Orthogonal table placement, adjusting procedures, post x-ray interpretation and patient care plans will be covered. Prerequisites: TECH-081

#### TECH-185 Activator Advanced

1.5 units 30 hours

This is a basic comprehensive introduction to the Activator Method of adjusting the full spine, using the handheld Activator instrument. The functional leg length analysis is covered in depth. Prerequisites: CPP-234, TECH-081

#### TECH-186 SOT Advanced

1.5 units 30 hours

To give to our students, freely and out of abundance, the best of our knowledge and skills. To develop the most talented of chiropractors that they may with skill, both find and correct the vertebral subluxation. To do this for the overall betterment, health, and well-being of their patients and the world. Prerequisites: TECH-081

#### TECH-187 Advanced Extremity Adjusting/Sport Injuries Management

1.5 units 30 hours

This is an advanced and comprehensive elective. Students who wish to take this course should have a working knowledge of beginning extremity adjusting and have been practicing it in the Health Center. They will be required to review DVD and written assessment/adjusting information PRIOR to laboratory participation. There will be written and practical examinations. There will be research assignments (article collection) on selected topics to be shared with the class.

#### TECH-190 Gonstead Advanced

1.5 units 30 hours

To establish a more advance perspective, knowledge, and understanding of the Gonstead Technique in a clinical setting. Emphasizing patient management, x-rays analysis, history & physical examination, special testing, cross disciplinary referrals, diagnosis, differential diagnosis, and full spine Gonstead Adjustive Technique.

#### TECH-084 Network-(Online)

This course explores the theory, analysis and protocol of Network Spinal Analysis (NSA) Basic Care. Students will learn: introductory concepts of Reorganizational Healing; the clinical objectives of NSA Care; models of spinal and neural integrity; introduction to Somato-respiratory Integration; Adverse Mechanical Cord Tension; and the NSA phasing system.

**Health Center Advising Program** 

Ш			HOURS	UNITS
	HC-310	Student Clinic I	22	1.5
$\subseteq$	HC-321	Student Clinic II	52	1.5
Ž	HC-332	Clinic I	120	4
	HC-413	Clinic II	120	4
	HC-424	Clinic III	120	4
(J)	HC-435	Clinic IV	120	4
4	HC-431	Health Center Directed Studies	33	3
1	CLINIC ELE	CTIVES		
	HC-889	Undergraduate Preceptorship		1
	HC-890	Graduate Preceptorship		1

#### HC-310 Student Clinic I

1.5 units 22 hours

An orientation to the Health Center: the facilities, policies and procedures, and proper patient protocol. The student is provided the Health Center manual and is instructed in the application of policy and procedure in regard to the laws of the state of California, the CCE and LCCW standards, and proper patient protocol.

#### HC-321 Student Clinic II

1.5 units 52 hours

Continued instruction in the application of policy, procedure and proper patient protocol. This is the student's first opportunity to assume the responsibility of caring for student patients other than their reciprocal. Pre-requisite All LCCW coursework through and including Junior 1 level HC-310 Student Clinic 1 Co-requisite: 1 unit Entrance Examination HC 501 (Health Center entrance requirements available from the Office of Academic Affairs)

#### HC-332/413/424/435 Clinic I/Clinic II/Clinic IV

Each 4 units 120 hours

The advisor acts as a mentor to the intern. The intern's Health Center experience is enhanced through direct and regular contact with a Health Center doctor and a group of their peers. The advisor will assist the intern throughout the Health Center experience. The advisor, together with the intern, is responsible for all the intern's patient files, patient care and education. All evaluation forms generated on interns are forwarded to the intern's advisor and reviewed with the intern to ensure progress, and identify strengths and deficiencies. The advisor will review all x-ray follow-up reports of advisee's patients and take action as necessary or suggested by the radiologist. The advisor will also ensure follow-up on any patient referrals. The advisor with his/her team of interns will have a set time for weekly meetings. The advisor will also meet regularly with interns on a one on one basis. All patient care, record maintenance and essential practice activities will be overseen by the advisor (this includes but is not limited to review of history and exam findings, CMR appointments approval and observation of care). Prerequisite: HC-321

#### HC-888 Physiotherapy Application Completion

2 units 22 hours

This course is designed to enable a graduate of a Chiropractic program to obtain the 30 PT applications required for licensure by the state of California. ACS-311/811, ACS 322/822 or their equivalents (120 hours of physiotherapy course work).

#### HC 431 Health Center Directed Studies

3 units 33 hours

Through individual and group meetings with their Practice Advisor, students are instructed in case management skills, basic marketing and patient education. Under direct supervision of their Practice Advisor, the student continues to care for both outpatients and student patients. Prerequisite: HC-435

### **Health Center Electives**

#### HC-889 Undergraduate Preceptorship

1 unit

The course is designed to offer the senior student an opportunity for increased clinical experience prior to private practice, the opportunity to experience additional practice settings, and the opportunity to increase exposure to various techniques and clinical practices.

#### **HC-890 Graduate Preceptorship**

1 unit

The course is designed to offer the person who has earned a D.C. degree an opportunity for increased clinical experience prior to private practice, the opportunity to experience additional practice settings, and the opportunity to increase exposure to various techniques and clinical practices.

## **Department of Diagnosis**

	DIAG-226 DIAG-236	Case History and Principles of Diagnosis Exam: Thorax and Abdomen (with lab)	HOURS 44 53	UNITS 3 3
	DIAG-237	Neurologic Exam	33	2
	DIAG-239	Spinal Orthopedic Exam with Lab	32	2
	DIAG-316	Exam: Eyes, Ears, Nose and Throat (with lab)	55	3
	DIAG-317	Correlative Diagnostic Exam Procedures (with lab)	53	3
	DIAG-323	Obstetrics	22	1.5
	DIAG-327	Biomechanics and Examination of the Extremities (with	53	3
	DIAG-331	lab) Psychiatry	44	3
Ш	DIAG-340	Neurologic Diagnosis	33	2
GLANCE	DIAG-408	Differential Diagnosis A	33	2
	DIAG-409	Differential Diagnosis B	22	1.5
	DIAG-412	Cardiovascular-Pulmonary Diagnosis	44	3
4	DIAG-415	Geriatrics	44	3
	DIAG-416	Neuromusculoskeletal Diagnosis and Management	33	2
U	DIAG-420	Gastrointestinal-Genitourinary Diagnosis	44	3
<b>4</b>	DIAG-423	Gynecology	22	1.5
	DIAG-426	Pediatrics and Febrile Disorders	55	3.5
	DIAG-737	Neurologic Exam Lab	11	0.5
<b>A</b>	DIAGNOSIS E DIAG-901	ELECTIVES Specialty Exam Completions		

#### DIAG-226 Case History and Principles of Diagnosis

3 units, 44 hours

This course is an introduction to the principles of diagnosis that are utilized in the evaluation of clinical data and the basic steps involved in arriving at a clinical impression. The patient case history and general patient assessment will be covered in detail. The course will also include instruction on writing the case narrative report and diagnosis. Prerequisite: DIAG-237, DIAG-239, PATH-315

#### DIAG-236 Exam: Thorax and Abdomen (with lab)

3 units, 53 hours

This course develops the student's understanding and clinical skills needed in the evaluation of the heart, lungs, lymphatic and peripheral vascular systems, and abdomen. It explores the relevant historical data, physical examinations, and basic interpretations of significant clinical findings. Correlation of understanding with the development of these anatomical areas is emphasized. Prerequisite: PHPA-224, PHPA-225, PATH-227

#### DIAG-237 Neurologic Examination

2 units, 33 hours

These courses cover the examination procedures used to evaluate nervous system function, differentiation of normal and abnormal exam results, and localization of the lesion. (This course includes discussion of the physiology of nervous system function, and nervous system pathology.) Prerequisite: PHPA-212, DIAG-239

#### DIAG-239 Spinal Orthopedic Examination (with lab)

2 units, 32 hours

This course is the first of a two part series in orthopedic examination, with emphasis on orthopedic examination of the spine. The orthopedic examinations for the cervical spine, thoracic outlet, lumbar spine, and sacroiliac regions will be covered in detail. Prerequisite: TECH-216

#### DIAG-316 Exam: Eyes, Ears, Nose, and Throat (with lab)

3 unit, 55 hours

The focus of this course is on gaining the understanding and skills needed to evaluate the skin, nails, head, neck, eyes, ears, nose, mouth and throat. The student will learn how to determine whether a disorder is benign or malignant, contagious or not, and whether it is self-limiting or needs referral to the appropriate health care provider. Prerequisite: ACS-346

#### DIAG-317 Correlative Diagnostic Exam Procedures (with lab)

3 units, 53 hours

The focus of this course is on gaining the understanding and skills needed to evaluate the skin, nails, head, neck, eyes, ears, nose, mouth and throat. The student will learn how to determine whether a disorder is benign or malignant, contagious or not, and whether it is self-limiting or needs referral to the appropriate health care provider. Prerequisites: TECH-129, DIAG-237, TECH-216

DIAG-323 Obstetrics 1.5 units, 22

hours This course studies prenatal care, childbirth and postpartum care. The emphasis is on the clinical presentation of common obstetrical disorders, including the clinical pathophysiology, diagnosis prognosis and chiropractic management. The student will be able to recognize those conditions outside the scope of chiropractic for referral to other health care practitioners. Prerequisite: PHPA-337, TECH-216

#### DIAG-327 Biomechanics and Examination of the Extremities (with lab)

3 units, 53 hours

This course is designed to instruct the student in extremity biomechanics, extremity physical examination procedures, and extremity orthopedic testing procedures. The student will learn the basic biomechanics of the extremities; the relationship of lower extremity biomechanics to the spine and pelvis; the relationship of abnormal biomechanics to injury; the performance and interpretation of standard orthopedic tests of the extremities; and the recognition and diagnosis of the major pathological conditions affecting the extremities. Prerequisite: ANAT-126, DIAG-239

#### **DIAG-331 Psychosocial Health**

3 units 44

hours This course provides an overview of the psychosocial issues and social systems that can affect the chiropractic patient, the chiropractic doctor, diagnosis and treatment outcomes. We will be demystifying behaviors to raise the DC's awareness and understanding of potential behavioral health concerns. We will also look at mental health referrals and community resources. The DSM criteria will be used for psychological diagnostic criteria. Eight hours are devoted to topics related to Public Health. We will also explore cultural awareness and abuse issues. Prerequisite: DIAG-226, DIAG-340, clinic enrollment

#### DIAG-340 Neurologic Diagnosis

2 units, 33 hours

This course is an expansion of the neurologic examination and diagnosis begun in DIAG-237 Neurology Examination. The course begins with a review of the neurologic examination. Examination findings in spinal and peripheral nerve involvements will be reviewed, compared and contrasted so that the student will be able to differentiate these conditions to institute appropriate care or referral. Common patterns of sensory, motor and reflex deficits in peripheral nerve, spinal nerve, cord, brain stem and higher centers will be covered. Prerequisite: DIAG-237

#### DIAG-408 Differential Diagnosis A

2 units. 33 hours

This course will enable the student to identify the most classic presentations of musculoskeletal complaints seen in the chiropractic office. The student will further differentiate these complaints from other diseases when given a case history, physical examination information, radiological studies and laboratory test results. The student will establish a prognosis, determine the chiropractic management, and recognize those conditions outside the scope of chiropractic for referral to other health care practitioners. Prerequisite: DIAG-226, DIAG-326, DIAG-327, DIAG-340, DIAG-317

#### DIAG-409 Differential Diagnosis B

1.5 units, 22 hours

This course will address the pathophysiology, diagnosis, and management of a variety of conditions. The course begins with a review of clinical anatomy, patho-physiology and the diagnostic process. Examination will be reviewed, and radiographic manifestations of soft tissue disorders will be discussed. Information from history, physical examination, and radiographic examinations will be integrated to arrive at a diagnosis. Treatment methods designed to rationally alter the involved pathophysiological process will be discussed. Prerequisite: DIAG-408, DIAG-416, DIAG-412, DIAG-420, DIAG-415, ACS-208

#### DIAG-412 Cardiovascular-Pulmonary Diagnosis

3 units, 44 hours

This course is designed to expand the student's understanding of cardiovascular-pulmonary pathophysiologies, and emphasizes their clinical presentations. Standard diagnostic, chiropractic, and allopathic approaches are studied. Radiologic evaluation of the respiratory and cardiovascular systems are studied and correlated with other significant clinical data. The student will be able to recognize conditions outside the scope of chiropractic for referral to other health care practitioners. Prerequisite: DIAG-226, DIAG-326, DIAG-326, ACS-313

#### DIAG-415 Geriatrics

3 units, 44 hours

This course includes a survey of the aging process and health related issues in the fields of geriatrics and gerontology. Consideration is given to the case history, examination, health problems, and preventative health care of the older adult. Chiropractic management of the geriatric patient is emphasized. Prerequisite: DIAG-327, DIAG-420, DIAG-346, DIAG-412, ACS-324, ACS-335

#### DIAG-416 Neuromusculoskeletal Diagnosis and Management

2 units, 33 hours

This course is designed as a synthesis class concerning neuromusculoskeletal diagnosis and management. The course will serve to review and integrate knowledge and skills previously covered in the curriculum. It will be taught from the standpoint of clinical presentation and inculcate the ability to understand underlying mechanisms for clinical observations. Selected topics will be chosen from among the common clinical conditions affecting the cervical spine, lumbar spine, pelvis, and extremities. The course will introduce the basic concepts of functional neurology, metabolic physiology and the integration of these concepts into daily practice. Interwoven into this will be class discussion of practice conundrums, ethical considerations and professional conduct. Prerequisite: DIAG-339, DIAG-317, TECH-336, TECH-318, TECH-325, TECH-238, TECH 222

#### DIAG-420 Gastrointestinal-Genitourinary Diagnosis

3 units, 44 hours

This course expands the students' understanding of the gastrointestinal and male genitourinary systems and emphasizes their clinical presentations. These areas and their particular problems are the focus of diagnostic efforts in this course. Given the case history, physical exam, radiographic and laboratory findings, the student will then be in a position to establish a clinical impression and prognosis. The student will be able to recognize those conditions outside the scope of chiropractic, for referral to the appropriate health care practitioner. This course includes topics in nutrition.Prerequisite: DIAG-226. Concurrent enrollment: ACS-345

#### DIAG-423 Gynecology

1.5 units, 22 hours

The basic principles of gynecology will be covered. The emphasis of the course will focus on the clinical presentation of common gynecological disorders; their clinical pathophysiology, diagnosis, prognosis, chiropractic and conventional allopathic management. The Student will be able to recognize those conditions outside the scope of Chiropractic for referral to other health care practitioners. Prerequisite: PHPA-337, DIAG-346, DIAG-323

#### DIAG-426 Pediatrics and Febrile Disorders

3.5 units, 55 hours

Consideration is given to the physical and mental development of the infant, child, and adolescent. The student will be instructed in the examination of the newborn with consideration of its nutritional and general health needs. Study of diseases common to childhood and adolescence and social and psychological problems associated with adolescence are undertaken. Emphasis is placed on diagnosis and treatment relative to the neuromuscular skeletal aspects of the pre-pubertal child. Prerequisite: DIAG-327, DIAG-340, DIAG-323, DIAG-326, DIAG-420, ACS-335 Concurrent: DIAG-412

#### DIAG-737 Neurologic Exam Lab

0.5 units, 11 hours

These courses cover the examination procedures used to evaluate nervous system function, differentiation of normal and abnormal exam results, and localization of the lesion. (This course includes discussion of the physiology of nervous system function, and nervous system pathology.)

## **Diagnosis Electives**

**DIAG-901 Specialty Exam Completions**1 unit This course is designed for the transfer student. It provides the clinical and practical information specific to the gynecological and proctologic examinations needed for licensure in some states.

## **Department of Associated Clinical Sciences**

\* Associated lecture and lab courses must be taken concurrently on a student's first attempt. If a course needs to be remediated, students are allowed to take only the portion failed.

ACS-231 Pr ACS-232 Er ACS-311 Pr ACS-312 Ra ACS-313 Ra ACS-320 Ar ACS-322 Pr ACS-324 Ra ACS-324 Ra ACS-335 Ra ACS-345 Cl ACS-346 lai ACS-346 lai ACS-407 (w ACS-811 Pr ACS-813 Ra	adiology Review hysics of Diagnostic Radiology mergency Care hysiotherapy II* adiographic Positioning (with lab) adiology I* oplied Nutrition hysiotherapy I* adiology III (with lab) adiology II (with lab) inical Laboratory Diagnosis A (with b) Clinical Laboratory Diagnosis B with lab) Practical Radiology hysiotherapy II Lab* adiology I Lab* hysiotherapy I Lab*	22 33 33 44 31 44 22 44 53 53 43 43 33 10 20 20	1.5 2 2 3 1.5 3 1.5 3 2.5 2.5 2 0.5 1
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#### ACS-208 Radiology Review

1.5 units, 22 hours

This course is focused on mastering the NBCE Part IV format. The progressive steps required to formulate a decision regarding diagnosis and patient care are presented in a case oriented approach. Mock examinations are used.Prerequisites: ACS-324, ACS-335

#### ACS-231 Physics of Diagnostic Radiology

2 units, 33 hours

This course is an introduction to the physics of x-ray. Photon production, projection, collimation, attenuation and image formations are among the topics considered. The various components of x-ray systems are studied as are the fundamentals of darkroom procedure. Emphasis is placed on the biological effects of ionizing radiation and on patient protection.

#### ACS-232 Emergency Care (with lab)

2 units, 33 hours

The focus of Emergency Care; ACS-232 is to help students recognize true emergencies and familiarize the chiropractic student with the skills of basic first aid, CPR, assessment, trauma, environmental safety and triage. Additionally, medical transport, immobilization, and common medical emergencies will be reviewed. Prerequisites: ANAT-219, ANAT-128, PHYS-122, PATH-221

#### ACS-311 Physiotherapy II \*

3 units, 44 hours

An introduction to physiotherapy, this course includes theory, principles and use of standard recognized physiotherapy equipment. The course is designed to allow the student to develop a working knowledge of the physics and function of the commonly employed therapeutic modalities, the rationale for their use, as well as their indications and contraindications. The student will gain an understanding through demonstration and hands on practice, of the techniques of application of these commonly used modalities as they apply to chiropractic.

#### ACS-312 X-Ray Positioning (with lab)

1.5 units,31 hours

This is a practical course in Radiologic Technique with emphasis on special chiropractic procedures. Machine operation and patient positioning are demonstrated and discussed. Radiography of the appendicular skeleton is included. Emphasis is placed on patient and operator protection and radiographic quality assurance. Prerequisites: ACS-313

#### ACS-313 Radiology I\*

3 units, 44 hours

First in a series of radiology diagnosis courses, this class is designed to acquaint the student with basic radiographic anatomy. The course covers normal radiographic anatomy, roentgenometrics, skeletal development and common normal variants. Prerequisites: ANAT111, CP118, PATH315

#### ACS-320 Applied Nutrition

1.5 units.22

hours This course applies student-centered learning methods to formulate questions of interest, research credible information, and communicate results in nutritional therapies of care. Emphasis is placed on information and technology literacy to support problem-based and evidence-based learning. Prerequisites: CHEM-223

#### ACS-322 Physiotherapy I\*

3 units, 44 hours

This course is an introduction to the basics of functional rehabilitation. Emphasis is given to the role of spinal rehabilitation in the chiropractic care plan. This course focuses on postural and functional assessment necessary to develop a rehabilitation plan. Course topics will include: quantitative and qualitative analysis of physical performance capacity, functional movements and muscle strength, static and dynamic postural assessment, spinal stabilization, active stretching and soft tissue management. Prerequisites: PHIL-215, PHPA-212

#### ACS-324 Radiology III (with lab)

3 units, 53 hours

A continuation of Radiology I and II, this course follows the approach initiated during Radiology II. Normal radiographic findings are compared to abnormal radiographic findings. Bone tumors, infections, and metabolic diseases are covered. This class has designated lab hours. Prerequisite: ACS-312

#### ACS-335 Radiology II (with lab)

3 units, 53 hours

This course is a continuation in the radiology diagnostic series; it is designed to reinforce the material of Radiology I. Normal radiographic findings are compared to abnormal radiographic findings. Trauma and arthritis are the primary conditions covered. This class has designated lab hours. Prerequisites: ACS-313

#### ACS-345 Clinical Laboratory Diagnosis A (with lab)

2.5 units, 43 hours

This course is designed to teach students the proper use of the clinical laboratory within the practice of Chiropractic. Emphasis is placed on the integration of hematology studies with patient history and physical examination. The laboratory section will focus on interpretation of clinical laboratory data, including CBC, anemias, and hemoglobinopathies. Prerequisite: PATH227, PHPA213, PHPA224, PHPA337, PATH315, DIAG316, DIAG226, DIAG236

#### ACS-346 Clinical Laboratory Diagnosis B (with lab)

2.5 units, 43 hours

This course is designed to teach students the proper usage of the clinical laboratory within the practice of chiropractic. Emphasis is placed on hematology, clinical chemistry and urology interpretation and integration with historical physical examination. The laboratory section will train students in laboratory case evaluation and recognition of histological normals and pathologies, as well as their utilization in diagnosis. Prerequisite: PATH227, PHPA213, PHPA224, PHPA225, PHPA337, PATH315, DIAG316, DIAG226, DIAG236

#### ACS-407 Practical Radiology

2 unit, 33 hours

This course is directed to the understanding of Magnetic Resonance Imaging of the spine and instability of the spine. Upright and recumbent MRI, video-fluoroscopy, and plain film x-ray evaluation is discussed. Prerequisite: ACS-207

#### ACS-811 Physiotherapy II Lab\*

.5 units, 10 hours

This lab is in conjunction with the lecture class, and will allow the student to view, understand, and practice performing the various therapies administered in a typical chiropractic practice using the many different machines that the college health center has access to, giving the students sufficient exposure to be competent in administering the therapies.

#### ACS-813 Radiology I Lab \*

1 unit, 20 hours

First in the radiological diagnosis series, this lab course is designed to acquaint the student with basic radiographic anatomy. The course covers normal radiographic anatomy, roentgenometrics, and common normal variants. Xray report writing will be introduced. Prerequisites: ANAT-611, CPP-118, ACS-231, PATH-315

This lab focuses on on postural and functional assessment necessary to develop a rehabilitation plan. Course topics will include: quantitative and qualitative analysis of physical performance capacity, functional movements and muscle strength, static and dynamic postural assessment, spinal stabilization, active stretching and soft tissue management.

## **Directed Studies**

Directed study courses are designed to give students an opportunity to participate in independent study under an instructor's direction. Students should contact the instructor of their choice and file a petition for directed study with the Office of Academic Affairs prior to registration. A maximum of 12 units total may be earned through directed studies.

## **Academic Program Schedule Options**

Life Chiropractic College West offers two scheduling options that allow students to complete the curriculum in either the accelerated program/12 quarters (3 calendar years) or the standard program/14 quarters (3 ½ calendar years) Students whose schedules are modified are termed Special Schedule.

The 12-quarter accelerated schedule allows the student to complete the curriculum with an average academic load of 30 units per quarter during the basic science and clinical examination portions of the curriculum. When the student begins the clinical internship, the academic load is reduced to approximately 24 units per quarter to allow the student to complete the required clinic hours.

Qualifying for the 12 quarter (accelerated) With bachelor degree in Health or Human Science:

- 3.0 GPA or above
- 3.25 GPA or above in the required science courses (24 units as required)

If no bachelor degree in Health or Human Science:

- 3.0 GPA or above
- 3.25 GPA in required science courses (24 units as required)
- Complete and pass the CCAT

The 14-quarter schedule allows students to enroll in a reduced load program of study for the first two years of the curriculum. By enrolling in this option, the student completes the first eight quarters of study with an academic load averaging approximately 25% fewer units and hours per quarter than the 12-quarter option. After completion of the eighth quarter on the 14-quarter schedule, the student moves into his or her junior year with an average load of 30 units in examination methods and diagnosis courses. When the student has clinical responsi-bilities, the academic course load averages approximately 24 units per quarter to allow the student to complete the required clinic hours.

## **Example of the 12-Quarter Accelerated Program**

The following list is a sample of how the curriculum is distributed in the 12-quarter accelerated schedule option, followed by an example of the 14-quarter program. One technique elective is required prior to graduation, which may be taken any time after the student has attained sophomore status pending prerequisites, schedule availability, and the student's seniority. Students may take up to two technique electives at no additional charge. Only one elective is listed as an example on the following page.

			HOURS	UNITS
	CPP-106	Chiropractic History	22	1.5
	ANAT-110	Systemic Histology	55	3.5
_	ANAT-610	Systemic Histology Lab	20	1
	ANAT-111	Skeletal Anatomy	22	1.5
SHMAN	ANAT-611	Skeletal Anatomy Lab	30	1.5
	TECH-116	Palpation I (with lab)	20	1
	ANAT-118	Spinal Anatomy I (with lab)	63	3.5
	CPP-117	Chiropractic Philosophy &	22	1.5
一六	ANAT-137	Principles I Central Neuroanatomy	33	2
רט	ANAT-637	Central Neuroanatomy Lab	10	0.5
Щ	PHYS-115	Cell Physiology	44	3
	CPP-500	Seminar	10	.5
ш.		TOTALS	351	21
		TOTALO	301	۷۱

			HOURS	UNITS
	CCP-113	Entrepreneurship	22	1.5
	ANAT-125	Embryology	33	2
	ANAT-126	Regional Anatomy I Regional	33	2
(1	ANAT-626	Anatomy I Lab Diversified	30	1.5
Z	TECH-124	Analysis (with lab) Motion	31	1.5
7	TECH-129	Palpation Biochemistry I	20	1
	CHEM-121	Peripheral Neuroanatomy	55	3.5
≥	ANAT-114		44	3
SHMAN	ANAT-128	Spinal Anatomy II (with lab)	21	1
O	PATH-120	General Pathology	44	3
Ш	PHYS-122	Systemic Physiology	55	3.5
	PHYS-622	Systemic Physiology Lab	20	1
正	CPP-500	Seminar	10	.5
		TOTALS	385	23

			HOURS	UNITS
FRESHMAN 3	ANAT-138 ANAT-638 ANAT-125 CHEM-133 PHPA-131 PATH-132 PATH-632 TECH-130 CPP-500 TECH-123	Regional Anatomy II Regional Anatomy II Lab Embryology Biochemistry II Neuromuscular Physiopathology I Microbiology Microbiology Lab Diversified Technique I (with lab) Seminar Gonstead Analysis (with lab)	44 30 33 55 55 33 20 51 10 31	3 1.5 2 3.5 3.5 2 1 2.5 .5 1.5
		TOTALS	362	21

SOPHOMORE 1	ANAT-219 ANAT-719 TECH-216 PHPA-212 PHPA-213 PATH-217 CPP-215 TECH-211 TECH-082 CPP-500 CHEM-223	Regional Anatomy III Regional Anatomy III Lab Biomechanics of the Spine Neuromuscular Physiopathology II Gastrointestinal Physiopathology Pathology of Infectious Diseases Perspectives of Chiropractic Philosophy Gonstead A (with lab) Chiropractic Biophysics Seminar Basic Nutrition	HOURS 44 30 55 55 33 44 22 52 22 10 33	UNITS 3 1.5 3.5 3.5 2 3 1.5 3 1.5 2
		TOTALS	400	25

PHOMORE 2	PATH-240 PHPA-224 PATH-221 PATH-227 PHPA-225 PHYS-220 PATH-315 TECH-222 DIAG-239 CPP-500	Science Review Cardiovascular Physiopathology Public Health I Pathology Laboratory (with lab) Renal-Pulmonary Physiopathology Endocrinology Bone and Joint Pathodiagnosis Gonstead B (with lab) Spinal Ortho Exam (with lab) Seminar	HOURS 22 55 44 32 44 44 33 52 32	UNITS 1.5 3.5 3 2 3 2 3 2 0.5
SOF	CPP-500	TOTALS	368	23.5

			HOURS	UNITS
	DIAG-327	Biomechanics/Exam Extremities (with lab)	53	3
	TECH-238	Diversified II	20	1
က	PHPA-337	Reproductive Physiopathology	33	2
Ш	DIAG-226	Case History	44	3
$\overline{\mathbf{r}}$	DIAG-237	Neurologic Exam	33	2
ОМО	DIAG-737	Neurologic Exam Lab	11	0.5
$\vdash$	DIAG-236	Exam: Thorax and Abdomen (with lab)	53	3
	ACS-313	Radiology I	44	3
$\cup$	ACS-813	Radiology I Lab	20	1
표	ACS-322	Active Care & Rehabilitation	44	3
	ACS-822	Active Care & Rehabilitation Lab	20	1
	CPP-500	Seminar	10	0.5
S				
		TOTALS	385	23

	ACS-232 TECH-325	Emergency Care Drop-Table (with lab)	HOURS 33 31	UNITS 2 1.5
	DIAG-317	Correlative Diagnosis (with lab)	53	3
	DIAG-316	Exam: Eyes, Ears, Nose, and Throat (with lab)	55	3
	ACS-335	Radiology II (with lab)	53	3
$\overline{\cap}$	TECH-233	Toggle (with lab)	31	1.5
$\succeq$	ACS-311	Physiotherapy Modalities	44	3
Z	ACS-811	Physiotherapy Modalities Lab	10	0.5
	HC-310	Student Clinic I	32	1.5
OINOC	CPP-500	Seminar	10	.5
	CPP-318	Patient Education Systems	11	.5
		TOTALS	363	20

2	DIAG-340 DIAG-420 DIAG-323	Neurodiagnosis Gastrointestinal-Genitourinary Diagnosis Obstetrics Clinical Laboratory Diagnosis A (with Jab)	HOURS 33 44 22	UNITS 2 3 1.5
JUNIOR	ACS-345 ACS-324 HC-321 HC-501 ACS-312 ACS-231 CPP-500 CPP-127 CPP-319	Clinical Laboratory Diagnosis A (with lab) Radiology III (with lab) Student Clinic II Entrance Exam X-Ray Positioning (with lab) X-Ray Physics Seminar Intro to Research Marketing Systems	43 53 52 - 31 33 10 22 22	2.5 3 2.5 1 1.5 2 .5 1.5
		TOTALS	365	22.5

			HOURS	UNITS
	CPP-338	Philosophy III	22	1.5
	TECH-336	Extremity Adjusting (with lab)	31	1.5
	TECH-339	Extremity Soft Tissue Management	33	2
က	ACS-346	Clinical Laboratory Diagnosis B (with lab)	43	2.5
$\alpha$	DIAG-408	Differential Diagnosis A	33	2
	DIAG-412	Cardiovascular-Pulmonary Diagnosis	44	3
$\subseteq$	DIAG-426	Pediatrics	55	3.5
7	ACS-320	Clinical Nutrition	22	1.5
	HC-332	Clinic I	132	4
JOINOS	CPP-500	Seminar	10	.5
		TOTALS	425	22

			HOURS	UNITS
	Many student	ts choose to take their technique elective(s) at this time	30	1.5
	CPP-328	Philosophy 4	22	1.5
	PATH-438	Toxicology	22	1.5
	DIAG-331	Psychosocial Health	44	3
<u>~</u>	DIAG-416	Neuromusculoskeletal Diagnosis and Management	33	2
ENIO	DIAG-415	Geriatrics	44	3
	ACS-208	Radiology Review	22	1.5
<u> </u>	HC-413	Clinic II	132	4
	HC-502	Clinic Mid-Proficiency Exam	-	1
S	CPP-234	Subluxation Pathology	44	4
	CPP-500	Seminar	10	0.5
		TOTALS	403	21

			HOURS	UNITS
	ANAT-422	Clinical Spinal Anatomy	22	1.5
	CPP-235	Research Methods	22	1.5
$\sim$	TECH-333	Spinal Disorders	55	3.5
$\mathbf{C}$	DIAG-423	Gynecology	22	1.5
	DIAG-409	Differential Diagnosis B	22	1.5
<u>O</u>	ACS-407	Practical Radiology	33	2
7	HC-424	Clinic III	132	4
Ž	HC-503	ICE Exam	-	1
S	CPP-500	Seminar	10	.5
(O	CPP-436	Front Office Procedures	33	2
		TOTALS	351	19

			HOURS	UNITS
	CPP-434	Chiropractic Philosophy in Practice (Philosophy 5)	22	1.5
က	CPP-444	Leadership and Sustainability	22	1.5
	CPP-433	Public Health II	44	3
$\mathbf{C}$	HC-435	Clinic IV	132	4
	CPP-439	Launching your Business	44	3
	CPP-425	Ethics and Jurisprudence	22	1.5
Z	CPP-500	Seminar	10	.5
ш				
S				
		TOTALS	296	15

## **Example of 14-Quarter Program**

		HOURS	UNITS
CPP-106	Chiropractic History	22	1.5
ANAT-110	Systemic Histology	55	3.5
ANAT-610	Systemic Histology Lab	20	1
ANAT-111	Skeletal Anatomy	22	1.5
ANAT-611	Skeletal Anatomy Lab	30	1.5
TECH-116	Palpation 1 (with lab)	20	1
ANAT-118	Spinal Anatomy 1 (with lab)	63	3.5
CPP-117	Chiropractic Philosophy & Principles 1	22	1.5
PHYS-115	Cell Physiology	44	3
CPP-500	Seminar	10	.5
	TOTALS	308	18.5
	ANAT-110 ANAT-610 ANAT-111 ANAT-611 TECH-116 ANAT-118 CPP-117 PHYS-115	ANAT-110 Systemic Histology ANAT-610 Systemic Histology Lab ANAT-111 Skeletal Anatomy ANAT-611 Skeletal Anatomy Lab TECH-116 Palpation 1 (with lab) ANAT-118 Spinal Anatomy 1 (with lab) CPP-117 Chiropractic Philosophy & Principles 1 PHYS-115 Cell Physiology CPP-500 Seminar	CPP-106 Chiropractic History 22 ANAT-110 Systemic Histology 55 ANAT-610 Systemic Histology Lab 20 ANAT-111 Skeletal Anatomy 22 ANAT-611 Skeletal Anatomy Lab 30 TECH-116 Palpation 1 (with lab) 20 ANAT-118 Spinal Anatomy 1 (with lab) 63 CPP-117 Chiropractic Philosophy & Principles 1 22 PHYS-115 Cell Physiology 44 CPP-500 Seminar 10

HMAN B	ANAT-126 ANAT-626 TECH-124 TECH-129 CPP-113 ANAT-128	Regional Anatomy I Regional Anatomy I Lab Diversified Analysis Motion Palpation Entrepreneurship Spinal Anatomy II (with lab)	HOUR 33 30 31 22 22 21	UNITS 2 1.5 1.5 1
FRES	PATH-120 ANAT-137 ANAT-637 CPP-500	General Pathology Central Neuroanatomy Central Neuroanatomy Lab Seminar  TOTALS	44 33 10 10 254	3 2 0.5 .5 14.5

()			HOURS	UNITS
RESHMAN C	ANAT-114 ANAT-138 ANAT-638 TECH-130 CHEM-121 PHYS-122 PHYS-622 CPP-500	Peripheral Neuroanatomy Regional Anatomy II Regional Anatomy II Lab Diversified I (with lab) Biochemistry I Systemic Physiology Systemic Physiology Lab Seminar	HOURS 44 44 30 51 55 55 20 10	3 3 1.5 2.5 3.5 3.5 1
世		TOTALS	309	18.5

FRESHMAN D	CHEM-133 PHPA-131 PHPA-213 TECH-123 CPP-500 ANAT-125	Biochemistry II Neuromuscular Physiopathology 1 Gastrointestinal Physiopathology Gonstead Analysis (with lab) Seminar Embryology	HOURS 55 55 33 31 10 33	UNITS 3.5 3.5 2 1.5 .5
		TOTALS	217	13

HOMORE A	ANAT-219 ANAT-719 TECH-216 PATH-132 PATH-632 PHPA-212 TECH-238	Regional Anatomy III Regional Anatomy III Lab Biomechanics of the Spine Microbiology Microbiology Lab Neuromuscular Physiopathology II Diversified II	HOURS 44 30 55 33 20 55 20	UNITS 3 1.5 3.5 2 1 3.5 1
OPH	TECH-238 TECH-082 CPP-500	Chiropractic Biophysics Seminar	20 22 10	1.5 .5
S		TOTALS	289	17.5

HOMORE B	CHEM-223 PATH-217 PATH-315 PHPA-224 TECH-211 CPP-215	Basic Nutrition Pathology of Infectious Diseases Bone and Joint Pathodiagnosis Cardiovascular Physiopathology Gonstead A (with lab) Philosophy 2	HOURS 33 44 33 55 52 22	UNITS 2 3 2 3.5 3 1.5
	CPP-500	Seminar	10	.5
S		TOTALS	249	15.5

$\circ$			HOURS	UNITS
111	PATH-240	Integrative Review of Basic Sciences	22	1.5
<b>W</b>	DIAG-239	Spinal Ortho Exam (with lab)	32	2
PHOMORE	PATH-221	Public Health I	44	3
	PATH-227	Pathology Laboratory (with lab)	32	2
	PHPA-225	Renal-Pulmonary Physiopathology	44	3
$\overline{\mathbf{O}}$	PHYS-220	Endocrinology	44	3
工	TECH-222	Gonstead B (with lab)	52	3
	CPP-500	Seminar	10	.5
S		TOTALS	280	18

OPHOMORE D	DIAG-327 PHPA-337 DIAG-226 DIAG-237 DIAG-737 DIAG-236 ACS-313 ACS-813 ACS-822 ACS-822 CPP-500	Biomechanics/Exam Extremities Reproductive Physiopathology Case History Neurologic Exam Neurologic Exam Lab Exam: Thorax and Abdomen (with lab) Radiology I Radiology I Lab Active Care & Rehabilitation Active Care & Rehabilitation Lab Seminar	HOURS 53 33 44 33 11 53 44 20 44 20 10	UNITS 3 2 3 2 0.5 3 1 3 1 .5
S		TOTALS	365	22

JUNIOR 1	ACS-232 TECH-325 DIAG-317 DIAG-316 ACS-335 ACS-311 ACS-811 TECH-233 HC-310 CPP-500 CPP-318	Emergency Care Drop Table (with lab) Correlative Diagnostic Exam Procedures (with lab) Exam: Eyes, Ears, Nose, and Throat (with lab) Radiology II (with lab) Physiotherapy Modalities Physiotherapy Modalities Lab Toggle W/ Lab Student Clinic I Seminar Patient Education Systems	HOURS 33 31 53 55 53 44 10 31 32 10	UNITS 2 1.5 3 3 3 0.5 1.5 1.5 5
	CPP-318	Patient Education Systems	11	.5
		TOTALS	363	20

JUNIOR 3	CPP-338 TECH-336 TECH-339 ACS-346 DIAG-408 DIAG-412 DIAG-426 ACS-320 HC-332 CPP-500	Philosophy 3 Extremity Adjusting (with lab) Extremity Soft Tissue Management Clinical Laboratory Diagnosis B (with lab) Differential Diagnosis A Cardiovascular-Pulmonary Diagnosis Pediatrics Clinical Nutrition Clinic I Seminar	HOURS 22 31 33 43 33 44 55 22 132	UNITS 1.5 1.5 2 2.5 2 3 3.5 1.5 4 .5
		TOTALS	425	22

SENIOR 1	Many students CPP-328 DIAG-331 DIAG-416 DIAG-415 ACS-208 HC-413 HC-502 CPP-234 PATH-438 CPP-500	Philosophy 4 Psychosocial Health Neuromusculoskeletal Diagnosis and Management Geriatrics Radiology Review Clinic II Clinic Mid-Proficiency Exam Subluxation Pathology Toxicology Seminar	HOURS 30 22 44 33 44 22 132 - 44 22 10	UNITS 1.5 1.5 3 2 3 1.5 4 1 3 1.5 5
		TOTALS	373	21

SENIOR 2	ANAT-422 CPP-235 CPP-436 TECH-333 DIAG-423 DIAG-409 ACS-407 HC-424 HC-503 CPP-500	Clinical Spinal Anatomy Research Methods Front Office Procedures Spinal Disorders Gynecology Differential Diagnosis B Practical Radiology Clinic III ICE Exam Seminar	HOURS 22 22 33 55 22 22 22 33 132 - 10	UNITS 1.5 1.5 2 3.5 1.5 1.5 2 4 1 .5
		TOTALS	351	19

SENIOR 3	CPP-434 CPP-444 CPP-433 HC-435 CPP-439 CPP-425 CPP-500	Chiropractic Philosophy in Practice(Philosophy 5) Leadership and Sustainability Public Health II Clinic IV Launching your Business Ethics and Jurisprudence Seminar	HOURS 22 22 44 132 44 22 10	UNITS 1.5 1.5 3 4 3 1.5
		TOTALS	296	15

# Student Life Policies & Procedures

## **College-Student Relationships**

The Board of Regents has adopted the following statement of policy dealing with College-student relationships:

- Life Chiropractic College West was founded on the principles established by the Palmers in the origin and development of chiropractic. The College proudly continues its philosophic relationship as an entity seeking and imparting truth within and relating to chiropractic.
- Life West does not discriminate on the basis of race, color, creed, age, gender, disability, sexual orientation, or national or ethnic origin in the administration of educational policies, admission policies, financial aid, employment or any other College program or activity. It admits qualified students of any race, color, creed, age, gender, disability, sexual orientation, and national and ethnic origin without any restriction to all the rights, privileges, programs, and activities generally accorded or made available to students.
- Attendance at Life West is a privilege and not a right. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject to compliance with the regulations of the College governing withdrawal and to the fulfillment of their financial obligations to the College.
- Upon matriculation, each student agrees to be bound by the rules, policies, procedures, and administrative regulations as they exist at the time of the student's admission and as they may be changed by duly constituted authorities.
- By admission as a student to Life West, a person acquires the right to pursue the course of study to which admission has been granted, and to be treated with the dignity appropriate to an adult person in all matters relating to the College. In the same spirit, the student shall comply with the rules and regulations of Life West.
- Students will be provided the opportunity and encouraged to participate in the development of rules and procedures pertaining to College affairs to the extent that such participation and the results thereof, as determined by the Board of Regents or its designated agent, are consistent with orderly processes and with the policies and administrative responsibilities of the Board of Regents and the administration.
- The College expects students to conduct themselves with dignity, courtesy, responsibility, and integrity and with due respect for the rights of others, realizing that sobriety and morality are not only characteristics of a mature and responsible person, but are essential to the maintenance of a free and orderly society.
- Membership in and rules governing admission to student organizations shall be determined by the organizations themselves, and such rules shall not be required to be uniform so long as the same does not counter any policy established by the Board of Regents.

## **Student Complaint Process**

Life Chiropractic College West is committed to a policy against legally impermissible, arbitrary, or discriminatory practices. Individuals or groups formally associated with the College including administration, faculty, staff, student governments, and programs sponsored by the College, are governed by this policy of nondiscrimination. The College will act vigorously to remedy and prevent any retaliation being taken against individuals filing a complaint, and/or participating in a complaint investigation.

The procedures for reviewing complaints from the student body provide for prompt and equitable evaluation and resolution of potential violations of applicable federal and state law or official policies and procedures of the College. The following represents an overview of the student complaint process:

#### **Incident Reports**

- 1. To report incidents involving but not limited to a physical altercation, stolen or damaged personal property, unethical behavior or personal threats.
- 2. Students may submit Incident Report forms to any administrative office, which will route the form to the Executive Vice President (also Complaint Resolution Officer, CRO) who reviews the report and determines the appropriate designee for investigation.

#### **Student Complaint Procedure**

- 1. For students who believe they have been subjected to discrimination (including harassment and sexual violence) either from a fellow student, staff or faculty on or off campus.
- 2. Before filing a formal complaint, students should attempt to resolve the matter informally with the person alleged to have committed the violation unless doing so would exacerbate the matter and/or pose a threat to personal safety.
- 3. Formal complaints must be submitted in writing to the CRO, who will designate an investigative team to review and resolve the complaint in a timely manner.
- 4. The President of the College is informed of formal complaints and is kept apprised of all activities related to the complaint.
  - Incident Report forms may be obtained from Student Life or the Office of Academic Affairs. The comprehensive Student Complaint Procedure and form may be obtained from the aforementioned offices as well as the College's website at http://www.lifewest.edu/complaint-procedure/. For more information or questions, contact the Academic Counselor in the Office of Academic Affairs at (510) 780-4500 x-2061 or lpino@lifewest.edu

## **Personal Expression**

Life Chiropractic College West is an educational institution, not a vehicle for political or social action. It endorses the right of dissent, and protects and encourages reasonable exercise of this right by individuals within the College. Recognizing that the right of dissent is subject to abuse, the Board of Regents and the President have published a statement to clarify policy concerning such abuse:

- Individuals associated with Life West present a variety of viewpoints. The College fosters the free exchange and interchange of differing views through oral and written discourse and logical persuasion.
- Dissent, to be acceptable, must be orderly and peaceful, and represent constructive alternatives reasonably presented.
- Coercion, threats, demands, obscenity, vulgarity, obstructionism, and violence are not tolerated.
- Demonstrations, marches, sit-ins, or noisy protests, which are designed or intended to or which disrupt normal institutional pursuits, will not be permitted.
- Classes and routine operations will not be suspended, except for reasonable cause as determined by the Office of Academic Affairs.
- Administrators, faculty, other employees, and students are expected to abide by these standards of conduct in promoting their views and dissension.
- Persons who are unwilling to abide by the aforementioned policies should not become associated with Life West.
- Academic and administrative procedures will protect individuals in the right of free expression and provide for prompt and appropriate action against those who abuse such rights.

## Personal Conduct, Responsibility and Academic Honesty

Students are responsible for maintaining high standards of personal conduct, responsibility, and academic honesty while attending Life Chiropractic College West. Attitudes, actions, and appearance should all be in accordance with those appropriate for a professional College. Violations of College policy are subject to review by a College Disciplinary Officer and sanction by the VPAA.

## **Standards of Conduct**

The basic standard of conduct and behavior requires a student to:

- 1. Adhere to all College policies, rules, regulations, and guidelines;
- 2. Not violate any municipal, state, or federal laws;
- 3. Not exhibit any conduct or behavior on or off campus which might have an adverse effect on the College, its faculty, staff and students or on the educational process;
- 4. Not interfere with or disrupt the orderly educational processes of the College; and
- 5. Report any known violation of College policies and/or procedures.

Examples of disciplinary violations include, but are not limited to, the following:

A. Acts of dishonesty, such as:

- 1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work.
- 2. Taking into an exam or using during an exam, material not authorized by the instructor administering the test;
- 3. Collaboration with another person during a written, oral or practical examination or in preparing academic work for credit:
- 4. Collusion unauthorized collaboration with another person in preparing written work for credit or allowing another to use one's work, copying from one's research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
- Plagiarism appropriation of another's work and the unacknowledged incorporation of that work in written form for credit;
- 6. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
- 7. Substituting for another student, or permitting another student to take a test or exam in your place;
- 8. Signing for another student or asking another student to sign attendance sheets or other Life West forms for another student;
- 9. Furnishing false information to any Life West office, staff or faculty member; and
- 10. Forgery, alteration, destruction or misuse of any Life West document, record or identification form.
- B. Obstruction or disruption of teaching, whether in the classroom, laboratories, clinics or other Life West facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture.
- C. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the College premises;
- D. Damaging, defacing or destroying College property or the property of a student, faculty or staff member or a campus visitor;
- E. Attempted or actual theft and/or damage to the property of the College or property of any student, faculty, or staff member.
- F. Misconduct which adversely affects the Life West community or which constitutes a violation of criminal laws of the federal, state or city governments.
- G. Misconduct relating to student obligations with the College or Life West employees, including but not limited to:
  - 1. Issuance of a check without sufficient funds;
  - 2. Failure to fulfill financial obligations to Life Chiropractic College West;
  - 3. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
- H. Violation of federal copyright laws, including but not limited to copying textbooks and laboratory manuals, illegal downloading of material, or peer-to-peer file sharing and other unauthorized distribution of copyrighted materials using the College's information technology system.
- I. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- J. Hazing any intentional, knowing or reckless act, occurring on or off the campus, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Life Chiropractic College West.
- K. Use or possession of ammunition, firearms, guns, illegal knives (any dirk, bowie knife, switchblade, ballistic knife, any other knife having a blade of two or more inches, or other objects which are dangerous or flammable or which could cause damage by fire or explosion.
- L. Unlawfully manufacturing, distributing, dispensing, possessing, selling, purchasing drugs, narcotics, or hallucinogens.
- M. Unauthorized consumption of alcohol on the Life West campus or at any College event or activity on campus or being under the influence or intoxicated at any on or off-campus Life West event or activity.
- N. Tampering with or vandalizing fire alarms or other safety devices or equipment.
- O. Unauthorized solicitation, advertising or selling merchandise on campus.
- P. Abuse of computers, technology or computer time, including but not limited to:
  - 1. Unauthorized entry into a file, to use, read or change the contents or for any other purpose including reading another person's E-mail.
- 2. Unauthorized transfer of a file.
- 3. Unauthorized use of another individual's identification and password.
- 4. Unauthorized access into network files.
- 5. Use of computer facilities to interfere with the work of another student, faculty or staff member.
- 6. Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography
- Q. Performing any spinal adjustments or extra spinal manipulation on others without authorized supervision or violating any provision of the laws of the State of California.

#### CONFLICT RESOLUTION

The College attempts to resolve complaints concerning violations of policy or conduct through the Conflict Resolution Officer. An incident report may or may not be filed in these matters. The CRO will meet with the parties involved in a timely manner to discuss the details of the dispute. The CRO will mediate with the goal of resolving the conflict between the parties. If a resolution is reached by the parties involved, no further action will be required. The resolution may include sanctions.

Examples of Situations the Conflict Resolution Officer Could Mediate:

- \* Conduct Issues (student/student, faculty/student)
- \* Room-mate Issues
- \* Unprofessional & Inappropriate Behavior
- \* On Campus Disputes

#### ADMINISTRATIVE RESOLUTION

When a complaint or alleged violation of college policy occurs that involves more serious violations of college policy, an Incident Report should be filed with the Executive Vice President of the College. The College will pursue issues of this nature whether a formal incident report has been filed or not.

Examples of Violations are listed in the Standards of Conduct (page 71): Upon receipt the Executive Vice President will review the completed Incident Report and route it to the appropriate College Administrator. The administrator will serve as the College Disciplinary Officer in the matter. They will schedule and hold a conference with the student charged and obtain his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The Disciplinary Officer may resolve the complaint with or without sanctions. If the alleged student(s) admits culpability in the matter and a customary and usual Sanction (from the published list) is given based on the facts and seriousness of the issue there is no appeal available to the student. The disposition of the matter will be provided to the accused in writing and be signed by the student and the Disciplinary Officer assigned to the matter.

If the student admits a violation of misconduct and the student can demonstrate that the sanction imposed is not the usual or minimum sanction given similar circumstances, the student charged may request a hearing on the sanction only.

If the alleged student(s) does not admit culpability they are entitled to meet with the Chair of the Student Judicial Committee and request a Judicial Hearing to review all facts of the Incident Report and during that Hearing the misconduct will be examined. Sanctions may or may not be given as a result of the evidence presented at the Judicial Hearing.

#### NONDISCRIMITATION POLICY

Life Chiropractic College West, in accordance with applicable federal and state law and College policy, does not discriminate and prohibits discrimination, including harassment, on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, disability, or age in any of its programs or activities of education and employment. Further, the College does not tolerate acts of coercion, intimidation or retaliation against any individual for the purpose of interfering with any right or privilege secured under law. The College's Academic Counselor, Lori Pino, is the designated Title IX Officer, Title VI Officer, and Section 504/ADA Coordinator, who responds to questions about prohibited forms of discrimination. Ms. Pino is located in room 105B and may be reached at (510) 780-4500 x2061 or lpino@lifewest.edu. Dr. Anatole Bogatski serves not only as Executive Vice President, but also as the College's Complaint Resolution Officer (CRO), responsible for receiving and assigning complaints brought under the College's Student Complaint procedures. His office is located in room 102-C and he can be reached at (510) 780-4500 x4545 or abogatski@lifewest.edu. Questions may also be presented to the Office for Civil Rights, San Francisco Office, U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813, Telephone: (415) 486-5555, Facsimile: (415) 486-5570, Email: OCR.SanFrancisco@ed.gov.

#### Anti-Bias / Harassment Statement

Life West's objective is to help students develop into chiropractors who are knowledgeable, insightful, and com-passionate. Chiropractors must be willing and able to provide excellent, professional care to all who require it.

Bias compromises these goals and interferes with a chiropractor's ability to serve the public, whether that bias is based on race, color, creed, age, gender, disability, sexual orientation, national or ethnic origin, or physical differences. Therefore, educating community members – including but not limited to administrators, faculty, staff, and students – about bias, and seeking to eliminate it from our campus and profession, are integral parts of the College's goals.

We value the diversity of the Life West community and the ways in which each of us is enriched by our differences. This diversity reflects, in part, the greater diversity of the Bay Area, the State of California, and the United States of the 21st Century. Life West is committed to making the campus a safe yet challenging environment for all students, faculty, administrators and staff so that they may learn from and with each other.

Life West's anti-bias commitment includes, but is not limited to:

- Hiring and admissions policies which promote diversity;
- Responsive and fair disciplinary measures for addressing bias-related harassment;
- On-going education programs which illuminate the ways in which bias affects our education, our lives, our profession, and the lives and health of our patients; and
- Informing all campus-sponsored speakers of our anti-bias commitment.

Anti-bias is challenging. It requires willingness on the part of every member of our campus community to examine and overcome biases in ourselves and in our profession. We, at Life West, are committed to meeting this challenge.

# **Sexual Harassment Policy**

Life Chiropractic College West is committed to providing an environment free of discrimination and/or sexual harassment, including sexual violence. Discrimination and sexual harassment interferes with educational performance, work, and creates an atmosphere of intimidation, low morale and hostility that the College will not tolerate. It is also the policy of the College not to tolerate false accusations of sexual harassment. It should be remembered that sexual harassment and accusations of sexual harassment are serious, and have far reaching effects upon the careers and lives of individuals. Moreover, sexual harassment is illegal Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment. It also enforces the Campus SaVE Act, which covers incidents of sexual assault, domestic violence, dating violence, and stalking to protect every student from a range of sexual violence.

#### TITLE IX AND SEXUAL HARASSMENT

Title IX protects students from unlawful sexual harassment in all College programs or activities, whether they take place in the facilities of the College, transportation provided by the College, at a class or training program sponsored by the College at another location, or elsewhere. Title IX protects both male and female students from sexual harassment, regardless of who is the harasser.

Sexual harassment can take two forms: quid pro quo and hostile environment.

Quid pro quo harassment occurs when a College employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a College program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a faculty member threatens to fail a student unless the student agrees to date that faculty, it is quid pro quo harassment.

It does not matter whether the student refuses to submit to the faculty member's demands and suffers the threatened harm, or does what that faculty wants and thus avoids the harm. In both cases, the harassment by the College employee is unlawful. Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a College employee, another student, or even someone visiting the College, such as a student or employee from another College.

In a society of differing generations, cultures and backgrounds, what is acceptable behavior to one person may be unacceptable to another. Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may include subtle and indirect or blatant and overt actions.

- For example: It may be conduct toward an individual of the opposite sex or the same sex.
- It may occur between peers or between individuals in a hierarchical relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently egregious.

If you believe you are being sexually harassed, or know someone who is, you should act promptly. Correcting the situation immediately, or at least talking with someone familiar with the issues and ways to respond, is in everyone's best interest. Ignoring the situation and hoping that it will correct itself allows the harassment to continue. Nor should you be afraid that if you talk with someone about the situation, you will be subject to retaliation, particularly if the person causing the harassment has power over you (a supervisor, an instructor, etc.). Under no circumstances will Life Chiropractic College West allow reprisals against a person who in good faith reports or provides information about sexual harassment or behavior that might constitute sexual harassment.

Complaints of discrimination and/or sexual harassment will be investigated promptly and equitably. The College recognizes that under certain circumstances, it has an independent duty to ascertain where discrimination and/or sexual harassment exist irrespective of whether a complaint is actually filed (for example, complaints of sexual harassment involving physical contact, recurrent or systematic patterns of discrimination, and/or sexual assault involving a College employee or student). Where sexual harassment is found to have occurred, the College will act to stop the harassment, prevent its recurrence, and remedy the effects of the harassment or violence. Employees or students found to have conducted themselves in a manner prohibited by this policy may be subject to corrective disciplinary action up to and including termination of employment and/or dismissal as a student. Employees, students or applicants for employment or admission at the Life Chiropractic College West campus may contact the College's Title IX Officer regarding any behavior or conduct that may be interpreted as sexual or other unlawful harassment or discrimination. Complaint forms may be obtained and filed with the Title IX Officer located in Room 105B. Otherwise, the Title IX Officer may be reached at (510) 780-4500 x-2061 or lpino@lifewest.edu.

## **Safety Policy**

Firearms and other weapons or materials are not allowed on campus.

## **Campus Security**

The Department of Campus Enhancement monitors access to campus facilities to help assure a safe environment. Campus buildings are locked after normal use each day and reopened in the morning, on a schedule that facilitates their use on that day. For use of the buildings after normal business hours, students and employees are required to reserve rooms through the Office of Student Life. The Office of Student Life notifies the Department of Campus Enhancment of the facility's use. By controlling access to the buildings and rooms, the College is able to observe student activities and thereby plan the needed security personnel to service the facilities. During the hours buildings and classrooms are in use, the campus security officers have specific duties of patrol and lock-up which places them in view of our students, employees, and visitors on campus.

All users of the College facilities are encouraged to express any concerns they have while on campus. The Department of Campus Enhancment will initiate an incident report to document all concerns. If security intervention is needed to deal with a person who is trespassing, or to deal with a fire or other unsafe conditions, security personnel will act within the limits of their training and then call fire or police for assistance, if necessary. The Department of Campus Enhancement is the first line of defense in providing a safe and secure campus for all of our students, employees, and visitors.

## **Procedures for Reporting Emergencies and Criminal Actions**

In the event of an accident, theft, injury, or other emergency, those on campus should dial "0" on a campus telephone.

Life West campus security and safety management is administered through the College's Department of Campus Enhancement

For criminal activity, the Department of Campus Enhancement will initiate an incident report for Life West use and, when appropriate depending on incident location, will summon the Hayward Police Department. All students have the right to contact local police agencies should they feel an incident warrants such involvement.

Accidents should be reported immediately to Student Life, no matter how insignificant the accident may seem. Incident reports for accidents should also be filed and any appropriate follow-up will occur.

Incident reports provide documentation of the occurrence of an event such as an accident, theft, injury, etc. Report forms can be obtained from Student Life. A report should be filed whenever you experience a theft from your vehicle or person; experience an injury; or if you witness an incident.

## **Student and Employee Crime Prevention**

The Life West Department of Campus Enhancement has always taken the position that it is best to inform students and employees of unsafe practices and conditions. Each September, campus crime statistics are posted on the College's website and are available to the College community and to prospective students.

The theft of any item, no matter how insignificant it may seem, should be reported to the Student Life Office immediately.

Please fill out an incident report when a theft occurs. Please make sure that you lock your vehicle, close your windows, and keep valuables out of sight as a preventative measure.

In addition to the published crime statistics and safety information, the Life West Department of Campus Enhancement also established an in-office training program to be given to all office staff on campus. With this program, employees are verbally instructed as to what unsafe conditions to look for in the work place, and what to do in case of fire or natural disaster.

# Campus Law Enforcement

The Life West Department of Campus Enhancement is not a law enforcement agency, and therefore, does not make arrests. While each student, employee and visitor is subject to the lawful request and direction of a campus security officer, arrests, if necessary, are effected through the local jurisdiction by use of arrest warrants.

## Earthquake Preparedness

The entire community of Life Chiropractic College West should be aware of the possibility of an earthquake and make necessary preparations. The College has limited earthquake supplies on campus in the event of an emergency. Escape routes are posted near each door of each building. Students should become familiar with the campus layout in order to make intelligent decisions in the event of an emergency.

If there is an earthquake, students should get underneath the nearest sturdy object (even a desk is better than no protection in the event of falling plaster or ceiling tiles). Use caution if near electrical appliances, or if there are any downed wires, to avoid electrocution. If possible, stand in a doorframe. Do not stand near windows because of the possibility of flying glass. There will be trained people to assist you in the event of an emergency. In a moment such as this calm, deliberate action following the guidance of College personnel coordinating a response to the situation will be needed and expected.

At home, be prepared for an earthquake by keeping – at a minimum – adequate reserves of medical supplies, non-perishable ready-to-eat food, plenty of water, warm blankets, crank-powered flashlight and radio, and extra batteries.

## **Fire Safety**

By law, the College is required to have fire drills. Whenever the alarm activates, all students, faculty, and staff are required to leave the building. A representative of the College will advise students when it is clear for return.

#### **Maintenance Concerns**

Maintenance concerns, or report of something in need of repair, should be directed to the Student Life Office. A work-order will be submitted to the Department of Campus Enhancement.

#### **Bulletin Boards**

All items for posting must be approved by the Student Life Office. All bulletin boards will be cleared period-ically. All bulletin boards located throughout the campus that are labeled for a specific use (such as financial aid, clinic, specific club, etc.), are to be used for those purposes only. More specific board policy information can be picked up in the Student Life Office.

## **On-Campus Organizations**

All on-campus organizations must be officially recognized through the Student Life Office. The following steps must be taken to receive recognition and approval:

- A Student Club/Organization Application must be submitted to Student Life. This application contains the basic purpose of the club/organization, signatures of students interested in the organization, amount of meeting time on campus that will be required by the group and all other pertinent information that the founders of the proposed club/organization deem necessary.
- Organizational meeting time will be arranged with Student Life if the proposal is accepted. If the proposal is rejected, Student Life will give exact reasons for the rejection and a new proposal may be submitted. The proposed club/organization has 60 days from the date of acceptance of a proposal in which to draw up
- a constitution and/or by-laws. During this time, a faculty advisor must also be obtained. The advisor should review the Advisor Guidelines carefully before agreeing to be the advisor for the proposed club/organization.
- A meeting should be scheduled with the Director of Student Life to present the constitution and/or by-laws, and name of faculty advisor.
- If the 60-day period expires with no further contact with Student Life, the organizational proposal will be considered terminated.
- If the constitution and/or by-laws, and faculty advisor are accepted by Student Life, the club/organization will be considered an official on-campus club or organization and at that time will be assigned a bulletin board, mail box, and be assigned a room to meet.
- If the constitution, by-laws, or faculty advisor are not accepted, exact reasons for such will be stated and the club will have a 30-day period for re-organization.

# **Off-Campus Organizations**

Students of Life Chiropractic College West are encouraged to be active in community affairs, civic organizations, and social events. However, unless otherwise stated or authorized by the President's office, there will be no direct affiliation of the College with off-campus organizations.

## Use of College Facilities and Equipment

Compliance with Intellectual Property Laws:

LCCW staff, faculty and students will observe all laws pertaining to intellectual property, including patents, copyrights, trademarks, and licenses. Expanded information is available in the College's Intellectual Property Policy. Students are advised to heed copyright policy on signage posted at copiers and printers. Additionally, students who use the College's information technology systems to engage in illegal or unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to disciplinary action by the College as well as civil and criminal liabilities for violation of federal copyright laws. Information on potential local and federal penalties is available in the policy document Penalties for Copyright Infringement posted at the College website.

LCCW takes steps to educate faculty, staff and students by referring to this policy in the Faculty Policy Manual, the Employee Handbook, and College Catalog & Handbook. Resources related to the Copyright Act Title 17 of the United States Code of 1976, including registering a work and guidelines for compliance, are available at the LCCW library. LCCW takes reasonable steps to comply with the Digital Millennium Copyright Act (DMCA) of 1998 at 17 U.S.C. § 512 (a), et seq. In accordance with the DMCA, upon receipt of proper notification by a copyright owner of an alleged copyright infringement, LCCW will expeditiously take all appropriate and necessary actions, including but not limited to, the removal or disabling of access to the allegedly infringing on material. Copyright owners who wish to file a claim on infringement at LCCW can contact the Executive Vice President/Chief Financial Officer at (510) 780-4500 for instructions.

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), LCCW provides information on potential penalties in the policy document Penalties for Copyright Infringement posted at the College website.

## Use of the College Name, Logo, or Crest

The use of the name, logo, or crest of the College shall be granted only by the President, Executive Vice President, or Director of Student Life.

## **Fundraising**

Any fundraising activity sponsored by a club or activity, on or off campus, must be registered with the Student Life Office. Written policies and procedures may be requested or picked up at the Student Life Office.

## Vending

At the discretion of Student Life, certain products, services and seminars may be sold on campus. Products or services that are in direct competition with the College Bookstore or Continuing Education may not be approved. A vending permit and detailed policies and procedures may be obtained by contacting the Administrative Assistant in the Student Life Department.

## **Disciplinary Action**

Review of violations of policy and potential disciplinary action may be initiated by an instructor, the Director of Student Life, the Dean of the Health Center, the Vice President of Academic Affairs or the President of the College. The expression of disciplinary action may be in a reprimand, suspension, dismissal, expulsion, or other appropriate action.

A reprimand is a reproach by the appropriate authority. A suspension is involuntary disruption in attendance. A dismissal is an involuntary disruption in attendance for an indefinite period of time. Expulsion is a permanent involuntary disruption in attendance. The student may also be suspended from a single class due to specific actions. Additional judicial information is available from Director of Student Life who serves as the Chair of the Student Judicial Committee.

# Community

### Student Life

Life West has a vibrant academic and extracurricular environment. Students start their days early, with classes generally beginning at either 7:30 or 9:30 a.m. depending on individual quarterly schedules. Most classes end between 3:30 and 5:30 p.m. There are scheduled breaks between periods.

Lunch break lasts from 11:40 a.m. to 1:00 p.m., a time during which many students attend meetings or events of on-campus technique and social clubs.

Students report that they tend to study around two to three hours daily outside of class, and that they generally have time to earn money with on- or off-campus part-time jobs.

#### Office of Student Life

Staff members in the Student Life office work closely with Student Council, campus organizations, clubs, the Lifelines student newspaper, the student activities coordinator, and the student athletics coordinator. The office assists students with housing needs, career placement information, National Board applications, College identification cards, parking, student activities, student athletics, new student orientation, work-study jobs on campus, job location and development.

The student activities and student athletics coordinators are responsible for all events sponsored by Student Coun-cil. If another organization wishes to sponsor a social event, it may do so through the Student Life office.

On campus, there are a variety of recreational opportunities available. League play, inter-class competition, tournaments in the IMPAC Zone, Fitness Center Activities, special events (ski trips; pro baseball, basketball, hockey games; theatrical performances; etc.), and local recreational offerings all contribute to our activities program.

# **College Location**

Founded in the early 1980s, Life Chiropractic College West moved to a state-of-the-art campus in the summer of 2000. Located in Hayward, a suburban community in the heart of the San Francisco Bay Area, the campus is situated on 11 acres of land near highway 92 and the San Mateo Bridge. The campus complex houses the Health Center, a library, administrative offices, bookstore, laboratories, technique rooms, student life facilities, and classrooms. The College's central location provides quick and easy access to all the amenities of San Francisco, San Jose, Oakland, and Berkeley, while at the same time providing the friendly suburban atmosphere of the San Lorenzo/San Leandro/Hayward area.

A number of other post-secondary institutions are located in the area, including the University of California at Berkeley, California State University East Bay, and nearby Chabot College and Heald College. A large job market is available to those students who desire part-time employment. In addition, the Bay Area is well known for its rich culture and scenic beauty.

#### **Health Center**

The Life Chiropractic College West Health Center is the Bay Area's premier chiropractic teaching and patient care facility. As part of the College's eleven-acre campus, the 33,000 square foot center is a major provider of health care services in Alameda County.

At this state-of-the-art facility, interns prepare for future practice in a genuine patient care environment. Experienced clinical faculty work with interns in a variety of interactive settings that include observation of care, case management reviews, and advisement groups. This supportive guidance and mentoring creates a clinical setting where interns can achieve individually and develop their skills as competent chiropractors.

The Health Center's history of service and community involvement adds to its popularity. More than 1,000 patients per week are cared for by Life West interns. Health Center outreach-based programs allow interns to develop business skills through participation in events ranging from health fairs to both on and off site lay lectures.

In addition, the Center offers the latest in high technology equipment, including advanced digital x-ray imaging and thermography. A variety of technique-specific equipment supports the broad selection of adjustive methods interns apply in their Health Center practices.

### **Identification Cards**

All new and returning students will have their pictures taken for College identification cards at orientation. Identification cards are required by the College library to check out materials. These identification cards are also good for various discounts throughout the community. Lost cards can be replaced by filing a request in the Student Life Office and paying the designated fee.

# **Dining Services**

Life Chiropractic College West contracts with outside vendors to provide food service. A wide variety of breakfast and lunch entrees are available to suit many diets. The College offers both indoor and outdoor dining areas.

## **Learning Resource Center**

Students enjoy convenient access to study materials in many formats: models, videos, audio recordings, books, e-books, journal articles, X-rays, and instructional software. While online materials have become more prominent, students also value traditional formats such as the reserve textbook collection. Online resources include streaming video and interactive anatomical images for study, as well as research databases covering chiropractic, medicine, and alternative care. Online materials are available both on and off campus through an assigned login.

The growing collections provide a comprehensive view of chiropractic technique and practice. While substantially focused on the musculoskeletal and nervous systems, the well-selected materials also cover a broad range of health-related topics in basic sciences, clinical disciplines, research methods, practice management, patient education, entrepreneurship, and the development of personal skills. Through exchanges with other health sciences libraries, students and faculty have access to literally millions of books and journal articles.

The librarians' instructional program, developed in consultation with classroom and clinical teachers, builds the effective research skills every doctor needs in practice. The librarians provide literature searches in support of research projects, assignments, and lifelong learning. They are consistently available to assist prospective and enrolled students, as well as alumni and other practitioners.

The LRC facility accommodates quiet individual study and group collaboration in its diverse areas: study rooms, study carrels, stand-up desks, media viewing stations, imaging study room, printer/scanners, and computers. The computer laboratory has the Microsoft Office suite of programs, selected instructional software, laser printing, and Internet access. Wireless Internet access is available throughout the campus.

In addition to Library services, the Multimedia and Technology support team is housed in the LRC. Staff provides technical support throughout the campus, and instruction in using multi-media equipment. Additionally, the Education Technology staff collaborates in creating instructional materials. Upon request, students receive training and advice for developing their own materials and presentations. Many students acquire these skills in anticipation of using them in clinical practice.

LCCW alumni retain borrowing privileges, excepting course reserves, for five years after graduation; document delivery from in-house collections for two years; and research assistance for life.

The hours of the Learning Resource Center are posted at the library's webpage. During the quarterly breaks, the LRC is open only on scheduled days. However, students and researchers who need to use the LRC during break are encouraged to call for an appointment. Messages sent to library@lifewest.edu and calls to (510) 780-4507 will be routed to the staff person most able to assist with the request.

#### **Bookstore**

The College bookstore is well-stocked with all required textbooks and course-related materials. The bookstore carries a large selection of chiropractic-related books, anatomical models, charts, posters, and patient education material. Also available are gift items, gift certificates, and imprinted clothing. The bookstore sells stamps. Cash, personal checks, and all major credit cards are accepted.

#### Laboratories

Ten well-equipped laboratories support the curriculum in the following subject areas: chiropractic technique, diagnosis, x-ray interpretation, x-ray positioning and safety, gross anatomy, histology, neuroanatomy, pathophysiology, microbiology, and physiology.

### **Facilities for Persons with Disabilities**

Life Chiropractic College West's facilities are ADA accessible, designed to provide program access for persons with disabilities.

#### Animals in the Facilities

Animals are not permitted in the buildings at anytime, with the exception of service animals for persons with disabil-ities. Additionally animals should not be left in cars in the parking lot, nor are they allowed on the grounds.

#### Children in the Facilities

Unsupervised children are not allowed in the facilities at anytime, nor are children permitted in classes, including lectures, labs, and Health Center activities. If there is an emergency childcare situation, the student must contact the Student Life Office to discuss options.

## **Gambling on Campus**

No gambling of any nature is permitted on campus.

# Alcohol and Other Drug Policy

Life West is a drug-free environment. Smoking is not permitted in buildings. Drug manufacture, distribution, dispensing, or possession is prohibited anywhere on campus. Alcohol may be allowed by special permission during College-sponsored events. Violations of College policy by either employees or students will be met with disciplinary action.

Life West has been and continues to be committed to the health and well being of the members of its staff, faculty and student body, and of the other people who receive Life West services. Life West not only has a vested interest in the vitality of the employees, who administer and operate the College's programs of education, research and service, but also serves and promotes the advancement of the general health of our society.

Employees and students are hereby informed that:

- Drug and alcohol abuse in the workplace is dangerous to employees, students and others and to the general welfare of the College.
- It is the policy of the College to maintain a drug-free environment.
- There are local, state, and federal sanctions for unlawful possession, use or distribution of illicit drugs and abuse of alcohol.
- Information about counseling, rehabilitation, and assistance programs may be obtained from the Academic Counselor.
- The College shall take one or more of the following actions with respect to any student who is accused of drug or alcohol use:
  - take appropriate College judicial action;
  - refer to counseling programs;
  - report the incident to appropriate external authorities.

If a unit or sub-unit of Life West or recognized student organization holds a function off-campus where alcohol is to be served, the following rules and regulations must be observed:

- There will be no functions where alcoholic beverages are the main focal point of the event. Any advertising for the function will not include specific references to the fact that alcoholic beverages will be provided.
- Any activity that contributes to alcohol overindulgence or abuse is strictly prohibited.
- At a student function, before anyone receives and consumes alcoholic beverages, a driver's license or other
  official identification that lists the age of that individual must be checked by a person designated by the
  student organization hosting the event to ensure that the individual is of legal drinking age. At all other
  functions, the sponsoring organization will take reasonable measures to ensure that all local and state laws
  regarding the consumption of alcohol are followed.
- At any function where alcohol is served, non-alcoholic beverages must be continuously available in equal or greater quantity. Food must also be available.
- No visibly intoxicated person shall be served alcohol at any function.
- If alcohol is to be served at a function or by an organization, the Director of Student Life must be notified in writing in advance of such event and that alcohol will be served at such event.
- If a function lasts two hours or more, the serving of alcoholic beverages must stop at least 45 minutes before the scheduled end of the activity.
- It is strongly encouraged that any organization that allows alcohol at its activities provides alternative transportation to any individual in attendance who has overindulged in alcohol.

Adherence to these policies shall be the individual and personal responsibility of each member of the student body, staff, faculty, or administration of Life West.

## **Parking**

Life West provides free parking for students in parking lots adjacent to campus. Parking permits are issued by the Student Life staff either at orientation for new students or at other times in the office.

- Parking areas are marked for persons with disabilities, patients, and visitors. General student parking will be unmarked.
- Should you change vehicles, a new parking permit is required. If you borrow or rent a car, the Student Life Office can issue a temporary permit. If you have a new vehicle, obtain a new permit for it.
- Members of the Life West community should not park on nearby city streets.

## Housing

Life Chiropractic College West provides assistance in locating housing. There are many nearby, reasonably priced apartments and houses, both furnished and unfurnished. For more information on housing, contact Student Life.

#### Lost and Found

Any found items should be turned in at the circulation desk in the Learning Resource Center. These items are logged in and secured for a minimum of 30 days, and a maximum of 60 days, at which point they are donated to charity. Perishables and food items are not kept, but containers are taken to the student lounge. Contact the circulation desk regarding lost items. Individuals will be required to describe them and sign the claim form. Every effort will be made to identify ownership of all items of value. If still unclaimed after 30 days, finders may claim the item(s) for themselves through the 60th day. Items found at the Health Center may be turned in at the Records Room.

#### **Health Services**

To perform at their full potential, students need to maintain good health while enrolled at the College. Chiropractic care is an important part of the student's health regimen.

Students of Life West and their immediate families may use the services of our out-patient public chiropractic Health Center. There is no fee for routine services. Special x-ray studies and lab studies are provided to students and their immediate families at subsidized prices. Information on dental and health insurance is available from the Student Life Office.

#### International Students

Life West welcomes and values its diverse student body from around the world. The College's international student advisor assists both prospective and current students in admission, orientation, visa and immigration issues, and personal counseling. The advisor also issues a quarterly newsletter to provide updates on important issues for international students.

#### Life West Alumni Association

The Life Chiropractic College West Alumni Association, organized in 1985, encourages a lifelong relationship between alumni and Life West, and works to promote the welfare of the institution and alumni.

The Association's activities support a variety of alumni and student activities, an annual giving program, fellowship opportunities, and development of programming in the field of alumni continuing education.

# Department of Research

The Department of Research is known for issue-driven, results-oriented programs of research that involve LCCW faculty, non-institutional collaborators, post-graduates and interns. The Department of Research is aggressively pursuing NIH funding to move its research agenda to the forefront of chiropractic research. Our dedicated staff has a passion and desire to validate the quality of care that chiropractic can provide to the public.

Life Chiropractic College West has developed collaborative research relationships with the University of Chicago, University of Illinois at Chicago, Case Western Reserve University, and the Upper Cervical Research Foundation. Collaborations with other chiropractic and conventional institutions are considered instrumental to the growth of the department.

The roadmap of the research program leverages the human resources of the College with a capitalized infrastructure including a weight-bearing MRI facility (East Bay Upright MRI), a dedicated data processing center for biostatistical analysis, surface electromyographic systems (MyoVision) and ergonomic assessment instrumentation (OccuCom).

LCCW researchers have published throughout chiropractic and scientific literature, contributing significant innovative anatomical discoveries, statistical strategies, and spinal motion analysis. Intense efforts of grantsmanship to win extramural funding are a cultural norm in the research department, and collaborations with accomplished and dedicated researchers are sought. Field practitioners may contact the department for guidance, expertise, and assistance developing and conducting clinical research. Practice-based research networks are in development to translate the discoveries of chiropractic research into an effective campaign of administered care for the public.

## Department of Postgraduate and Continuing Education

The Department of Postgraduate and Continuing Education is committed to fostering lifelong learning beyond the classroom and office setting. It offers healthcare professionals a wide variety of educational programs to enhance and develop diagnostic acumen, clinical judgment, and other skills to promote excellence in patient care.

The department offers one to three-year programs in areas of clinical specialization that lead to professional certification or eligibility to test for diplomate status from an associated specialty board. It also produces a broad palate of one and two day continuing education seminars typically presented for license renewal credits. Additionally, the department collaborates with state and regional chiropractic associations to sanction their conventions for continuing education credits.

The department sponsors nearly 200 postgraduate and continuing education seminars on campus and at various locations throughout the world. Students have the opportunity to expand their training beyond the classroom by attending the offerings, often at significantly discounted registration prices. It offers students an opportunity to network with field doctors and gain a greater understanding of how classroom learning is applied in everyday practice.

For further information contact the Department of Postgraduate and Continuing Education.

# College Organization & Leadership

# **Small Operations Group**

The President's Cabinet, called the Small Operations Group, meets regularly and consists of the President, Executive Vice President, Vice President of Academic Affairs, Director of Institutional Research, Director of Institutional Advancement, Director of Student Life, Dean of the Health Center, and Dean of Enrollment.

## **Academic Planning Group**

The Academic Planning Group is an advisory committee to the Vice President of Academic Affairs, comprised of the Dean of the Health Center, Director of Institutional Effectiveness, department chairs, and the College ombudsman. This group meets weekly to consider issues around curriculum, scheduling, staffing, special student needs, and other considerations pertaining to the academic program.

## The Faculty Senate

The Faculty Senate represents faculty viewpoints and faculty participation in the development of educational policies and procedures of the College so as to foster the long-range interest and well- being of the College. The group meets monthly.

#### Student Council

The Student Council exists by authority granted from the College administration to serve as a medium for expression between students and the administration through a representative governmental structure. All members of the student body are eligible to serve on Student Council as outlined in the organization's constitution. This group meets each Wednesday weeks 2-9.

# **Student Judiciary Committee**

When appropriate, the Chair will prepare the College for a Student Disciplinary Hearing. The committee will include the Chair who will select additional membership as follows: one faculty member, one College administrator and the President of the Student Council or at his/her discretion a member of the Executive Council. A copy of the Student Judicial Manual outlining the detailed policies and procedures is available from the Director of Student Life.

# **Standing Committees**

Many operations of the College are aided by standing and ad hoc committees, such as in the areas of accreditation, academic standards, curriculum, library resources, strategic planning, admissions, the Health Center, and admin-istration of the College's website.

Any faculty assignments to standing committees are made by the Vice President of Academic Affairs, normally for a one-year appointment. New committee assignments will be made at the first faculty meeting of the new academic year beginning with the fall quarter. The President is an ex-officio member of all committees.

All standing committees keep appropriate minutes of meetings. A list of all standing committees, their responsi-bilities, and reporting structures can be obtained through the Office of Academic Affairs.

## **Board of Regents**

Tom Fritz, MPA Spokane, Washington

Joseph Awender II, D.C. Redwood City, California

Kristen Giles, D.C. Napa, California

David Butters, D.C. Seattle, Washington

William Gottschalk, BASc. Bellevue, Washington

John Layman, Esq. Spokane, Washington

Mark Kimes, D. C. Salina, California

Ronald Oberstein, D.C. San Diego, California

Jeanne Ohm, D.C. Media, Pennsylvania

Paul Reed, D. C.

Vancouver, Washington

Amit Nanda, D.C. Oakville, Ontario, Canada

Armand Rossi, D.C. Margate, Florida

Steven Silk, D.C. Wiarton, Ontario, Canada

Scott Turner, CPA Sebastopol, California

Chief Administrative Officer The Chief Administrative Officer of the College is referred to as the President and Chief Executive Officer. This position is held by Dr. Brian D. Kelly.

# Faculty and Members of the Administration

Alcantara, Joel Chair of Pediatric Research DC, Palmer College of Chiropractic-West, 1995 BS, University of Calgary, 1988

Andrews, Monique
Full Time Faculty
AFMCP, Inst of Functional Medicine, 2006
DNM, The Examining Board of Natural
Medicine Practitioners, 2005
DC, Palmer College of Chiropractic, 2001 MS,
Carleton University, 1994
BA, Carleton University, 1992

Ball, Joseph Adjunct DC, Life Chiropractic College West, 1981 BS, Saint Peter's College, 1973

Bell, Douglas Health Center Practice Advisor, Associate Professor CCSP, Certified Chiropractic Sports Practitioner, DC,1987 Life Chiropractic College West, 1983

Biron, Jacqulyn Director of Student Life

Bogatski, Anatole Executive Vice President/ Chief Financial Officer PhD, University of Glasgow, 1988 BA, Victoria University of Wellington, 1983

Browning, David Department Chair, Technique DC, Palmer College of Chiropractic, 1991 Casey, George Director of Special Projects, Associate Professor DC, Palmer College of Chiropractic, 1970

Chaney, Karen Adjunct DACBSP, Palmer Institute, 2005 DC, Los Angeles College of Chiropractic, 1984 MA, CSU, Los Angeles, 1980 BA, CSU, Chico, 1974

Chester, Bruce Director of Clinical Competency DC, Life Chiropractic College West, 1992 BS, Shepherdstown College, 1986

Coleman, Wayne Adjunct DC, Palmer College of Chiropractic, 1987

Currie, David Adjunct DC, Palmer College of Chiropractic, 1981

Delli Gatti, Barbara Electronic Services Librarian MA, California State Univ., Hayward, 2013 MA, University of Michigan, 1982 BA, University of Michigan, 1980

Des Champs, Marc Health Center Practice Advisor DC, Palmer College of Chiropractic West, 1982 BS, University of California, Davis, 1974

Dieter, Phillip Adjunct DC, Life Chiropractic College West, 2006 Dobbins, Patrick Adjunct

DC, Life Chiropractic College West 2008

Donaldson, Scott

Vice President of Academic Affairs

DC, Los Angeles College of Chiropractic, 1990 BS, Los Angeles College of Chiropractic, 1987

Duggins-Rames, Kerri Director of Imaging, Associate Professor DC, Life Chiropractic College West, 1986

BA, San Diego State University, 1981

Fernando, Sergio "Tony" Assistant Professor

DC, Life Chiropractic College West, 1996

BS, University of Waterloo, 1993

Flannery, Brian

Department Chair, Philosophy

MBA, Kennesaw State University 2010 DC, Palmer College of Chiropractic 1997 DPhCS, Diplomat in Philosophic Chiropractic

Standards, 2005

Flannery, Mary Dean of Enrollment

DC, Palmer College of Chiropractic 2000

BA, University of Wisconsin 1994

Forest, Thomas

Adjunct

DC, Palmer College of Chiropractic, 1974

Gapuz, Joanne

Employee Experience Coordinator MS, Golden Gate University, 2013 BS, California State Univ., Hayward, 2005

Gates, Kristen

Director of Assessment of **Educational Effectiveness** 

EdD, University of Southern California, 2005 MA, San Francisco State University, 1996 BA,

San Francisco State University, 1986

Gatterman, Bryan

Associate Professor

DACBR, Diplomat of the American Chiropractic

Board of Radiology, 1982

DC, Western States Chiropractic College, 1976

BS, Kansas State University, 1973

Gay, Timothy

Executive Vice President of the Health Center DC, Palmer College of Chiropractic, 1977

Hawkins, James

Ombudsman, Professor

HCD, Life Chiropractic College West, 1992 MA, San Francisco State University, 1978 BA, San

Francisco State University, 1968

Hickey, Michael

Assistant Professor

DC. Life Chiropractic College West, 1986 BS. State University of New York, Buffalo, 1977

Hightower, Jerry

Adjunct

DC, Los Angeles College of Chiropractic, 1962

Hilliker, Susan R.

Health Center Practice Advisor

DC, Palmer College of Chiropractic West, 1982

BS, San Jose State University, 1973

Hohl, David

Director of Advancement & Development

BA, Thomas Edison State, 2005

Hollander, Aimee

Full Time Faculty

BS, Virginia Polytechnic Institue & State, 2005

PhD, Virginia Commonwealth Univer.

School of Med., 2011

Houston, Ramona

Instructor

DC, Life Chiropractic College West, 2007

BA, University of New Hampshire, 1995

Isquirdo, Tyrone

Health Center Practice Advisor

DC. Life Chiropractic College West, 1985

AA, Chabot College, 1982

James, Stephen

Adjunct

DC, Palmer College of Chiropractic West, 1992

1992

Johnson, Brenda R.

Director of Financial Aid

MEd, North Dakota State University, 1986

BA, Moorhead State University, 1984

Johnson, Dale Director of Institutional Research PhD, California Institute of Technology Pasadena, 1994 MS, University of Central Florida, 1984 BS, North Carolina State University, 1980

Kallop, Koen

Health Center Practice Advisor

DC, Palmer College of Chiropractic West, 1982 BA, State University of New York, 1965

Kelly, Brian D. President

B App Sci (Chiro), Graduate of Phillip Institute of Technology (now RMITU), Melbourne, Australia, 1991

Khalsa, Shakati Adiunct

DC, Life Chiropractic College West, 1991 BA, University of Rochester, 1988

Kinney, Kathleen

**Director of Clinical Education** 

DC, Palmer College of Chiropractic West, 1991

BA, Scott Community College, 1981

Kunsman, James

Adjunct

DC, Life Chiropractic College.West, 2011

Lessard, Scott

Adjunct

DC, Life Chiropractic College West, 1994

Lindemann, Deborah

Clinical Science Chair, Professor

DC, Life Chiropractic College West, 1988

BS, National University, 1984

RN, Tacoma School of Nursing, 1979

Madamba, Victor

Director of Finance

BS, Ateneo de Zamboanga University, 1982

Mason, Julia

Adjunct

BA, University of Phoenix, 1995 DC, Life

Chiropractic College West, 2004

McDowell, Michael

Adjunct

PhD, University of California (Davis), 1999

MS, Iowa State University, 1992

BS, Iowa State University, 1990

McKillican, Eric

Adjunct

FICPA, International Chiropractic Pediatrics Association through Cleveland Chiropractic

College 2000

LCP, Legion of Chiropractic Philosophers through Palmer College of Chiropractic in 2002 DC, Life Chiropractic College West, 1993

Miller, Jason

Adjunct

DC, Life Chiropractic College West, 2007 BA, Colorado State University, 2001

Mortenson, Michael H.

Adjunct

DC, Los Angeles College of Chiropractic, 1978

BA, Humboldt State University, 1975

Motley, Jamie

**Full Time Faculty** 

DC, Life Chiropractic College West, 2009 BS,

Temple University, 2005

Mulhall-Wright, Geraldine Adjunct

DC, Life Chiropractic College West, 1997

Murphy, Daniel

Adjunct

DABCO, Fellow American Board of Chiropractic

Orthopedics, 1986

DC, Western States Chiropractic College, 1978

Nichols, Jon

Health Center Faculty CMR/Imaging DC, Life Chiropractic College West, 1996

O'Brien, Loretta

**Full Time Faculty** 

DC, Life Chiropractic College West 1986

BA, St. Mary's College, 1979

Osenga, Annette

Director of the Library, Assistant Professor MLS, University of California, Berkeley, 1976

BA, Indiana State University, 1972

Patania, Rhina

Director of Quality Assurance

DC, Life Chiropractic College West, 1993

Pino, Lori

Academic Counselor

MA, National University, 1988 BA, National

University, 1987

Ray, Suzanne

Department Chair, Physiology and Pathology;

Associate Professor

MS, University of Michigan, 1977

BA, Albion College, 1972

Robles, Alejandra

Adjunct

DC, Life Chiropractic College West, 2005

BS, San Diego State University, 1997

Rottacker, Russell

Adjunct

DC, Palmer College of Chiropractic, 1983

DACNB, Carrick Institute

Ruch, William

Adjunct

DC, Life Chiropractic College West, 1986

BS, University of San Francisco, 1975

Savage, Linda Rae

Quality Assurance Supervisor DC,

Life Chiropractic College West, 1986

BA, University of San Francisco, 1975

Scott, Beverly

Adjunct

DC, Life Chiropractic College West, 1984

BA, University of California, Berkeley, 1971

Sill, Mitchell

Adjunct

DC, Palmer College of Chiropractic, 1981 AA,

Chabot College, 1977

Slosberg, Malik

**Full Time Faculty** 

MA, California State Univ., Hayward, 1989

DC, Life Chiropractic College West, 1981

Smiley, James

Adjunct

DC, Palmer College of Chiropractic, 1985

BA, University of California (Davis), 1981

Steel, Jeremy

Adjunct

DC, Life Chiropractic College West, 2010

BS, University of Hawaii, 2005

Straub, David

Laboratories Manager, Professor

MS, California State Univ., Hayward, 1997

BS, California State Univ., Hayward, 1991

Strutin, Norman B.

Department Chair, Clinical Sciences, Professor

DACNB, Diplomate of the American Chiropractic

Neurology Board, 1998

DC, New York Chiropractic College, 1981

BA, State University of New York, Buffalo, 1974

Tayag, Cindy

Registrar

BA, California State Univ., Hayward, 2011

Thompson, Mark

Instructor

DC, Life Chiropractic College West, 1991

BA, Youngstown State University, 1998

Tiscareno, Louis

Health Center Practice Advisor, Instructor

DC, Palmer College of Chiropractic, 1973

Walton. Paul

Adjunct

DC, Life Chiropractic College West, 1984

BS, California State Univ., Hayward, 1980

Warnock, Jenifer

Adjunct

DC, Life Chiropractic College West, 2001

BA, California State Univ., Hayward, 1992

Weibel. Alexandra

Adjunct

DC, Life Chiropractic College West 2004

West, Susan

Adjunct

DC, Life Chiropractic College West, 1991

BS, California State Polytechnic College, 1971

Woolf, Christopher

Adjunct

DC, Life Chiropractic College West, 2004

BS, San Diego State University, 2001

Zabelin, Michael

Adjunct

DC, Life Chiropractic College West, 1983

BA, San Francisco State University, 1978

#### Academic Calendar

#### **WINTER QUARTER 2015**

January 9 Orientation

January 12 First day of classes

January 14 HC exams

January 16 Last day to add classes

January 19 Martin Luther King Jr. Day

February 16 Presidents Day

February 27 Last day to withdraw from classes
March 20-22 National Board part I, II, III and PT

March 23-27 Final exams
March 30-April 3 Spring Break

#### **SPRING QUARTER 2015**

April 3 Orientation

April 6 First day of classes

April 8 HC exams

April 10 Last day to add classes

May 22 Last day to withdraw from classes
May TBA National Boards part IV Memorial

May 25 Day
June 13 Graduation
June 15-19 Final exams
June 22-July 10 Summer Break

#### **SUMMER QUARTER 2015**

July 10 Orientation

July 13 First day of classes

July 15 HC exams

July 17 Last day to add classes

August 7,8 The WAVE

August 28 Last day to withdraw from classes

September 7 Labor day

September 11-13 National Boards part I, II, III and PT

September 21-25 Final exams Sept. 28 –Oct. 2 Fall Break

#### **FALL QUARTER 2015**

October 2 Orientation

October 5 First day of classes

October 7 HC exams

October 9 Last day to add classes

November 20 Last day to withdraw from classes

November TBA National Boards part IV November 26,27 Thanksgiving break

December 12 Graduation
December 14-18 Final exams
Dec. 21-Jan. 8 Winter Break

#### **WINTER QUARTER 2016**

January 8 Orientation

January First day of classes

January 13 HC exams

January 15 Last day to add classes
January 18 Martin Luther King Jr. Day

February 15 Presidents Day

February 26 Last day to withdraw from classes

March 21-25 Final exams

March 18-20 National Boards Part I, II, III and PT

March 28-April 1 Spring Break

#### **SPRING QUARTER 2016**

April 1 Orientation

April 4 First day of classes

April 6 HC exams

April 8 Last day to add classes

May 20 Last day to withdraw from classes
May TBA National Boards part IV Memorial

May 30 Day
June 11 Graduation
June 13-17 Final exams

June 20 – July 8 Summer Break June 20 – July 8

#### **SUMMER QUARTER 2016**

July 8 Orientation

July 11 First day of classes

July 13 HC exams

July 15 Last day to add classes

August 5,6 The Wave

August 26 Last day to withdraw from classes

September 5 Labor Day September 19-23 Final exams

September 16-18 National boards part I, II, III and PT

September 26-30 Fall Break

#### **FALL QUARTER 2016**

September 30 Orientation

October 3 First day of classes HC

October 5 exams

October 7 Last day to add classes
November 18 Last day to drop classes
November TBA National Boards part IV
November 24, 25 Thanksgiving holiday

December 12-16 Final exams
Dec. 19-Jan. 6 Winter Break

First day of classes for Winter 2017 is January 9, 2017

Notes:	



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