

Parker University Catalog

2012-2013



2540 Walnut Hill Lane, Dallas, TX 75229-5668
972.438.6932 • 800.GET.MY.DC • Fax: 214.902.2413 • www.parker.edu • askadmissions@parker.edu


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UNIVERSITY

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1. Introduction

1.1. *Message from the President*

As President of Parker University, I am pleased to welcome you to the Parker Family.

Since our inception, the foundation of Parker University was built upon principles of excellence established by our founder, Dr. James W. Parker. Beginning with Parker Seminars in 1951, and further reinforced by the creation of the college in 1982, Parker is recognized as an international leader in health care education and wellness. Our founding principles continue to drive our success and sharpen our view of the future. As we move forward, the commitment of Parker University to provide an exceptional educational experience will be evidenced in every aspect of our institution.

Parker University takes great pride in our focus as a student-centric institution. Every decision the administration considers is done with students in mind. We understand that each student of Parker University has entrusted us with an important responsibility, an investment you are making in your future and evidence of your commitment to serve humanity through better health and wellness. We take this responsibility seriously and commit to providing you the best education possible.

Finding one's purpose is not easy. It is hoped that as you read this catalog, the importance of having a service attitude and that the greatest fulfillment in life comes from working for a cause that is greater than yourself will resonate with you. We believe in your inherent potential. We want you to become the best that you can be, so you may service humanity at the highest possible level. In the words of Albert Einstein, "You cannot solve the problems of today with the same level of thinking that created them". The health of humanity needs new thinking and our health care systems need a new paradigm that is more preventative, natural, holistic and vitalistic. At Parker University, we hope you will join us in this pursuit of a healthier society.

Thank you for taking time to learn more about Parker University and our commitment to you.



Fabrizio Mancini, D.C., F.I.C.C., F.A.C.C., F.I.C.A.

1.2. Parker University

Parker University is named for its late founder, Dr. James William Parker. For five decades, Dr. Parker's professional passion, skills and love were directed totally toward chiropractic – from the day he began recuperating from childhood illnesses following chiropractic adjustments until his death in 1997.

While a senior in Chiropractic College, Dr. Parker opened two successful practices in Illinois and published a book on chiropractic. After graduating from Palmer School of Chiropractic in 1946, he developed, in Fort Worth, Texas, one of the fastest growing chiropractic practices in the history of the profession. In 18 months, he established 18 clinics, one in almost every major city in Texas. From his experience operating these offices, Dr. Parker improved chiropractic care and developed methods for establishing and maintaining successful chiropractic practices.

A foundation was created in 1951, to conduct postgraduate chiropractic seminars. Over the last half century, the seminars evolved into Parker Seminars. Nearly 40,000 chiropractors, or approximately two-thirds of the Doctors of Chiropractic in the world, have attended these seminars.

At the urging of his colleagues, Dr. Jim Parker helped establish and fund Parker College with the goal of benefiting students with Dr. Parker's principles and teaching to become successful healers and practitioners. In founding the college Dr. Parker wrote, "The principles of a chiropractic education at Parker College of Chiropractic are to instill in our students the science, philosophy and art of chiropractic so that they fulfill a lifetime of service to the sick, with a drugless, non-surgical, natural, holistic system of healing."

Dr. Parker believed that Parker College has a duty to teach students the necessary knowledge to not only become good doctors of chiropractic but also healers. "We seek students from every country on earth whose primary intent, motives and principles are to relieve pain, restore health and prolong lives through chiropractic, the leading profession in natural healing," Dr. Parker said when founding the college.

Parker College was chartered by the State of Texas on March 8, 1978, and received its non-profit IRS status in October 1978. The original campus, located in Irving, Texas, a suburb of Dallas, officially opened on September 12, 1982, which was Dr. Parker's 62nd birthday. The first class of 27 students graduated in September 1985. After the opening of the Irving campus, enrollment increased dramatically and the college moved to the larger main campus in Dallas in September 1989. In September 1993, enrollment had reached 1,000 students, making it the third largest chiropractic college in the world. The original Irving campus was converted to a chiropractic wellness clinic where patients continue to receive chiropractic care.

In 2011, Parker College of Chiropractic became Parker University to enter an age grounded in a vision that sees Parker becoming an even larger part of the health care revolution in the local community. This change is the realization of a dream for many working at Parker, and lays the foundation to take Parker and the chiropractic profession into the next 50 years. With its enhanced status and stronger university partnerships, more resources, and advanced degree offerings, Parker University will pave the way for students to reach their full potential in the healthcare environment.

With students, graduates and applicants from every state, all Canadian Provinces and approximately 100 foreign countries, Parker University is a truly diversified, international institution of higher learning. The University continually seeks qualified men and women of all ages, races, religions, creeds, and national origins who aspire to the high honor of becoming health care providers.

With its modern learning facilities, outstanding faculty and beautifully constructed and maintained campus, Parker University offers excellent educational opportunities. Preparing professionals in the healing arts and for success in business make Parker University an exceptional institution of higher learning.

1.3. Parker Principles

- ❖ Loving service is my first technique
- ❖ Develop a compassion to serve that is greater than the compulsion to survive
- ❖ “It if is to be, it is up tom me”
- ❖ Do not let the negative few overrule the positive many
- ❖ To be in harmony with my success, health, and happiness goals, I must act with love based upon free will and react with faith based upon God’s will
- ❖ My ultimate purpose is to live in harmony with the universe, I can do so only when my Mission is accomplished, my Talents are developed and my Destination is fulfilled
- ❖ Thought plus action equals feeling. My feelings attract my life to me.
- ❖ Seeing is not believing...believing is seeing
- ❖ What I see in the universe sees me
- ❖ Success is predetermined by my Faith, Confidence and Belief (FCB) in my Products, Services and Ideas (PSI). Briefly stated: FCB in PSI
- ❖ To eliminate fear, worry, and anxiety, I must live in the present and let go and let God
- ❖ Love is the magic bulling of healing
- ❖ I cannot communicate successfully what I do not own. Develop certainty in who I am and what I do

- ❖ To attract my Success, Health and Happiness, I will eliminate fear of the future, worry over the past and anxiety for the present
- ❖ We see things as we are, not necessarily as they are
- ❖ There is no philosophy by which I can do a thing if I think I cannot
- ❖ The heal remove “doubt” in both doctor and patient and instill “belief” in both doctor and patient
- ❖ Nature will give me what I act like I already have

1.4. *Guiding Principles*

Parker University is a community of faculty and student scholars, who, through study and research, discover, preserve and teach the science, philosophy and art of the chiropractic and massage therapy professions.

As an institution of higher learning, Parker University is a free and autonomous center of study. It welcomes the collaboration of all who contribute to this environment of academic competence.

As a member of the academic community, Parker University accepts the standards and procedures of American institutions and seeks to achieve distinction throughout the academic world. Parker University is also faithful to chiropractic and massage therapy principles and practices, and faithful to its own traditions, Parker University has unique responsibilities to serve and contribute to chiropractic philosophy and education throughout the world.

Our students understand the principle of the body healing itself. The chiropractor removes any nerve and energy interference by drugless, non-surgical, chiropractic procedures. Massage therapists reduce stress to help the client's body heal itself, to increase the client's physical and emotional well-being, and to help the client experience a higher quality of life.

As an educational institution, Parker University desires to cultivate and impart an understanding of health care, especially the chiropractic and massage therapy professions. It seeks to ensure that proper intellectual and academic acknowledgement is given to chiropractic practices and principles.

Over a century ago, D. D. Palmer, the founding father of chiropractic, understood that the causes of disease are trauma, toxins and thoughts. His concepts are expanded in the Parker academic program. Our students are taught to understand that the relationship between mind, body, the nervous system, and subtle energies must be maintained for complete healing and health.

The Doctor of Chiropractic Program is dedicated to understanding all aspects of health and wellness in general and, specifically, to understanding the physiological response to chiropractic adjustments. The Board of Trustees ensures that the administration and faculty prepare a curriculum so chiropractic students thoroughly understand the chiropractic principle of healing and the innate response of the patient. Each subject is taught as it relates to the whole body regaining health and maintaining health.

The faculty is instructed to identify and expand any existing or new theory that may explain health improvements in response to massage therapy or chiropractic adjustments. The research department is then charged with identifying new ways to introduce these findings to the public, at minimal cost and risk to patients.

***“Our uppermost consideration:
Never allow the quantity of students to endanger
the quality of their education.
We are not the oldest college, and do not look to be the largest.
We only want to be the best.”
– Dr. James W. Parker***

1.5. *Vision*

Parker University, a world class comprehensive institution offering associate, bachelors, masters, and doctorate degrees, is the leading health and wellness education resource in the world. The student-centered university supports a diverse population through its commitment to excellence in teaching, research, and service.

1.6. *Mission of Parker University*

Leadership in Education, Research, and Service

Parker University is committed to providing the students, patients, and wellness professionals we serve with the knowledge and healthcare experiences to realize their full potential through a dedicated focus on education, research, and service.

Empowering Education

Parker University equips leaders in the following; allied health, technology, business and education communities to establish trends in health and wellness through its certificate, associates, bachelors and master's degree programs and doctor of chiropractic degrees. Parker University is committed to providing an innovative, patient-centered learning experience for students through a comprehensive curriculum, highly respected faculty, family-oriented campus environment, utilizing the latest advancements in education technology.

Evidence-Based Research

Parker University understands the importance of evidence-based research to our profession, a dedication reinforced by our support for campus and abroad world-renowned research initiatives, funding of profession-wide collaborative efforts and a commitment to sharing findings across the field.

Leadership Through Service

For knowledge beyond the degree, Parker University offers opportunities for continual education and peer networking affording industry professionals' exposure to renowned leaders in their fields and the latest developments and advancements in our profession. These opportunities provide our graduates with the knowledge, skills and attitudes to impact their communities. From prospective student to retirement, Parker is there.

1.7. Accreditation

Parker University is a coeducational institution chartered by the State of Texas. It holds non-profit 501(c) (3) status with the Internal Revenue Service, so donations to Parker may be tax deductible.

The doctor of chiropractic degree program of Parker University is accredited by the Commission on Accreditation of the Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ, 85258-4321. Tel: 480.443.8877.

Parker University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the doctorate and bachelor degree, and certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097 or call 404.679.4500 for questions about the accreditation of Parker University.

The Parker University School of Massage Therapy is accredited by the Commission on Massage Therapy Accreditation (COMTA), 5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015; Phone: 202.895.1518.

Accreditation agencies are listed with the United States Department of Education and the Council for Higher Education Accreditation (CHEA). Parker University is also recognized by the National Board of Chiropractic Examiners, by the Veterans Administration, and by the Texas Higher Education Coordinating Board.

The Massage Therapy program is recognized by the Texas Department of State Health Services.

Massage Therapy Licensing Program

Texas Department of State Health Services MC-1982

1100 West 49th Street

Austin, Texas 78756-3183, USA

E-mail: massage@dshs.state.tx.us

Telephone: (512) 834-6616

Fax: (512) 834-6677

Website: <http://www.dshs.state.tx.us/massage/>

Problems not resolved by internal mechanisms of Parker University may be expressed to the above entities.

Inquiries or general questions about Parker University should be directed to the University main operator at the following phone number 972-438-6932.

2. Enrollment and Financial Policies

Policies apply to all Parker University students.

All charges, including tuition and fees, are due and payable on or before the first day of class.

2.1. Registration

Registration is validated when all tuition and fees have been paid and no outstanding indebtedness to the University exists. A student will not be allowed to register for classes until all indebtedness to the University is paid. An incoming student must be fully matriculated to receive financial aid disbursements.

2.2. Transcript of Record

Students may request in writing that an official transcript of grades be sent to any State Board or institution. Transcript Request Form can be found on the Parker website: https://my.parker.edu/ics/Student_Services/Registrar/Student_Transcripts.jnz

Transcripts will not be provided when students have any outstanding indebtedness to the University. Official transcripts will not be provided directly to students or graduates, but they may obtain an unofficial transcript. Upon receipt of a properly authorized request and after payment of the transcript fee to the Registrar, the graduate's transcript will be sent by return mail within three working days.

2.3. Policy on Tuition Increase

The Board of Trustees at Parker University reserves the right to increase tuition and fees whenever deemed necessary without prior notice.

2.4. Financial Responsibility

All indebtedness to Parker University must be cleared promptly. Student account balances must be paid before transcripts or diplomas are issued or before any future registration can be completed.

2.5. Service Charge

A \$25 service charge is imposed on any check submitted to the University that is not honored by the bank upon which it was drawn.

2.6. Meeting Deadlines

Parker University is dedicated to the success of its graduates. Procrastination is a “failure concept” and is looked upon with strong disfavor. Not meeting deadlines for admissions or financial aid are significant examples of the “failure concept.”

2.7. Withdrawal from Courses

To successfully finish the program at Parker University, all courses must be completed. If a student is faced with extenuating circumstances beyond his or her control and is facing a problem of time and load, the student may reduce the course load. Student withdrawal forms may be picked up in the Academic Student Advising or Registrar’s offices. Students will receive a grade of W/P (Withdraw/Passing) or W/F (Withdraw/Failing).

All courses failed, or courses from which the student withdraws, must be taken in the following trimester of enrollment. A course may not be taken concurrently with the prerequisite.

A student who withdraws from a course with a “W/F” (withdrawal failing) designation is allowed a second attempt to complete the course. The student must successfully complete and pass the course on the second attempt or be academically dismissed from the University. The deadline for withdrawal from courses is Tuesday, 3:00 p.m. of the 12th week of each trimester.

If a student withdraws from a course with a “W/P” (withdrawal passing) or “W” (institutional withdrawal) designation an additional enrollment will be granted to complete a course, if unsuccessful on a second enrollment. The student must successfully complete and pass the course on the third attempt or be academically dismissed from the University. The deadline for withdrawal from courses is Tuesday, 3:00 p.m. of the 12th week of each trimester.

If a student, of his/her own will, elects to repeat a course to earn a higher grade, the student may drop that course and receive the grade earned initially. Repeated courses in which the original course was completed with a passing grade are not eligible for financial aid funding.

Undergraduate students enrolled in accelerated science courses must withdraw no later than the posted academic calendar withdrawal date of each sub-term.

2.8. Withdrawal from Parker University

A student wishing to withdraw from Parker University is required to complete a Student Withdrawal Form prior to departure. This form is used to notify the Financial Aid Office that the individual is no longer enrolled so that all records will reflect the change in status. The date the form is completed will be used to compute any possible refunds.

The last date for a student to submit an institutional withdrawal from Parker University will be Tuesday of the 12th week of the trimester. After this date there will be no institutional withdrawals unless there are catastrophic events beyond the student's control and these events must be appealed by the student or student representative to the Vice president of Academics.

Student Withdrawal Forms are available from the Registrar's Office. Students must obtain signatures from all of the offices indicated on the form to verify the status of all accounts. Failure to complete this process may result in the grade of "F" due to failure to complete course requirements.

A student who withdraws officially from the University will receive the grade of "W". Any student who officially withdraws from the University after the first day of registration will receive a refund of tuition and fees according to a set schedule. For refund policies, see section 2.12.

2.9. Re-enrollment and Withdrawal

Former students, who are currently not enrolled in Parker University, may submit a "Request for Readmission." The Request for Readmission Form is available in the Registrar's Office or online at:

https://my.parker.edu/ICS/Student_Services/Registrar/Request_for_Readmission.jnz

Requests must be received by the Registrar's Office by 5:00pm before the following deadlines:

| | |
|----------------------------|-------------------------|
| January Trimester | Last Friday of October |
| May Trimester | Last Friday of February |
| September Trimester | Last Friday of June |

Applications received after the deadline, are tabled until the following trimester. The Student Academic Advising Committee will consider timely requests and may require more information and may require a meeting with the student.

Any student who has been academically dismissed and is granted readmission will be on academic probation and will not automatically be eligible for financial aid during the first trimester of readmission. Readmitted students will need to contact the Financial Aid office to confirm eligibility.

The time limit to complete the requirements for the D.C. degree is ten years. If a student has interrupted his or her education at Parker University or any other chiropractic University for more than five years, no credit will be given for the previous course work upon readmission. Former students must also meet all current admission requirements.

2.10. *Part-Time Enrollment*

A student may enroll on a part-time basis. However, the enrollment is limited to the courses in a single trimester, unless approval is granted by the Vice President of Academics. A student may request a change from full-time to part-time for any given trimester.

A student is classified as part time when enrolled:

- 15 or less credit hours in the Doctor of Chiropractic program, or
- 11 or less credit hours in the UG program
- less than 300 contact hours in the Massage Therapy program

Part-time students will be charged on a per credit hour basis.

2.11. *Add/Drop Policy*

The third class day of the trimester is the last day to add a class or drop a class to receive a full refund of tuition and any refundable fees

2.12. *Refund Policy*

(A) Doctor of Chiropractic and Undergraduate Program

The Parker University Refund Policy exists for calculating the refund of institutional charges. Students who officially withdraw from the University after the first day of registration will receive a refund of tuition and fees according to the following schedule:

One hundred percent (100%) of tuition and any refundable fees will be refunded if withdrawal is made before the third day of class. 75% of tuition and fees will be refunded if withdrawal is made on or before the last day of the first week of the trimester. 50% of tuition and fees will be refunded if withdrawal is made on or before the last day of the second week of the trimester. 25% of tuition and fees will be refunded if withdrawal is made on or before the last day of the third week of the trimester. No refunds will be made if withdrawal occurs after the third week of the trimester.

If a student withdraws or is dismissed from Parker University, then the University or the student may be required to return some or all of the federal funds awarded to the student. The student is required upon withdrawal to meet with the Director of Financial Aid or Financial Aid Coordinator to discuss the process of returning funds and to perform an exit counseling interview. During this time the staff member will verify the address of the student, distribute handouts as to when the loans will go into repayment, the repayment amount, and the process for re-admission.

All refund calculations are based on the current total trimester tuition and fees paid or due. If a student will be withdrawing, then the student should visit the Registrar's Office to begin the withdrawal process. This procedure will enable Parker University to refund the maximum possible institutional charges.

For students who received federal financial assistance and the student has completed 60% or less of the trimester, the refund shall be based upon the percentage of the trimester that has been completed. The refunds will be returned in this order; unsubsidized loans, subsidized loans and any grants the student received but did not earn for the payment period. The Financial Aid office uses the Department of Education's Return of Title IV funds calculator to determine the amount the student has earned and processes a return for the unearned portions. Worksheets to determine the amount of the refund are available in the Financial Aid Office. Students and or parents will be notified within 30 days from the date of withdrawal of the funds returned. All refunds are processed as soon as possible but no later than 45 days from the date of withdrawal. The National Student Loan Data Service NSLDS is notified of the students' withdrawal within 30 days. If a student has completed more than 60% of the trimester, no refund shall be made.

(B) School of Massage Therapy

The Parker College Institutional Refund Policy exists for calculating the refund of institutional charges and applies to all full time and part time Massage Therapy students.

Students who officially withdraw from the college after the first day of registration will receive a refund of tuition and fees according to the following schedule:

| % of Attendance | % of Tuition Owed | % of Tuition Refunded |
|------------------------|--------------------------|------------------------------|
| 0 to 4% | 0% | 100% |
| >4 to 8% | 25% | 75% |
| >8 to 13% | 50% | 50% |
| >13 to 20% | 75% | 25% |
| >21% | 100% | 0% |

If a student who received financial aid withdraws or is dismissed from Parker University, then the college or the student may be required to return some or all of the federal funds awarded to the student. The student is required upon withdrawal to meet with the Director of Financial Aid or Financial Aid Coordinator to discuss the process of returning funds and to perform an exit counseling interview. During this time the staff member will verify the address of the student, distribute handouts as to when the loans will go into repayment, the repayment amount, and the process for re-admission.

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2.13. *Residency Policy*

Parker University requires the Doctor of Chiropractic graduates to complete the final 25% of total credit hours required while in resident study at Parker University. Students transferring into the Doctor of Chiropractic program must

earn the final 25% of the total credits required for the degree while in resident study at Parker University.

Parker University requires Bachelor of Science degree graduates to complete the final 25% of the total credits required while in resident study at Parker University.

2.14. *Meningitis Vaccination Policy and Procedures*

Texas Legislature approved Senate Bill 1107 **REQUIRING** all entering University students, under the age of 30, to submit evidence of being immunized against meningococcal meningitis.

The meningitis vaccination (MV) requirement applies to:

- All first-time students
- All new transfer students
- All returning Parker University students who have experienced a break in Parker University enrollment of at least one fall or spring term
- New and returning continuing education students enrolled in programs that have at least 360 contact hours

(a) Deadlines

An MV record administered within the five-year period immediately preceding and at least 10 days prior to the first semester enrolled or re-enrolled must be submitted to Parker University's Registrar's Office.

(b) Required MV Documentation

At least one of the following must be faxed, mailed, or submitted to the Registrar's Office:

1. Certification from a physician or clinic that the student has been vaccinated during the five-year period immediately preceding and at least 10 days prior to the first day of class.
2. An immunization record from a state or local health authority or an official record received from school officials (must be within 5 years).
3. A completed, signed and dated copy of Parker University's Bacterial Meningitis Vaccination Verification Form (forms are available in the Registrar's Office or online at www.parker.edu under the MyParker/Student Services/Registrar/Forms tab).

This information will be maintained in the Registrar's Office in accordance with the Family Education Rights and Privacy Act (FERPA) regulations and the Health and Insurance Portability and Accountability Act.

Students who fail to submit the required MV documents will be restricted from registering for classes!

(c) Extensions

Under justifiable circumstances, the Registrar may grant an individual student an extension to extend the compliance date to no more than 10 days after the first day of the semester.

(d) Limited Exceptions/Exemptions

Exceptions and Exemption forms are available in the Registrar's Office or online at https://my.parker.edu/ICS/Student_Services/Registrar/Forms/

A student may submit an exception/exemption MV form for the following reasons:

- Students who are 30 years old or older.
- Students taking only Distance Learning (DL) courses.
- Continuing education students enrolled in a course or program that is less than 360 contact hours or in continuing education corporate training.
- Students with a signed affidavit or certificate from a physician that states the vaccination would be injurious to the health to the student (**Parker's Bacterial Meningitis Vaccination Exemption Form may be attached to this document**).

Students who sign an affidavit stating that the student declines the MV for reasons of conscience, including a religious belief. This exemption is only valid for 2 years and must be renewed. A conscientious exemption form available at: <https://webds.dshs.state.tx.us/immco/> from the Texas Department of State Health Services must be used.

(e) Vaccination Location Options

- Primary care physicians normally offer the meningitis vaccine. The price of the vaccine depends on your insurance coverage and your physician's practice. Some insurance plans require a co-payment for preventative vaccinations; others may cover the full cost.
- Dallas County Public Health Department offers meningitis vaccinations for patients when their supplied allow: www.dallascounty.org/department/hhs
- Health care clinics and pharmacies may also offer the vaccine.

(f) More Information about Meningococcal Meningitis

Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. More information about the causes, symptoms, types, risks, and seriousness as well as ways to prevent meningococcal meningitis are available through the following websites:

- Center for Disease Control – www.cdc.gov/meningitis/vaccine-info.html
- Dallas County Health Department – www.dallascounty.org/department/hhs
- U.S. Department of Health and Human Services – www.hhs.gov

2.15. *Privacy of Student Records*

Parker University is in compliance with the Family Educational Rights and Privacy Act of 1974 and does not maintain publishable information on its students. A student of Parker University has the right to inspect and review all records which meet the definition of “educational records.” These consist of all records maintained by the Registrar’s Office about students, with three exceptions:

1. Personal notes of University faculty and staff;
2. Employment records;
3. Confidential letters and statements of recommendation for admission, employment or honorary recognition placed in the student’s records.

All academic records are maintained in the Registrar’s Office. Requests to review records must be made in writing on a form provided by the Registrar.

The student’s prior written consent must be obtained before information may be disclosed to third parties, unless they are exempted from this provision. The exemptions include:

1. Releases to University faculty and staff with a legitimate educational “need to know”;
2. Releases in accordance with a lawful subpoena or court order;
3. Releases to others specifically exempted from the prior consent requirement (certain federal and state officials, organizations conducting studies on behalf of the University, accrediting organizations);
4. Releases to parents of a dependent student; and
5. Releases in an emergency where the information is necessary to protect health or safety of the student or others.

Parker University reserves the right to disclose the following directory information for any student, unless the eligible student refuses to permit such information to be disclosed by giving the University notice in writing within thirty (30) days after enrollment of the student: the student’s name, address, telephone number; email address; date and place of birth; field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student, or other similar information.

Right to a Hearing

An eligible student or a parent of a student who is not 18 years old, who believes that information in the educational records of the student is inaccurate, or misleading, or violates the privacy or other rights of the student, may request the University to amend them. If the University, within a reasonable period of time,

decides not to amend them it shall so inform the party of the right to a hearing. The hearing shall be held within a reasonable period of time after the University has received a request for a hearing and reasonable notice of the date, place and time has been given the student. An official of the University who does not have a direct interest in the outcome of the hearing will conduct the hearing. Students will be afforded a full and fair opportunity to present evidence relevant to the issues raised. Legal or other representation during the hearing is prohibited. The University will make its decision in writing within a reasonable period of time and shall notify the parties involved.

2.16. *Nondiscrimination Policy*

Parker University encourages the enrollment of minorities and offers equal educational opportunity to all persons without regard to race, gender, creed, color, national origin, disability, age, veteran status, marital status, or sexual orientation. This policy applies to all matters including:

- The admissions procedure and education of students at Parker University;
- Availability of student loans, grants, scholarships and job opportunities;
- Employment and promotion of teaching and non-teaching personnel;
- Student and faculty housing situated on premises owned or occupied by the University;
- Off-campus housing not owned by the University but listed with the University for referral purposes; and
- Activities conducted on premises owned or occupied by the University.

(A) Discrimination Grievances

The Vice President of Academics has been designated the coordinator for Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Any grievances and/or questions regarding the laws listed above should be directed to the Vice President. If grievances cannot be resolved by that office or if the need arises, grievances may then be heard by the Grievance Committee.

(B) Discriminatory Harassment

Parker University does not condone or tolerate any racial or sexual harassment, in any form, at any time. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to,

objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an academic program, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct is persistent, pervasive, or severe, and has the purpose or effect of unreasonably interfering with a reasonable person's work or academic performance or creating a working or academic environment that a reasonable person would find intimidating, hostile, or offensive.

Parker University will take reasonable actions to protect administrators, faculty, staff, and students, from harassment a) by any member of the University community at any time or place, and b) by any other person while on University property or at any activity or function sponsored by the University. Parker University will also take appropriate action to educate, train or discipline any student currently enrolled in Parker University who engages in harassment against any person, regardless of whether that complaining party is a member of the University community and regardless of when or where the harassment occurred.

Reports of harassment are taken seriously. Any administrator, faculty member, staff employee, or student who believes she/he has been victimized by harassment is encouraged to promptly confer with and report any harassment to any one of the following persons:

Mrs. Sandra Mclean, Director of Human Resources
Mr. Victor Ballesteros, Dean of Students
Mrs. Paula Robinson, Assistant to the Vice President of Academics
Mrs. Lisa Speaks, Clinic Staff Director

Additional information on the harassment policy of Parker University is available from the office of the Dean of Students.

3. Financial Aid

A University education is an investment in your future and each dollar, invested wisely, is a step toward achieving your desired career goals. The Financial Aid Office works diligently to assist students in obtaining scholarships, grants, and loans from various federal, state, and/or private sources to provide support to the student and the student's family in pursuit of those career goals.

This section describes some general financial aid information that applies to all students, including students enrolled in the School of Massage Therapy, the Undergraduate program, and the Doctor of Chiropractic Program.

3.1. *What is Financial Aid?*

Financial aid is assistance that helps pay the difference between what the student and his/her family are able to contribute, and the student's actual educational expense. Financial aid at Parker University includes federal, state, and private grants, loans, scholarships, and work programs that are awarded singly or in combination as funds are available. Scholarships and grants are based on need that is determined by the FAFSA and do not have to be repaid. Some scholarships require a student to maintain a minimum cumulative grade point average. Loans must be repaid according to the Master Promissory Note or disclosure statement terms. Students are eligible without regard to race, national origin, religion, sex, disability, marital status, or other status protected by law.

Students are responsible for keeping current with their financial aid status. Because of the time required to process loan applications, students must observe deadlines for submitting applications to the Financial Aid Office. Please visit the website at www.parker.edu for application and scholarship deadlines.

3.2. *Difference between grants, scholarships and loans*

Some basic types of financial aid are grants, scholarships and loans. Grants and scholarships are gifts – you do not have to earn them by working and you do not need to repay them. Grants are primarily based on financial need, while scholarships are usually based on merit or a combination of need and merit. In contrast, loans must be repaid with interest by the student or co-signer. Repayment usually begins after the student leaves school or drops below half-time enrollment. The terms for repayment – the amount of the payments, when the payments begin, and the length of time to pay the debt – for federal loans are governed by the Master Promissory Note; the terms for repayment of other loans are governed by the Disclosure Statement or some other form of a promissory note.

3.3. *Meeting Deadlines*

Parker University is dedicated to the success of its graduates. Procrastination is a “failure concept” and is looked upon with strong disfavor. Not meeting deadlines for admissions or financial aid are significant examples of the “failure concept.”

3.4. *Satisfactory Academic Progress*

To be eligible for federal student aid (FSA) funds, a student must make satisfactory academic progress (SAP), and Parker University must have a reasonable policy for monitoring that progress. Academic progress is evaluated at the end of each payment period for students.

The qualitative standard (i.e. cumulative grade point average or CGPA) that a student must have at each evaluation is 2.0 (2.25 for Doctor of Chiropractic students beginning Fall 2012 as Trimester 1).

The quantitative standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe (a period no longer than 150% of the published length of the program) is 75%. Pace is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted. This includes course incompletes, withdrawals, repetitions, and transfer credits from other schools.

An SAP review is not complete until both the qualitative and quantitative measures have been reviewed. If a satisfactory progress check shows that a student does not have the required CGPA or is not maintaining the required pace, she becomes ineligible for FSA funds unless she is placed on financial aid warning or probation (after a successful appeal). Notification is sent to students of the results of any evaluation that affects their eligibility for FSA funds.

The complete Satisfactory Academic Progress policy may be found in the Parker University Financial Aid Handbook.

(A) Doctor of Chiropractic Program

The maximum timeframe for a student to receive FSA funds in the 10 trimester DC program is 15; students previously in the nine (9) trimester DC program may receive FSA funds for a maximum of 13 trimesters.

(B) Undergraduate Programs

The maximum timeframe for a student to receive FSA funds to complete a Bachelor of Science degree program is 189 credit hours, including all transfer credits from other schools.

(C) Massage Therapy Program

Students enrolled in the Massage Therapy program must successfully complete 300 clock hours and 15 weeks of instructional time in order to be eligible for the second disbursement of FSA funds.

The maximum timeframe for a student to complete this clock hour certificate program is 900 clock hours and 12 calendar months. This is measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

(D) Financial Aid Appeals

Parker University permits appeals for students who are not meeting SAP standards to petition the school for reconsideration of their eligibility for FSA funds. Only one (1) appeal may be submitted or approved throughout a student's Parker undergraduate and/or graduate program.

(E) Reestablishing Aid Eligibility

Students who are not making satisfactory academic progress can restore their eligibility for FSA funds by achieving a CGPA of 2.0 and completing at least 75% of their courses at Parker. Other than when a student is placed on financial aid warning or probation or has agreed to an academic plan, he can regain eligibility only by taking action that brings him into compliance with your Parker's financial aid satisfactory progress standards. Neither paying for one's classes nor sitting out for a term affects a student's academic progress standing, so neither is sufficient to reestablish aid eligibility.

3.5. Employment Program

Parker University offers a limited number of University Work Study jobs. Checks are disbursed every two weeks based upon the amount of hours worked. Students must request Work Study with the Financial Aid Office in order to be awarded. A student must be eligible for financial aid to qualify for this program.

Available jobs, which are posted on the Career Services bulletin board, range from clerical positions to teaching and lab assistants. Students should check with Human Resources for openings and qualifications or with the supervisor of the department they wish to work. The Student Affairs Office also compiles and maintains a list of off-campus job opportunities, both part-time and full-time. Businesses frequently call the University seeking student employees.

3.6. Employment Opportunities for International Students

The I-20A-B student visa, which Parker University is authorized to provide, generally does not allow students to work. F-1 students are permitted optional practical training or economic necessity employment by the U.S. Bureau of Citizenship and Immigration Services. F-1 students are also allowed on-campus or work-study employment without immigration office approval.

Students seeking approval from the U.S. Bureau of Citizenship and Immigration Services must file Form I-538, Form I-765 (which has been certified by the university), and Form I-20A-B student visa with the immigration office having jurisdiction over the school. International students are required to report address changes within 10 days of the change.

3.7. Emergency Loans

A special loan fund is available to enrolled students to meet short term financial emergencies. A student in Trimester I and above is eligible for only one loan during a two Trimester period, and must be in good academic standing. The maximum amount which can be borrowed by a Tri I student is \$150. The maximum amount which can be borrowed by a Tri II student or higher student is \$250. The emergency loan must be repaid before a student will be allowed to register for classes, receive a grade report or transcript, or receive a diploma. Applications are available in the Financial Aid Office.

Additional information is available in the Financial Aid Handbook. The figures, interest rates, and potential loan amounts quoted in this Catalog are based on information as of July 1, 2012. Changes in government policy, appropriations, procedures or regulations occurring after that date could affect these programs. Parker University Financial Aid Office acts in compliance with government guidelines. If you have any questions please email them to askfinancialaid@parker.edu, or call 972-438-6932.

4. Student Life

The Student Affairs Office provides information, programs, services and activities to assist students in achieving their academic goals and enhance student learning, student development, and leadership. Students are encouraged to participate in and contribute to the total university program.

Student Affairs includes administration, athletics and recreation, counseling, student activities, student development, student organizations, student services,

and student conduct. Please direct all questions to the Student Affairs Office located in South 201.

4.1. *Counseling Services*

The counseling staff consists of two Psychologists who are available to counsel with students concerning personal, social, marriage and family and academic problems. There is no fee for students and their spouses to utilize the Counseling services. In addition, information regarding referrals and other counseling options is available. Counseling is scheduled by appointment only. To schedule an appointment, contact the Student Affairs Office at 214.902.2422

The confidentiality of counseling matters will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA permits disclosure of such records to third parties under circumstances prescribed by law.

4.2. *Disability Accommodations*

The Association on Higher Education and Disability (AHEAD), in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, has published guidelines to provide institutions with uniformity in determining standards of proof in documenting the veracity of a student's disability status and the need for specified accommodations. These guidelines have been adopted for use by the National Board of Chiropractic Examiners (NBCE), and are followed by Parker University

Parker University is committed to providing reasonable and appropriate accommodations to students with disabilities. Students who are in need of accommodations must notify the Coordinator of Student Assistance, Lance Gardner, at lgardner@parker.edu or 214-902-2422 ext. 7156. The burden of this proof lies with the student to show why a disability requires accommodation. The supporting documents must clearly show that the individual (1) has a disability, (2) is substantially limited by the disability, and (3) a need exists for accommodation. Documentation requirements may include psychoeducational testing, history of prior disability services identifying specifically when, where, type, and for what disability the services were provided, official SAT/ACT results indicating that testing accommodations were provided, medical reports, audiology results, optometry results, and/or other documentary evidence as deemed relevant by the Director of Student Assistance.

Lawfully, accommodations may be granted if sufficient documentary evidence of disability is provided and if the circumstances imposed by the disability can be alleviated with the provision of reasonable accommodations. It is the responsibility

of the Coordinator of Student Assistance to make a final determination of eligibility status and prescribed accommodations or services.

4.3. *Student Development*

The Student Development Office provides assistance to students to improve learning strategies and study skills. Information is available on learning strategies and study skills, and individualized assistance is given in identifying areas which need improvement and workshops are scheduled as needed to provide information on learning strategies, study skills, stress and test anxiety. Contact the Counselors in the Student Affairs Office for more information.

4.4. *Student Services*

(A) Career Placement

Information about career opportunities such as practices for sale or lease, partnerships, associate or exam doctor positions is compiled on Parker Classifieds website. Check out the Professional Opportunities at www.parkerclassifieds.com for all current job listings. This Website is updated daily. The office organizes two career fairs each year to allow soon-to-be graduates and alumni the chance to meet with employers looking to hire chiropractic or massage therapy staff.

Drop-in hours are available for resume and cover letter review/help and other brief career related questions. Appointments can be made for more thorough discussions. Students are encouraged to set up an appointment to visit with the Career Counselor about any career related concerns.

Career Services offers help with: resumes, cover letters, follow-up, references, job opportunities, recruitment for full-and part-time positions, job and employment wanted listings, business plans and on-campus mock interviewing skills. Additional resources can be found on the Parker Website under the Student Life Professional Opportunities section.

(B) Graduation Activities

Graduation ceremonies are held at the end of each trimester. This uplifting occasion is made even more moving by the regal atmosphere and impressive surroundings. Graduation ceremonies at Parker University are memorable events.

A committee of representatives appointed by the class president begins meeting with the Dean of Students to assist in planning graduation activities, such as the commencement ceremony, the graduation banquet and photos. A meeting is held

with each class as graduation approaches to collect information regarding caps and gowns, announcements and graduation pictures.

(C) Health Insurance

A health insurance plan is made available to Parker students by an independent insurance company. Students may enroll for each trimester or may enroll for a year's coverage in September. Rates are provided for each trimester or on an annual basis for student only coverage with additional premiums for spouses and children. The health insurance plan is also available for international students. International students are required to have health insurance in force during their time as a student at Parker.

(D) Housing Information

A wide variety of living accommodations are available in the Dallas/Fort Worth area. Information about apartments, houses to buy or rent, rooms and roommates is compiled and maintained in the Student Affairs Office.

(E) ID Cards

Student Identification cards are issued at Orientation for new students or in the Student Affairs Office for continuing students. ID cards should be carried on your person, anytime you are on campus. ID cards may be replaced in the Student Affairs Office. There is a replacement fee that must be paid prior to receiving the new card.

(F) Parking

All students, spouses, dependents, faculty, and staff parking on any property owned, rented leased or otherwise controlled by Parker University are subject to parking regulations. All students, faculty, and staff, who park a motor vehicle on university property or other designated parking areas, must register their vehicle, and display a parking permit on the vehicle.

Students must register their vehicles at Registration or within twenty-four hours of parking the vehicle on campus. Students are required to furnish vehicle registration information at each Registration. If the information is unattainable, the Security Director will verify the vehicle information to issue a parking permit. During Registration, a student may register all of his/her vehicles whether or not he/she plans to drive them on campus. To update vehicle registration information, visit the Business Office located in the South Building.

When the vehicle is registered, the permit must be affixed to the passenger lower inside corner of the front windshield. Registration of motorcycles is required, but the parking permits are not required to be placed on motorcycles. Parking violations and cars without stickers carry a fine of \$5 for the first offense, \$10 for the second,

\$20 for the third, \$30 for the fourth, \$50 for the fifth and \$100 for the sixth and each additional offense.

All parking tickets must be cleared before a student may register, graduate or obtain an official transcript. A student may appeal a ticket by obtaining proper forms in the Student Affairs Office and by submitting them within 10 days of ticket issuance. A parking committee hears appeals. See the Student Handbook for more information about these procedures.

(G) International Student Office

The International Student Advisor assists international students and maintains files of required documents. The International Student Office is located in the Enrollment Office, South Building.

(H) Lockers

Lockers are available in the South, North, and East buildings for student use. Lockers are also available in the Activity Center for students who use the facilities.

(I) Class Mailbox

Each class has a mailbox in the Student Affairs Office that is used to disseminate information and school mail to individual students and classes. A class representative delivers mail to the classroom. It is each student's responsibility to check for their mail.

(J) Program Orientation

New and transfer students are introduced to the many facets of life, policies and procedures at Parker through an orientation program, which is held prior to the beginning of classes. Students, faculty, and administrators present information about student life and the academic process.

As a part of orientation, entering students receive a mini course in study skills, to provide information about learning strategies and to help students meet the challenges of the academic program. A student panel discusses how they study, take notes, study for tests, and write reports and basically, how they learn.

Students in the College of Chiropractic also participate in an overnight camp experience that will focus on goal setting, program preparation, and team building.

(K) Student Discounts

The Student Affairs Office has obtained discounts to assist students in reducing living and entertainment costs. Discounts may be available for: baby-sitting, banks, beauty/barber, car repair, clothing, entertainment, such as movie tickets, Six Flags, Hurricane Harbor, Scarborough Faire, Scream, the State Fair of Texas, health services, restaurants, sports, travel, and other businesses.

(L) Student Handbook

The Student Handbook is revised and distributed each year by the Student Affairs Office. Each student is expected to know and comply with the current policies, regulations and procedures contained in the Student Handbook, this catalog and other documents of the University. Much of this information is also available on the Parker University website.

4.5. Student Activities

The Student Activities Office offers programs to facilitate the academic, physical and social development of students. Students are encouraged to participate in the various student activities and events planned throughout the year.

Parker University encourages students, faculty and staff to maintain a healthy lifestyle; one that includes plenty of exercise and a healthy diet. Many opportunities are available for exercise and physical development through sports and recreation programs. Contact the Student Activities Coordinator in South 201 for more information.

4.6. Student Organizations

Student organizations and clubs are formed to further the common interest of its members and the Parker community. The functioning of student organizations and clubs are an essential part of the learning environment at Parker University. Student organizations and clubs are open to all students enrolled at Parker. These organizations provide many opportunities for experiential learning and leadership development, which is facilitated through staff and faculty advisors. Parker University boasts a number of other student organizations and clubs. Students are encouraged to participate and become involved in those in which they have an interest. Information about specific student organizations and clubs is available in the Student Handbook or from the Student Affairs Office.

The student body consists of all enrolled students at Parker University. The policy and decision making body of the student body is the Student Senate which includes the President, Vice President, Secretary, Treasurer, Events Coordinator, Technology Coordinator, the President of each class and one class representative for each 50 students in the class. The Senate Cabinet officers (president, vice president, secretary, treasurer, events coordinator, and technology coordinator) shall be elected at large by the Student Body each summer. All Student Senate meetings are open to the student body, faculty and staff. Students may request, through their

elected representatives, that issues and concerns be placed on the agenda for discussion and action. Only the elected representatives to the Student Senate may vote. The Dean of Student Affairs is the advisor to the Student Senate.

Class Officers and Representatives

Students are also encouraged to serve their trimester class as a class officer or class representative. For the College of Chiropractic, officers for the following positions are elected by the class: President, Vice President, Secretary, Treasurer, and Student Senator(s). Students in the School of Massage Therapy and the undergraduate program elect one Senator per class.

5. Student Conduct

Parker University is a self-governing, private, nonprofit institution of higher education. The university attempts to provide for all students an environment that is conducive to academic endeavor, personal and social growth and individual discipline. Acceptance to attend is a privilege extended to a selected group. Enrollment is considered an implicit acceptance of rules, regulations, procedures and guidelines governing student behavior at this institution.

Each student is responsible for full knowledge of all published policies, rules, regulations, and guidelines of the university as well as any subsequent changes or updates. The university holds each student responsible for compliance with all policies, rules, regulations, and guidelines and obtaining any printed revisions. Students are also expected to comply with all federal state and local laws and to conduct themselves on campus in a manner that is ethical and professional. Parker also reserves the right to adjudicate conduct and behavior violations of students, student organizations, and clubs which has taken place off campus or is associated with an event sponsored by the university. A student is not entitled to any greater immunities or privileges before the law than those enjoyed by other citizens generally.

Students have the right of free expression and advocacy; however, the time, place and manner of exercising speech and advocacy will be determined and regulated by the university in such a manner as to ensure orderly conduct, noninterference with university functions or activities and the safety of students, faculty, and staff. Any action that interrupts the scheduled activities or processes of education is classified as disruptive; thus anyone who initiates any gathering leading to disruptive activity will be violating university regulations.

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

1. Adhere to all university 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 university, its faculty, staff and students or on the educational process;
4. Not interfere with or disrupt the orderly educational processes of the university; and
5. Report any known violation of university policies and/or procedures.

5.1. *Disciplinary Actions*

Any student who violates the standard of conduct and behavior policies, regulations or procedures is subject to any of the following disciplinary actions, notwithstanding any action taken by civil or criminal authorities.

Written reprimand A letter of reprimand is delivered to the student and placed in the student's official file

| | |
|-------------------------|--|
| Probation | The student is placed on notice that any future violation of policy or procedure could result in dismissal from the university |
| Discretionary Sanctions | Failing grade on exam, lab practical, paper, project, or course. Work assignments, written apologies, written papers, service to the university or other related assignments. Exclusion from participation in extracurricular activities of the institution. |
| Suspension | Prohibits a student from attending a class or classes and/or clinic duties or from being on campus or attending any school activities or events, for a specified period of time. |
| Dismissal | Permanent removal from Parker University. |

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

- A. Acts of Academic dishonesty. Academic dishonesty is directly counter to the goals and ideals of every academic institution and will not be tolerated at Parker University. A substantiated allegation of academic dishonesty brought against a student may result in dismissal from the institution. Appropriate designated individuals within the Institution will judge cases of

alleged academic dishonesty according to the principles, policies and procedures outlined in the Student Handbook.

Students must read and sign the cover page present on all exams prior to taking the examination. The cover sheet contains a more inclusive list of what will be considered dishonest academic behavior. This cover sheet must be submitted when students turn in their exam or exam answer sheet.

Any writing, erasures, marks, etc. on a scantron sheet submitted by the student for any exam/lab practical/quiz, etc., other than those marks or erasures directly pertaining to the marking of the bubbles on the scantron sheet will be considered cheating and if discovered, the student will receive a grade of zero on that exam/lab practical/quiz and appropriate disciplinary action will be taken which could result in the student being suspended or dismissed from the Institution.

Acts of Academic dishonesty include but are not limited to:

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, equipment, or electronic devices 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.
5. Plagiarism – attempt to represent someone else's words or ideas (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to, the following:
 - a. Using the words of a published source in a written exercise without appropriate documentation.
 - b. Presenting as one's own original concepts, ideas, and/or arguments of another source.
 - c. Presenting as one's own another's scientific research, case studies, etc. without properly acknowledging the source of the material.
6. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting- using a proxy or acting as a proxy in an academic exercise. Examples include, but are not limited to the following:
8. Taking an examination for another student.

9. Doing homework assignments for another student.
 10. Using someone else's homework assignment and substituting it for your own original work.
 11. Bribing another person to obtain confidential test material or information about confidential test material;
 12. Alteration or falsification of records will not be tolerated. Examples include but are not limited to the following:
 - a. Signing another student's name on the class roll sheet.
 - b. Changing an answer on an already graded exam (or scantron sheet) in order to falsely negotiate for a higher grade.
 - c. Altering entries in any way in any University record. Furnishing false information to any university office, staff or faculty member; and
 - d. Forgery, alteration, destruction or misuse of any university document, record or identification form.
 13. Sabotage will not be tolerated. Examples include but are not limited to the following:
 - a. Stealing, destroying or altering another's academic work.
- B. Obstruction or disruption of teaching, whether in the classroom, laboratories, clinics or other university facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture; reading materials not related to the course or lab; feet on desks; or throwing paper or other items.
- C. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the university premises;
- D. Damaging, defacing or destroying university 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 university or property of any student, faculty, or staff member.
- F. Misconduct which adversely affects the university community or which constitutes a violation of criminal laws of the federal, state or city governments.
- G. Misconduct relating to student obligations with the university or university employees, including but not limited to:
- a. Issuance of a check without sufficient funds;
 - b. Failure to fulfill financial obligations to Parker University;
 - c. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
 - d. Failure to heed an official notice or summons by faculty, staff or administrators.
 - e. Failure to maintain a current mailing address and phone number in the Registrar's Office, or giving a false or fictitious address to the university.

- H. Violation of federal copyright laws, including, but not limited to, copying textbooks, lab manuals or unauthorized computer programs.
- 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 Parker University. Under the Texas Education Code, criminal penalties may be imposed against persons who engage in hazing, or fail to report hazing to the Dean of Student Affairs.
- K. Use or possession of ammunition, firearms, guns or other objects which are dangerous or flammable or which could cause damage by fire or explosion.
- L. Use or possession of a knife with a blade longer than 5 ½ inches, which is also prohibited by the State of Texas (Penal Code 46.016A).
- M. Unlawfully manufacturing, distributing, dispensing, possessing, selling, and purchasing drugs, narcotics, or hallucinogens.
- N. Smoking and use of tobacco is prohibited in all campus buildings.
- O. Consuming alcohol on the Parker University campus or at any university event or activity on campus or being under the influence or intoxicated at any on or off-campus university event or activity.
- P. Using the telephone in an annoying, obscene, mischievous, harassing, or malicious manner or the wearing of inappropriate or offensive clothing.
- Q. Tampering with or vandalizing fire alarms or other safety devices or equipment.
- R. Unauthorized solicitation, advertising or selling merchandise on campus.
- S. Students acting as an agent for businesses or organizations or for faculty/staff who wish to give presentations, seminars, workshops, teach courses, etc., for entrepreneurial purposes.
- T. Abuse of computers, technology or computer time, including but not limited to:
 1. Unauthorized entries 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.
 7. Use of computing facilities to interfere with the normal operation of the university computing system.

- U. Abuse of the judicial system, including but not limited to:
 - 1. Failure to comply with a directive or summons of a judicial committee or university official.
 - 2. Falsification, distortion or misrepresentation of information before a judicial committee.
 - 3. Disruption or interference with the conduct of a judicial committee.
 - 4. Attempting to discourage an individual's participation in or use of the judicial procedures.
- V. Performing any spinal adjustments or extra spinal manipulation on others without authorized supervision or violating any provision of the Texas Chiropractic Practice Act (students may practice the following without supervision: static palpation; motion palpation; leg checking procedures, i.e., Thompson and Activator; muscle testing and the setups of the nine separate chiropractic technique systems taught at Parker University).
- W. Massage Therapy students will ensure clients will be properly draped during massage procedures. Full conservative draping is required at all times."

5.2. Charges of Misconduct

Faculty upon becoming aware of possible misconduct:

- 1. Notify the student of the charge against him/her.
- 2. Determine whether in the faculty member's view the student is guilty of the infraction; if so report the infraction to the appropriate Department Chair at which time one or more of the following courses of action may be taken:
 - a. The case may be decided and dealt with on the instructor level in cases of minor infractions.
 - b. Cases of more severe infractions will be referred to the Vice President of Academics, where the case may be referred to the Dean of Students and determination will be made whether the case warrants being brought before the Academic and Professional Standards Committee.

One or more of the following penalties may be imposed once academic dishonesty has been substantiated:

- a. A written record of the infraction will be included in the student's permanent file.
- b. A failing grade on the exam, lab practical, paper or project.
- c. A failing grade in the course.
- d. Suspension from the Institution.
- e. Permanent dismissal from the Institution.
- f. Exclusion from participation in any extracurricular activities of the Institution

Minor incidents of misconduct may be handled by a faculty member, staff, administrator or department head. If the student does not wish to accept the disciplinary action given, he/she will be reported to the Chair of the Academic and Professional Standards Committee for a hearing and decision.

5.3. Conduct Violations Hearing and Appeal Procedures

Academic and Professional Standards Committee

Pursuant to the university's Code of Conduct, any member of the university community may report a student for misconduct, unprofessional behavior or violation of university policies and/or procedures. The report will be submitted in writing to the Dean of Student Affairs.

The Dean of Student Affairs conducts an investigation to determine if the charges have merit and/or can be resolved administratively by mutual consent. Such disposition will be final and there will be no subsequent proceedings or appeals. If there is no mutual consent, a hearing will be scheduled before the Academic and Professional Standards Committee within seven business days. If a report is filed during the last two weeks of the Trimester, it may be necessary to postpone the hearing until no later than the third class day of the following Trimester.

The Academic and Professional Standards hearing is an educational process and will be conducted according to the following guidelines.

1. The faculty members of the committee will be appointed by the Dean of Student Affairs and will include four faculty members. The two student representatives on the committee will be appointed by the Student Body President. The committee is chaired by the Dean of Student Affairs.
2. The student(s) will be notified in writing of the charges, and directed to appear before the committee. Failure to appear before the committee is a violation of university policy and will subject the student(s) to further charges.
3. Hearings are confidential, closed to the public and press, will be conducted in private and due process guidelines will be followed. Admission of any person to the hearing is at the discretion of the Chair. Legal or other representation during the hearing is prohibited. The student(s) will be a) advised of the charges, b) given the opportunity to respond to the charges, and c) present documentation and/or witnesses to support their response. Everyone appearing before the committee is subject to questioning by the committee. Patients are prohibited from appearing before the committee as witnesses; however, their written statement may be presented. Minutes are taken at the hearing. All documents, including minutes and other materials are disciplinary records and are confidential and not available to students or the public.

4. The committee will review all available and relevant information and documentation presented and after careful consideration of the preponderance of evidence, the committee will determine by a majority vote, what disciplinary action, if any, is warranted. The committee chair will inform the student in writing of the committee's decision.

The disciplinary action decided by the committee becomes effective upon receipt of the written letter. If the disciplinary action is suspension for any period of time, the student is prohibited from attending any activities or events specified in the suspension, whether on campus or off campus. If the disciplinary action is dismissal, the student is dismissed from the university and is prohibited from being on campus, attending any classes, clinic duties, events or activities of the university, whether on campus or off campus. Permission may be given by the Dean of Student Affairs for the student to come on campus for a special purpose.

(A) Appeal Procedure

If the decision of the committee is an adverse decision, the student may appeal the decision. The appeal will be submitted in writing within five working days of the receipt of the committee's decision to the Dean of Student Affairs. The student is permitted to return to classes and clinic duties and activities and events of the university until the appeal has been decided, unless one of the following circumstances is determined by the Dean of Student Affairs to exist:

1. The appeal has not been made according to the conditions in the decision letter;
2. The presence of the student in university activities constitutes a disruptive influence on the educational process or to patient care activities;
3. The presence of the student is considered to be a danger to the health, safety and welfare of the student or other students, faculty and staff.

The Academic and Professional Standards Appeal Committee may uphold the appeal of the student, may affirm the committee's decision, or may modify the disciplinary action, either by reducing the action or increasing the severity of the disciplinary action. The Dean of Student Affairs will notify the student of the decision within five working days. If the appeal is upheld, the student is immediately reinstated. If the appeal is denied, the disciplinary action becomes effective upon the student's receipt of the decision. The decision of the Academic and Professional Standards Appeal Committee is final.

5.4. Problem Resolution Chain of Communication

In the event that issues arise, students should address through the following chain of communication:

- Academic issues such as academic dishonesty witnessed, or students being disruptive in classes, etc.: Student → Course Director/Instructor → Department Chair/Massage School Director → Vice President of Academics
- Issues with an exam, exam questions, exam scheduling, etc.:
Student → Class Rep → Course Director/Instructor → Department Chair/Massage School Director/Clinic Director → Vice President of Academics
- Grade disputes:
Student → Course Director/Instructor → Grade Appeals Form → Department Chair/Massage School Director/Clinic Director → Vice President of Academics
- Issue with a faculty member:
Student → Course Director/Instructor if possible, otherwise Department Chair/Massage School Director/Clinic Director → Vice President of Academics
- Issues with academic labs:
Student → Lab Director/Instructor → Course Director/Instructor → Department Chair/Massage School Director → Vice President of Academics

In the event a student cannot resolve an issue through the Chain of Communication. Students should follow the formal student complaint procedures outlined in the following section.

5.5. Student Complaint Policy

It is the policy of Parker University to provide appropriate services to our students and treat each student fairly and respectfully in the application of University policies and procedures.

Complaint Procedures

It is the desire of the University to provide an education and services of high quality to its students, and to treat them fairly and respectfully in the application of policies and procedures. Should a student have a perceived violation of a policy or procedure, they are encouraged to resolve their concern through the University's Student Complaint process. This process involves an informal resolution process and a formal resolution process.

Informal Resolution Procedure

When a student has a complaint, resolution should be sought through informal communication with the appropriate individual or direct supervisor. The student should arrange a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved. The parties involved should meet and determine if the complaint can be resolved through mutual consent. Such disposition will be final, and there will be no subsequent proceedings or appeals. If there is no mutual consent, the students should begin the formal resolution process.

Formal Complaint Procedures

A student that wishes to file a formal complaint must complete the Formal Complaint Questionnaire which is available in the Student Affairs Office and on MyParker within ten (10) business days of the occurrence. The Formal Complaint Questionnaire consists of the following elements:

1. **Complaint** – separately list your complaint(s), with the relevant date(s), and identify the person(s) about whom you are complaining
2. **Evidence** – identify and attach copies of all letters, notes, memos, diaries, calendars, reports, or other documents or items that support your complaint(s)
3. **Witnesses** – identify all individuals who know about the incident(s)
4. **Describe Attempt to Solve as Informal Complaint** – identify steps taken in an attempt to resolve issue with the appropriate individual of direct supervisor
5. **Desired Outcome** – state what actions you feel are appropriate to address the concerns you identified

Once complete, the student must submit the form to the Student Affairs Office. If the complaint involves a member of the Student Affairs Office, the form may be submitted to the Office of the Vice President for Academics. The Dean or Vice President will conduct an interview with the student to review the complaint and permit the student to provide additional relevant communication. The Dean or Vice President will conduct an investigation to determine if the complaint has merit and/or can now be resolved administratively by mutual consent. If the complaint has merit, a written recommendation will be made to all the involved parties within five (5) business days.

If either the student or other involved party does not feel that the recommendation is appropriate, they may appeal in writing to the Provost within five (5) business days of receiving the recommendation.

The Provost will conduct an investigation and have a final decision within 10 business days. Should the original complaint involve the Provost, the President will render a final decision.

6. Doctor of Chiropractic Program

Mission of the Doctor of Chiropractic Program is “to educate individuals in chiropractic wellness to be leaders in education, research, and service as primary care physicians and gatekeepers for direct access to the health delivery system.”

6.1. Program Information

Parker University’s Doctors of Chiropractic are educated in basic and clinical sciences as well as in related health subjects. The emphasis is on health, wellness and natural healing. Doctors of Chiropractic pay particular attention to spinal subluxations and their relationship to the structural and neurological aspects of the body.

Chiropractic is a science, a philosophy and an art. It is concerned with the relationship between structure (primarily, the spine) and function (primarily, the nervous system) of the human body. Chiropractic is based on the effect of the neuromuscular-skeletal system and function upon the restoration and preservation of health.

Parker University is committed to maintaining chiropractic as a separate and distinct healing art that primarily addresses the location, detection and correction of spinal misalignments, dysfunctions and subluxations affecting neural integrity. This wellness principle is woven throughout the basic science, chiropractic science, clinical science and technique courses. Correction is achieved by force or non-force spinal and/or extra-spinal adjustment techniques.

6.2. Learning Outcomes

- 1. Identify the relationship between the structure (primarily the spine) and the function (primarily the nervous system) of the human body and how it relates to the restoration and preservation of health.*
- 2. Demonstrate the ability to incorporate basic science research for evidence based clinical applications.*
- 3. Articulate an understanding of the science, art, history, and philosophy of chiropractic.*
- 4. Demonstrate the ability to discuss and document patient health history relevant to the patient’s signs, symptoms, and needs.*
- 5. Demonstrate the capacity to conduct and document a physical examination relevant to the scope of the patient’s signs, symptoms, and needs.*
- 6. Perform, order, and interpret clinical diagnostic procedures and plans based upon the scope of practice.*

7. *Formulate accurate diagnosis and treatment plans.*
8. *Demonstrate the ability to evaluate and effectively manage a variety of case types with varying levels of complexity including cases common to chiropractic practice.*
9. *Demonstrate the knowledge and skills required to be a primary health care provider to include service through prevention, health promotion, and wellness.*
10. *Articulate knowledge of practice related business procedures and principles.*
11. *Develop skills that enable effective and collaborative interdisciplinary teamwork.*

6.3. Admissions

(A) Prerequisite Requirements

Parker University criteria to gain admission to the Doctor of Chiropractic program are intended to meet or exceed existing standards of the Council of Chiropractic Education (CCE) for applicants to a Chiropractic program. If CCE changes its standards, the Parker University standards will be raised, if necessary, to comply with CCE's standards.

The Council of Chiropractic Education requires students to furnish proof of 90 credit hours of appropriate pre-professional coursework for admission to the Doctor of Chiropractic program. All prerequisites must be completed prior to enrollment to the chiropractic program. The cumulative grade point average for the 90 hours must be at least 2.75 based on a 4.00 scale for students entering the fall 2012 trimester.

(Note- required GPA will be 3.0 for students entering fall 2013.)

The following chart details the prerequisite admissions requirements.

| Prerequisite Requirements for entry to Chiropractic Program | Required Hours (Semester) |
|---|----------------------------------|
| Biological Sciences (with pertinent lab) General Biology I & II; Anatomy and Physiology I & II; General Zoology; General Botany; Microbiology | 6 |
| Chemistry (with pertinent lab) Minimum of 3 hours of General Chemistry and 6 hours of organic and/or biochemistry (unduplicated content) with 6 hours of chemistry lab for a total of 12 hours of chemistry. | 12 |
| Physics | 7 |

| | |
|---|------------------|
| General Physics I & II (with pertinent lab); 4 hours of General Physics I (with lab) and a three hour approved course in biomechanics, exercise physiology, kinesiology, or statistics | |
| English Language Skills English Composition, Speech, or English Literature | 6 |
| Psychology | 3 |
| Humanities or Social Sciences | 15 |
| Total Hours in prescribed coursework | 49 |
| Electives | 51 |
| <i>Total Prerequisite Hours</i> | <i>90</i> |

Please Note: Courses may not satisfy requirements for Bachelor of Science degree.

(B) Equivalency of Transfer Credit Policy

The policy for determining equivalency or transfer credit between educational institutions in Texas has been set by the Texas Higher Education Coordinating Board (THECB). By the use of a Texas Common Course Numbering System (TCCNS), a uniform set of course designations, for lower-division academic courses, have been cooperatively agreed upon by institutions of higher education in Texas. The use of the TCCNS aids in the determination of course equivalency, degree applicability during the evaluation process, and promotes consistency in the evaluation process. Rules outlined by THECB state that:

An official evaluation of transferrable credits is prepared in the Registrar's Office. A review of the students' official transcripts is conducted to determine if the completed coursework will satisfy the requirements of the curriculum at Parker University. Parker requires the following criteria be met for all transfer credit:

1. Credits must be from an institution or institutions accredited at the University level by an appropriate accrediting body recognized by the U.S. Department of Education. Please note that some state licensing agencies (including Texas) require that credits for prerequisites be awarded by an institution that is accredited by a regional accrediting agency, not a national accrediting agency. An applicant could meet the requirements for admission to Parker, but not meet the requirements to obtain a license in all states.
2. Each course must be part of the regular curriculum that leads to a baccalaureate degree. Any remedial, vocational/technical and "special interest" courses described or numbered in a manner that indicates a level less than acceptable for bachelor's degree study are not acceptable.
3. The applicant must receive a grade of at least a C (2.00 on a 4.00 scale) for a class to count toward the requirements, other than the electives.

4. Prerequisite courses should be completed in sequential order to ensure non-duplication of material (e.g. Organic Chemistry I should be followed by Organic Chemistry II, etc.). Survey courses are not accepted as transferable credit. A survey course is defined as one that is prefaced with “A Survey of ...” As an example: A Survey of General Sciences, or A Survey of Qualitative Analysis, etc.
5. No more than 20 semester hours of credit may have been earned through the College Level Examination Program (CLEP) or other institutional proficiency exams, such as Defense Action for Non-Traditional Educational Support (DANTES), Advanced Placement Program (APP), Program Evaluation Procedure (PEP), New York Board of Regents College Examinations, through challenging a course, or through experience and training in the military. Students cannot CLEP or test out of lab requirements. Such equivalency will be acceptable only if the applicant has certification of the credits by an institution accredited at the college level by an accrediting organization recognized by the U.S. Department of Education.
6. The semester-hour system is an academic year of two semesters, approximately 9 months in duration. To convert quarter-hours to semester hours, multiply the quarter-hours by a factor of 0.67. To convert semester hours to quarter-hours divide by 0.67.

Each course will be evaluated and subsequently matched to specific courses outlined in the student’s desired program. If the naming conventions of the courses completed at the prior institutions do not match the course at Parker University, further investigation is conducted. In this case, course descriptions are retrieved from the prior institution’s website academic catalog. Based on the description of the course content, the course where credit was earned will be accepted as transferrable credit if it meets the course content at Parker University.

It is the students’ responsibility to request that official transcripts be sent from all prior institutions where credits were earned and mailed from that institution directly to the Registrar’s Office at Parker University. Students also have the option to fill out a transcript authorization/release form available from the Admissions/Registrar’s office to allow Parker to request transcripts on a student’s behalf. Transcript fees will be added to a student’s first trimester of enrollment costs.

A transcript stamped “Issued to Student” or hand-carried into the Registrar’s Office is not considered to be an official transcript.

(C) Transfer/Exemption for Graduate Level Credit

An applicant’s credits may be considered for transfer only under the following conditions:

1. The applicant must meet the current admissions requirements in place at Parker University at the time the student applies for transfer.
2. The credits being transferred for exemption must be for course work that is equivalent in credit hours, content and quality to that of Parker University. A placement exam must be taken and passed with a grade of 70% or higher to receive exemption credit for any class at Parker University. The passing of the placement exam is necessary to demonstrate the student has the knowledge base required.
3. Only credits with a grade of “C” (2.00 on a 4.00 scale) or better are considered for transfer.
4. Transfer credits must be earned within five years of the date of admission to Parker University. Parker University may elect to waive this requirement for persons holding a first professional degree in the health care sciences (e.g., M.D., D.O., D.D.S., D.V.M.) or an advanced academic degree (M.A., M.S., Ph.D.) in a related discipline (e.g., Biology, Zoology, Physiology) from an accredited institution.
5. Credits used to satisfy the minimum prerequisites for admission must not be used for advanced placement credit.
6. Non-clinically related academic courses may only be awarded advanced standing or exemption credit in the doctoral program if they were taken at the master’s degree level or higher.
7. To be granted exemption credit, the professional school attended must have granted the student an honorable withdrawal.
8. Not more than the equivalent of 75% of the credit may be allowed to an applicant for course work taken at an accredited chiropractic, medical or osteopathic University or university or other first-professional- degree-granting healing arts University.
9. To receive the Doctor of Chiropractic degree from Parker University, the student must earn at least the final 25% of the total credits required for the degree while in resident study at Parker.
10. Students receiving VA education benefits may submit all postsecondary education transcripts for Parker University to evaluate if transfer credit should be granted.

(D) Advanced Standing

1. Transfer/exemption seeking students admitted to Parker University will receive advanced standing based on the number and kind of transfer credit accepted.
2. Parker University makes no guarantee that a transfer student will receive advanced standing to complete the requirements for the Doctor of Chiropractic degree in the normal length of time.
3. Regardless of trimester placement, each transfer student must complete the clinical internship program in advanced trimesters.

(E) Medical Graduates and Others from Overseas

Students seeking advanced standing must:

1. Meet the same admission requirements as all other candidates for the beginning trimester.
2. Have all the college and universities attended, both pre-professional and professional; send directly to Parker University all official transcripts (in English if possible). If official transcripts are unavailable due to circumstances in the home country, the University will consider copies of transcripts in the possession of the prospective student, such as those that accompany a diploma. In this case, the University will make photocopies of these transcripts as proof of pre-professional education.
3. The candidate is required to forward their transcripts to an international evaluation service for English translation of coursework. The fee for this is generally \$125.00.

When these items are received, the University will transmit them to evaluators. Candidates will be advised as soon as the evaluations are completed.

Test scores are evaluated by, and placement with advanced standing is the prerogative of Parker University. Only those courses that are comparable to courses offered at Parker University will be considered for advanced standing. Additional information is available from the Educational Commission of Foreign Medical Graduates, 3624 Market Street, Philadelphia, PA 19104; telephone (215) 386-5900; www.ecfmg.org.

(F) Chiropractic Transfer Student Policies

A transfer student is one who has attended another chiropractic University. Because of the sequencing and equivalency of various chiropractic University courses, transfer students may be affected in terms of class time, special scheduling and the overall cohesiveness of their chiropractic education. Thus, Parker University does not encourage transfers, especially beyond the initial trimesters.

However, if a transfer student meets all the admission qualifications and is accepted for enrollment, the student must attend all scheduled orientation classes and abide by the same student regulations as non-transfer students. Orientation will help the transfer student better understand Parker University policies, procedures and educational opportunities – perhaps those very philosophies that made the student choose Parker University.

Students wishing to transfer to Parker University from another Chiropractic Program must:

1. Apply for admission.
2. Meet the admission requirements.
3. Provide all the required documentation.
4. Have graduated, left in good standing, or be eligible to return to the last institution attended.

Transfer students on financial aid who wish to continue receiving those funds must reapply for their financial aid. Transfers must be fully matriculated at Parker University to proceed with financial aid.

(G) Physical Qualifications for Admission

Persons with disabilities are eligible for admission, as long as, they can carry out classroom, laboratory and clinical assignments. Including microscopic work, X-ray interpretation and techniques, or the equivalent; pass written, oral and practical examinations; and meet all of the requirements of the University. Parker University will make reasonable accommodations for disabilities. Applicants and students are welcome to discuss any disabilities that they believe will hinder completion of the curriculum. In considering a prospective or actual applicant who discloses a disability, Parker University may require an interview to determine if the individual meets the physical qualifications to complete the program. The Coordinator of Student Assistance can provide more information regarding accommodations that Parker University might be able to provide.

Parker University has established physical qualifications for admission to the doctoral degree program. These minimum qualifications are essential to prepare and practice as a Doctor of Chiropractic. Students at the University must be able to perform at a high level of competency in all phases of the classroom, clinic and laboratory activities because they will ultimately use this knowledge as Doctors of Chiropractic.

The Physical Qualifications are:

- The student must possess sufficient coordination and use of both upper limbs to perform the chiropractic adjustment, the primary skill of the practicing Doctor of Chiropractic.
- The student must possess manual dexterity to perform in the various clinical, chiropractic and basic science laboratories without posing a threat to themselves, patients, or fellow students.
- The student must have the ability to stand to perform manipulations, adjustments, and other procedures.
- The student must hear and see – appropriately assisted if needed – well enough to record patient histories, to provide routine safety instructions, to perform stethoscopic and other auscultatory examinations, to read all forms of diagnostic imaging, and to perform microscopy examinations to adequately interpret normal, abnormal and pathological changes.

(H) Misdemeanor or Felony Conviction

If an applicant has been convicted of a misdemeanor or felony, the applicant may be denied acceptance to the College without further reason. If the applicant should be granted acceptance, the applicant acknowledges that he/she may not be able to obtain licensure in a/any state upon graduation; based on his/her criminal record, and agrees that the College will not be held liable in the case of failure to achieve licensure. Failure to disclose a misdemeanor or felony to the College is grounds for dismissal from the College.

6.4. Application Procedures

Prospective students applying for admission to Parker University's doctoral degree programs must:

1. Submit to the Admissions Office a properly completed application for either the January, May or September trimester. Applications may be found on the University website:
[https://my.parker.edu/ICS/Future Students/Apply to Parker/](https://my.parker.edu/ICS/Future_Students/Apply_to_Parker/)
2. Request official transcripts be sent from all prior institutions where credits were earned and mailed from that institution directly to the Registrar's Office at Parker University. Students also have the option to fill out a transcript authorization/release form available from the Admission/Registrar's office to allow Parker to request transcripts on a student's behalf. Transcript fees will be added to a student's first trimester of enrollment costs.
3. Await further communication from the University. As documents arrive, students will be notified. As transcripts are received, the file will be processed for conditional and full acceptance and an advising report will be sent to the student listing deficiencies.
4. If the student is a veteran of the U.S. armed forces, provide the University with a copy of their DD 214 and a letter of eligibility from the VA.

Transcripts that accompany the student's application form will be considered official if sealed by the institution, unopened by the student and not stamped issued to student on transcript.

(A) Deadlines for Applications

Applications for admissions must be received by the deadlines for the desired trimester.

| | |
|--------------------------|--------------------------|
| January Trimester | January 1 prior to start |
|--------------------------|--------------------------|

| | |
|----------------------------|----------------------------|
| May Trimester | May 1 prior to start |
| September Trimester | September 1 prior to start |

All admissions documents and reservation deposits must be received prior to registration, with the exception of the final official transcript from the school that the student is currently attending. All final transcripts must be received no later than 14 calendar days after enrollment. Incoming students will not receive financial aid disbursements until their admissions file is complete and they are fully matriculated.

Students may begin their chiropractic education at the start of any of the three trimesters. The school, at its discretion, may process applications received after the deadlines. However, late applications may not be considered, so prospective students should apply well in advance of these deadlines.

Students may apply for admission to Parker University at any time before completing prerequisites.

Students should consult the Admissions Office when selecting prerequisite courses. The Admissions Office is always glad to counsel students. The phone number is 1-800-GET MY DC (1-800-438-6932) or 972-GET MY DC (972-438-6932).

(B) Rules for Processing Applications through Final Enrollment

To accurately and promptly process each application, Parker University has established certain limitations on enrollment and other rules that each applicant must follow to hold his or her place in a class. If any of these time limits or deadlines passes, the place originally reserved becomes available to other applicants.

(C) Acceptance and Reservation Deposit

After the Admissions Office processes the required materials, candidates are notified in writing regarding decisions of the Credits and Admissions Committee. An applicant who is accepted must remit a non-refundable reservation deposit of \$50. This fee is applied toward the first trimester's tuition. When an applicant has provided transcripts for at least 45 semester hours from an accredited college, a letter of conditional acceptance may be sent to the candidate. The applicant is required to fill out the online enrollment confirmation form with the reservation deposit of \$50. The letter of acceptance advises candidates about deadlines that must be met.

6.5. Admissions Procedures for International Students

1. Submit an online application: admissions application
2. It is the students' responsibility to contact one of the following organizations to request that a foreign transcript review be prepared and mailed directly to Parker University, Registrar's Office, 2540 Walnut Hill Lane, Dallas, TX 75229. (This does not apply to Canadian students). Educational Credential Evaluators, Inc., P.O. Box 92970, Milwaukee, WI 53202-0970. Phone: 414-289-3400. Web: www.ece.org or World Education Services, Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745. Web: www.wes.org or
3. Submit an original letter of support from a financial sponsor. Pledging to provide funding to pursue educational goals in the United States. No photocopies or facsimiles accepted. Written on the financial sponsor's personal or business stationary. Signed by the sponsor. You may sponsor yourself.
4. Submit an original letter of financial ability. Documenting sponsor's capability to financially support you (This is often called the "bank letter".) Written and signed by an officer or official of your sponsor's financial institution on the institution's letterhead and bearing a current date. No photocopies or facsimiles accepted. Stating the financial sponsor has at least \$38,630 available for the student's financial support (This amount is subject to change - check with your international advisor before submitting.)
5. Submit the completed educational experience form. List all colleges and universities that you have attended
6. Submit a completed financial information form. List all expected financial aid that you are planning to use from your country or any other sources to finance your education at Parker. If dependents are accompanying the student, list them on the financial information form; otherwise, they will not be able to enter the United States.
7. Submit all official transcripts: Submit to Parker University, Registrar's Office, 2540 Walnut Hill Lane, Dallas, TX, 75229. It is the student's responsibility to request that official transcripts be sent from all prior institutions where credits were earned. Official transcripts must be mailed directly to the Registrar's Office at Parker University. A transcript stamped "Issued to Student" or hand-carried into the Registrar's Office is not considered to be an official transcript.
8. Provide course descriptions for all science prerequisite courses that were completed at a college or university outside the United States. Descriptions must detail lecture and lab contact hours. This is not applicable to Canadian students
8. Submit official ETS/TOEFL or IELTS scores (Test of English as a Foreign Language) for students whose primary language is not English. Contact ETS/TOEFL at PO Box 6151, Princeton, NJ, 08541-6151, USA. Phone: 800-257-9547. Students must obtain these minimum scores: Paper-Based Test

(PBT) – 550; Computer-Based Test (CBT) – 213; Internet-Based Test (IBT) - Total score of 79 or above comprised of the following minimums: Reading: 21; Writing: 18; Speaking: 19; Listening: 21. The scores must be submitted directly to Parker University from the ETS/TOEFL office to be considered official. International students holding a bachelor's degree wholly obtained in the United States can be waived from the TOEFL requirement at the discretion of the international student advisor. Contact IELTS at <http://www.ielts.org/default.aspx>. Students must obtain a minimum score of 8. The scores must be submitted directly to Parker University from the IELTS office to be considered official.

9. Students must furnish proof of health insurance.

*Policies applicable to foreign students only and do not apply to Green Card holders.

All admission requirements must be satisfied before Parker University can grant admission or approval to issue an I-20 (Certificate of Eligibility for F-1 Non-Immigrant Status) to any international student intending to study in the United States on a non-immigrant F-1 student visa. International students should also contact their local American consulate office to determine if they must meet any other requirements.

6.6. *Tuition & Fees*

(as of September 1, 2012)

All charges, including tuition and fees, are due and payable on or before the first day of class.

| | |
|--|--------|
| Application fee | \$75 |
| Enrollment Confirmation Fee (nonrefundable, but transferrable once – to be applied towards tuition) | \$50 |
| Tuition (per trimester - 16 or more credit hours) | \$9773 |
| Tuition (per hour - .5 through 15.5 credit hours) | \$383 |
| Lab fee (per lab hour) | \$20 |
| Activity fee (per trimester) | \$65 |
| Graduation fee (one-time fee) | \$200 |
| Clinic malpractice insurance fee (dependent on clinic enrollment) | \$60 |

| | |
|---------------------------------|-------|
| Technology fee (per trimester) | \$125 |
| Class notes (per trimester) | \$100 |
| Emergency Care Manual (Tri VII) | \$45 |
| Clinic Camp fee (Tri VIII) | \$325 |

6.7. Special Fees

| | |
|--|-------|
| B.S. Degree fee (for first B.S. degree - due with application and prior to transcript evaluation) | \$150 |
| B.S. Degree fee (for second B.S. degree - due with application and prior to transcript evaluation) | \$50 |
| Parking permit (per trimester) | \$25 |
| Late registration fee (per day) | \$50 |
| Transcripts (1st transcript issued free) | \$10 |
| Chiropractic Association dues (Tri I) | \$70 |
| I .D. replacement | \$10 |
| Seminar registration (Tri I) | \$315 |
| Orientation Fee (Tri I) | \$180 |
| Excessive Hours Fee (per hour over 30 hours) | \$270 |
| Elective Courses (per credit hour & minimum of 8 students) | \$185 |

(A) Textbooks and Equipment

Students should expect to spend an average of \$1,250 per trimester for required textbooks and equipment fees.

(B) Cost of Living Expenses

Cost of living expenses for Parker University students in the Doctor of Chiropractic and Undergraduate programs per trimester are \$8,233.

“Cost of living” refers to books and supplies, room and board, transportation and personal expenses. Calculations are based on 2012-13 figures used for financial aid budget purposes and may change annually in keeping with modifications in the general cost of living.

6.8. *Financial Aid*

(A) **Budget**

Students are awarded up to their budget using all available resources. The budget is based on tuition, fees, books and living expenses. The following budget is for the 2012-2013 academic school year for the Doctor of Chiropractic Program full time (16 or more credit hours) budget for two trimesters.

| | |
|-------------------|-----------|
| Tuition & Fees | \$ 21,081 |
| Books & Supplies | 2,349 |
| Room & Board | 9,952 |
| Transportation | 4,160 |
| Personal Expenses | 2,354 |
| TOTAL | \$ 39,896 |

(B) **Types of Aid Available**

(Also see Financial Aid Handbook)

(1) ***Tuition Equalization Grant (TEG)***

Up to \$3,518 per academic year to qualified Texas residents. Graduate students must maintain a CGPA of 2.50 and have completed 18 credit hours per academic year with our institution.. Please see the Financial Aid Coordinator for other eligibility requirements.

(2) ***Scholarships and Grants***

See <https://www.parker.edu/grants-and-scholarships/> for a complete list of Scholarships and Grants offered through Parker University.

(3) ***Federal Subsidized Direct Student Loans***

Students enrolled in the undergraduate program may borrow up to \$5,500 per academic year (two trimesters). Students enrolled in a graduate or professional degree program may borrow up to \$8,500 per academic year. Funds will be disbursed in 2 installments. The interest rate is 6.8% for graduate students and 3.4% for undergraduate students. Repayment begins six months after graduation. Students must be U.S. citizens or eligible non-citizens who meet all the federal criteria for eligibility and who complete all paperwork required by the Financial Aid Office. Aggregate limit on the Subsidized Direct Loan is \$65,500 for the Doctor of Chiropractic program and \$23,000 for the undergraduate program.

(4) ***Federal Unsubsidized Direct Student Loans***

Students determined to be dependent (according to FAFSA guidelines) and enrolled in an undergraduate program, qualify for up to \$2,000 in unsubsidized funds. Students determined to be independent (according to FAFSA guidelines) and

enrolled in an undergraduate program, qualify for up to \$7,000 in unsubsidized funds. Students enrolled in a graduate program are eligible to receive up to \$24,500 for an award period. FAFSA guidelines define all students enrolled in a graduate program as independent. The interest rate is 6.8%. Maximum aggregate amount available for unsubsidized funds is based on dependency status. See the Financial Aid Office for more information.

(5) ***Federal Parent PLUS Loan***

Parents may borrow up to the student's cost of attendance minus all other financial aid awarded. Annual limits are defined as cost of education minus estimated financial assistance. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, a parent PLUS borrower who is also a student can defer repayment while the borrower is enrolled at least half-time and for an additional six months after the borrower is no longer enrolled at least half-time. The interest rate is 7.9%. Parents must fill out the Parent PLUS Loan Authorization Form (available on the MyParker website). Parents who are denied the Parent PLUS Loan need to supply documentation to the Financial Aid Office so that we may increase the student's unsubsidized loan by \$2,000. See the Financial Aid Office for additional details.

(6) ***Federal Graduate PLUS Loan***

Students enrolled in a graduate or professional program may borrow an amount up to their cost of attendance minus other estimated financial assistance from the Direct PLUS Loan Program. Eligibility is credit based. The interest rate is 7.9%. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, you may defer repayment while you are enrolled at least half-time. You may also defer repayment for an additional six months after you cease to be enrolled at least half-time.

Additional information is available in the Financial Aid Handbook. The figures, interest rates, and potential loan amounts quoted in this Catalog are based on information as of July 1, 2012. Changes in government policy, appropriations, procedures or regulations occurring after that date could affect these programs. Parker University Financial Aid Office acts in compliance with government guidelines. If you have any questions please email them to askfinancialaid@parker.edu, or call 972-438-6932.

6.9. Curriculum

(A) Length of Program

The curriculum is designed to be completed in 10 trimesters; 7 trimesters of academic coursework and 3 trimesters to complete clinical requirements.

(B) Instructional Organization

The curriculum at Parker University is drawn from three academic areas and the Chiropractic Wellness Clinic. While a majority of the courses in the basic sciences are taken during the first half of the course of study, a strong thread of chiropractic philosophy, principles and techniques is maintained throughout the entire curriculum. Clinical experience constitutes a large portion of student time during the last half of the course of study.

Courses are identified by a department prefix, course number, and course title. Department designations and prefix descriptions are as follows:

| Prefix | Department | Department Chair/Director |
|--------|----------------------------------|---------------------------|
| BASC | Center for Basic Sciences | Dr. Georgina Pearson |
| CHSC | Center for Chiropractic Sciences | Dr. David Browning |
| CLSC | Center for Clinical Sciences | Dr. Trevor Foshang |
| CLIN | Chiropractic Wellness Clinics | Dr. Patrick Bodnar |

(C) Schedule of Courses

| Course # | Course Name | Lecture Hours | Lab Hours | Total Credit Hours | Clock Hours |
|---------------------|--|---------------|-----------|--------------------|-------------|
| Trimester I | | | | | |
| BASC 5101 | Biology of Cells and Tissues | 3 | 2 | 4 | 75 |
| BASC 5104 | Development and Applied Anatomy | 5 | 4 | 7 | 135 |
| BASC 5105 | Biochemistry I | 3 | 0 | 3 | 45 |
| CHSC 5103 | Foundations of Chiropractic | 4 | 0 | 4 | 60 |
| CHSC 5104 | Research Methodology | 2 | 0 | 2 | 30 |
| CLSC 5102 | Fundamentals of Diagnostic Imaging | 2 | 1 | 2.5 | 45 |
| | Total | 19 | 7 | 22.5 | 390 |
| Trimester II | | | | | |
| BASC 5202 | Gross Anatomy I | 4 | 3 | 5.5 | 105 |
| BASC 5204 | Physiology I | 4 | 2 | 5 | 90 |
| BASC 5205 | Microbiology/Immunology | 5 | 2 | 6 | 105 |
| BASC 5206 | Biochemistry II | 3 | 0 | 3 | 45 |
| CHSC 5203 | Clinical Biomechanics/Motion Palpation | 3 | 2 | 4 | 75 |

| | | | | | |
|-----------------------|--|----|----|------|-----|
| CLSC 5201 | Clinical Psychology | 3 | 0 | 3 | 45 |
| | Total | 22 | 9 | 26.5 | 465 |
| Trimester III | | | | | |
| BASC 5301 | Gross Anatomy II | 4 | 2 | 5 | 90 |
| BASC 5303 | Physiology II | 4 | 2 | 5 | 90 |
| BASC 5304 | Public Health | 2 | 0 | 2 | 30 |
| BASC 5306 | General Pathology | 3 | 0 | 3 | 45 |
| CHSC 5301 | Chiro Principles/Philosophy | 2 | 0 | 2 | 30 |
| CHSC 5302 | Diversified Technique | 1 | 4 | 3 | 75 |
| CHSC 5303 | Extra Spinal Analysis & Technique | 1 | 2 | 2 | 45 |
| CLSC 5301 | Diagnostic Imaging I | 3 | 2 | 4 | 75 |
| | Total | 20 | 12 | 26 | 480 |
| Trimester IV | | | | | |
| BASC 6105 | Neuroscience | 4 | 2 | 5 | 90 |
| BASC 6106 | Systems Pathology | 5 | 0 | 5 | 75 |
| CHSC 6101 | Gonstead Technique | 1 | 4 | 3 | 75 |
| CLSC 6103 | Physical Diagnosis | 3 | 2 | 4 | 75 |
| CLSC 6104 | Diagnostic Imaging II | 4 | 2 | 5 | 90 |
| CLSC 6105 | Clinical Nutrition | 4 | 0 | 4 | 60 |
| Total | | 21 | 10 | 26 | 465 |
| Trimester V | | | | | |
| BASC 6202 | Pharmacology/Toxicology | 2 | 0 | 2 | 30 |
| CHSC 6207 | Physiotherapy I | 2 | 2 | 3 | 60 |
| CHSC 6206 | Thompson Technique | 1 | 2 | 2 | 45 |
| CHSC 6204 | OB/GYN/Geriatrics | 4 | 0 | 4 | 60 |
| CHSC 6205 | Activator I Technique | 1 | 2 | 2 | 45 |
| CLSC 6201 | Clinical Orthopedics | 2 | 2 | 3 | 60 |
| CLSC 6204 | Lab Diagnosis | 3 | 2 | 4 | 75 |
| CLSC 6205 | Clinical Neurology | 4 | 2 | 5 | 90 |
| | Total | 19 | 12 | 25 | 465 |
| Trimester VI | | | | | |
| CHSC 7400 | Technique Elective #1 | 1 | 2 | 2 | 45 |
| CHSC 6305 | Physiotherapy II | 3 | 2 | 4 | 75 |
| CHSC 6306 | Chiro Practice Principles | 6 | 0 | 6 | 90 |
| CHSC 7400 | Technique Elective #2 | 1 | 2 | 2 | 45 |
| CLSC 6303 | Functional Assessment Protocols | 1 | 2 | 2 | 45 |
| CLSC 6305 | Differential Diagnosis | 4 | 2 | 5 | 90 |
| CLSC 6306 | Diagnostic Imaging III | 3 | 2 | 4 | 75 |
| | Total | 19 | 12 | 25 | 465 |
| Trimester VII | | | | | |
| CHSC 7101 | Communications | 1 | 2 | 2 | 45 |
| CHSC 7102 | Successful Chiro Practice/Legal Issues | 4 | 0 | 4 | 60 |
| CHSC 7103 | Geriatrics | 2 | 0 | 2 | 30 |
| CHSC 7400 | Technique Elective #3 | 1 | 2 | 2 | 45 |
| CHSC 7400 | Technique Elective #4 | 1 | 2 | 2 | 45 |
| CLSC 7104 | Emergency Care | 3 | 2 | 4 | 75 |
| CLSC 7105 | Wellness Concepts | 3 | 0 | 3 | 45 |
| CLSC 7106 | Patient Management | 4 | 2 | 5 | 90 |
| CLSC 7107 | Radiographic Examination | 1 | 2 | 2 | 45 |
| | Total | 20 | 12 | 26 | 480 |
| Trimester VIII | | | | | |
| CLIN 7202 | Internship I Practicum | 0 | 32 | 16 | 480 |
| | Total | 0 | 32 | 16 | 480 |

| | | | | | |
|------------------------------|--------------------------|-----|-----|------|------|
| Trimester IX | | | | | |
| CLIN 7302 | Internship II Practicum | 0 | 32 | 16 | 480 |
| | Total | 0 | 32 | 16 | 480 |
| Trimester X | | | | | |
| CLIN 8102 | Internship III Practicum | 0 | 32 | 16 | 480 |
| | Total | 0 | 32 | 16 | 480 |
| Summary | | | | | |
| Basic Sciences | | 51 | 19 | 60.5 | 1050 |
| Chiropractic Sciences | | 42 | 30 | 57 | 1080 |
| Clinical Sciences | | 47 | 25 | 59.5 | 1080 |
| Clinic Internship | | 0 | 96 | 48 | 1440 |
| Total | | 140 | 170 | 225 | 4650 |

Note: Credit Hours - the unit of measure for valuation of courses

Clock Hours or Contact Hours - actual number of hours a student is physically in a class, lab or Chiropractic Wellness Clinic. "Clock Hour" is a 50-minute period.

6.10. *Academic Calendar*

| ACADEMIC CALENDAR FALL TRIMESTER 2012 Doctor of Chiropractic Program | |
|---|--|
| August 30 & 31 | Tri I Orientation |
| September 3 | Labor Day Holiday |
| September 4 | 1 st day of classes |
| September 5 | *ETS - Tri I – Room 208N 1:00pm – 2:00pm *Study Skills Workshop – Tri I Room 210N 2:00pm – 4:00pm *HSRT – Tri II – Room 210N 1:00pm – 3:00pm |
| September 14 – 16 | National Boards Parts I, II, III & P.T. (DCP lecture classes dismissed) |
| September 19 | *ETS - Tri V – Room 110E 1:00pm – 2:00pm *HSRT – Tri I – Room 208N 1:00pm – 3:00pm |
| September 27-28 | Tri VIII Clinic Camp (clinics closed) |
| October 25 – 28 | Parker Homecoming – on Campus (DCP classes dismissed 10/26) |
| October 26 | Last day to submit application for re-admission for next trimester |
| November 7 | Academic Advising meeting – Tri I – Room 208N – 11:45am – 12:00pm |
| November 9 - 11 | National Boards Part IV |
| November 19 & 20 | *ARE – Part I - Tri III & IV – Room 110E 8:00am – 4:00pm *ARE – Part II - Tri VI & VII – Room 216S 8:00am – 4:00pm |
| November 20 | Last Day to Withdraw – From a Course or From School (3:00PM Deadline) |
| November 22 & 23 | Thanksgiving Holidays |
| November 27 & 28 | Clinic Capstone Event |
| December 8 | Commencement |
| December 10 – 13 | Final Examinations |

6.11. *Course Descriptions*

The most current Course descriptions for the courses that are currently taught are available on the MyParker website at <http://myparker.parker.edu/>. Please note that the courses and their descriptions are subject to change as the College improves its curriculum. Please see the registrar's office for information about prerequisites.

(1) Trimester 1

BASC-5101 Biology of Cells and Tissues

Biology of Cells and Tissues supports the mission statement of Parker University, College of Chiropractic, by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course is designed to provide the student a sound foundation in the way cellular components of different organ systems are combined to produce coordinated function. The course requires the students to develop conceptual skills to visualize the functions of individual components and coordinate them with the overall function of an organ. The course presents the microscopic anatomy of cells, tissues organs and organ systems in the human body and correlates these structures with their various functions. The unity of the human body is examined beginning first at the cellular level with a study of the basic life processes of cells including cell structure and function. Emphasis is given to growth, maintenance, energetics, and membrane transport, as well as to how information that is used to run the cell is stored and expressed. Secondly, the manner in which different kinds of cells and their products are organized into the basic tissues are examined, and thirdly the organization of tissues within the various organs and organ systems are studied with an emphasis on the inter-relationship between the structure and function of tissues. At each step, emphasis is placed on the necessity of proper function of each component to the well-being of the whole. Reference is made to the impact of life style choices (diet, activity, etc.) on the structure and function of individual components. The course consists of both lecture and laboratory sessions. In the lecture information is presented in sufficient depth and sufficient detail to support basic working concepts of structure and function. The laboratory sessions are used to help the student visualize the concepts obtained from the lectures or assigned readings and to help them apply the information obtained from these sources. This course provides a foundation for the study of biochemistry and physiology as well as illustrating the cellular organization of systems studied in anatomy.

BASC-5104 Developmental and Applied Anatomy

This course supports the mission statement of Parker University, College of Chiropractic, by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course is designed to give the freshman student a sound educational foundation in human embryology and anatomy using a systems approach and will be presented in a lecture/lab

format. The course requires that student's research outside sources to gain insight into the concepts presented. The course will introduce embryological and anatomical concepts whose understanding is absolutely essential to continuing on in gross anatomy and to become a successful Chiropractor. Each section in anatomy is preceded by the embryological development of that area or system. Areas of emphasis include anatomic terminology, fertilization and implantation, embryological development, osteology, arthrology, myology, neurology and the cardiovascular system. Students are encouraged to help each other in class during the "stop and reflect" sessions which promote the concepts of service and group interaction. The main body of information will be presented in a lecture format supported by self-paced labs using models and student partners to emphasize the anatomical features and topographical land marks.

BASC-5105 Biochemistry I

This course supports the mission statement of Parker University College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. Chiropractic wellness is defined as a process of optimizing nervous system function to enhance all bodily systems; an active process employing a set of values and behaviors that promotes health and enhanced quality of life. Many factors affect wellness, including exercise, diet, rest, environmental and genetic factors. Knowledge of Biochemistry aids in this mission by teaching the student how the human body operates biochemically and in providing an understanding of basic nutrition necessary to human wellness.

This course provides an overview of fundamental concepts in biochemistry, which focuses upon the major macromolecules and chemical properties of living systems. Primary topics include basic concepts on the physical properties of water, pH, and buffers; basic organic chemistry and importance of functional groups in biomolecules; structure and function of amino acids, proteins, and nucleic acids; enzyme kinetics, general properties and regulation; cellular signaling mechanisms; bioenergetics; the structure, function and metabolism of carbohydrates; hormonal regulation of metabolism; fundamental of molecular biology: DNA replication, transcription, and translation. Emphasis is placed on using biochemistry in the process of clinical problem solving.

This course will prepare the student for a large number of other courses at Parker University College of Chiropractic, including Biochemistry II, Physiology I and II, General and Systems Pathology, Pharmacology/Toxicology, Clinical Nutrition, Lab Diagnosis, and Differential Diagnosis.

CHSC-5103 Foundations of Chiropractic

This course will present various aspects of the foundational concepts necessary to become a successful chiropractor.

SECTION 1 Basic Principles of Chiropractic Practice

This section will cover chiropractic business procedure, portions of healthcare law including ethics, certain misconduct, and patient confidentiality, and business issues such as defining a mission, creating a budget, and understanding personal credit.

SECTION 2 Chiropractic History & Philosophy

In compliance with the mission of Parker University, College of Chiropractic, this course is structured to provide the freshman chiropractic student with an introduction and orientation to the philosophical basis of chiropractic. This course explores the history of chiropractic, the chiropractic adjustment, and the early pioneers of the profession. Fundamental differences between the chiropractic and allopathic models are addressed, stressing the differences between the mechanistic and vitalistic paradigms. The course also begins with a foundational series on establishing effective study habits, organizational planning, and common sense financial awareness to empower and encourage the student professional as he / she begins their chiropractic career.

CHSC-5104

Research Methodology

This course examines the basics of research and the statistical methods used to support it. The elements of research design, literature searching, and the general structure of published research manuscripts will be stressed. Emphasis is on critical evaluation of peer reviewed indexed literature. Students will utilize electronic databases to perform basic literature searches and create a data base. Students will also work in assigned groups to conduct a literature review on a relevant topic of their choice, and present the information in both poster and PowerPoint formats. The validity and reliability of research articles as well as the bias that may influence the overall conclusions will be explored. Out-of-class reading assignments will familiarize students with indexed literature. Learning outcomes include two lecture tests and a comprehensive final based on understanding of class notes and peer presented materials.

CLSC-5102 Fundamentals of Dx Imaging

Fundamentals of Diagnostic Imaging (FDI) is an introduction to the basic principles that govern diagnostic imaging. It is designed to provide a succinct tutorial in the production of x-rays and acquisition of diagnostic quality images. The course includes discussion regarding the history and discovery of x-rays, as well as, the practical physics behind them. Additional topics include x-ray interactions with matter, x-ray film and screens, film processing, radiation protection and radiobiology. The course concludes with a look at contemporary imaging modalities such as magnetic resonance imaging (MR), computed tomography (CT) and nuclear medicine.

(2) Trimester 2

BASC-5202 Gross Anatomy I

This course is an intensive study of human gross anatomy and its correlations to clinical chiropractic and wellness. The intent of the clinical correlation is to demonstrate the importance of anatomical knowledge to the practice of chiropractic. The focus of Human Gross Anatomy I includes the subjects of Back, Thorax, Neck and Head regions.

BASC-5204 Physiology I

Basic physiological principles that apply to normal body function will be explored by an in-depth examination of the underlying chemical and physical mechanisms. In this part of the physiology sequence, skeletal, smooth and cardiac muscle anatomy, excitation - contraction coupling, mechanical function, and fiber types, and function are covered. In addition, the cardiovascular and pulmonary systems are covered in part of the physiology sequence. It is important to realize that students will learn better if they know the relation of this course to the curriculum to other courses and disciplines. The course will prepare the student for a number of courses at Parker University, College of Chiropractic, including Physiology II, General and Systems Pathology, Physical Diagnosis, Lab Diagnosis, and Differential Diagnosis. The material covered in this course comprises approximately 50% of Part I boards and also is a component of Part II boards.

BASC-5205 Microbiology/Immunology

This course supports the mission statement of Parker University College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. Microbiology is a six credit hour lecture/laboratory course. Microbiology is the study of microorganisms further defined as the branch of biology focused on microorganisms and the effects they have on other living organisms. Microorganisms include bacteria, fungi, viruses, rickettsia, protozoa, and helminthes. Topics include growth, reproduction, nutrition, genetics, infectious processes, defense mechanisms, immunology, and control of microorganisms, emerging and reemerging infectious diseases and development of resistance to antimicrobial chemicals. Laboratory exercises develop fundamental skills in aseptic technique, microscopy, pure culture study, and the isolation and identification of pathogenic microorganisms.

BASC-5206 Biochemistry II

This course supports the mission statement of Parker University College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. Chiropractic wellness is defined as a process of optimizing nervous system function to enhance all bodily systems; an active process employing a set of values and behaviors that promotes health and enhanced quality of life. Many factors affect wellness, including exercise,

diet, rest, environmental and genetic factors. Knowledge of Biochemistry aids in this mission by teaching the student how the human body operates biochemically and in providing an understanding of basic nutrition necessary to human wellness. This course is designed to give the student a sound fundamental educational base in Biochemistry. This includes a comprehensive consideration of the role of carbohydrates, lipids, proteins, vitamins and minerals in maintaining a healthy state. It will help students to develop a general foundation for understanding the biochemical basis of human growth, metabolism and disease and acquire the biochemical background required for successful progression in the basic biomedical and clinical sciences. Special emphasis will be placed on, but not limited, to the biochemical basis of metabolism including the biosynthesis and breakdown of lipids, amino acids, nucleic acids, eicosanoids, some important special products derived from amino acids. Mechanisms of action of various nutrient molecules, vitamins, and minerals, and their essential biochemical roles will be explained and emphasized. This will also discuss the deficiencies, toxicities and pathologies associated with vitamin and minerals in our diet.

CHSC-5203 Clinical Biomechanics/Motion Palpation

This course introduces the concept of clinical biomechanics as it applies to the practice of chiropractic. The objective of the course is to gain an understanding of the clinical biomechanics of the spine, pelvis, and extremities as this forms the foundation to be able to scientifically diagnose and apply treatment to correct the vertebral subluxation complex. This course includes the study of procedures used to evaluate normal and abnormal joint dynamics (subluxation) of the spine and pelvis to determine if Chiropractic Manipulative Therapy (CMT) is indicated. The concepts of the subluxation complex and motion and static listing systems are introduced.

CLSC-5201 Clinical Psychology

Clinical Psychology has three main areas or purposes. The first is learning to use psychological principles in dealing with patients. Crisis intervention, communication skills training, stress reduction and pain management are among the principles included. The second is the recognition of psycho-pathological conditions in order to help the intern with treatment planning and referral. Thirdly, the intern will better understand the influence of the mind/thoughts/emotions on physical health.

(3) Trimester 3

BASC-5301 Gross Anatomy II

This course is an intensive study of human gross anatomy and its correlations to clinical chiropractic and wellness. The intent of the clinical correlation is to demonstrate the importance of anatomical knowledge to the practice of chiropractic.

The focus of Human Gross Anatomy II includes the subjects of Upper Extremity, Abdomen, Pelvis, and Lower Extremity regions.

BASC-5303 Physiology II

Basic physiological principles that apply to normal body function will be explored by an in-depth examination of the underlying chemical and physical mechanisms. In this part of the physiology sequence, the physiological mechanisms that regulate the renal, digestive, and endocrine, systems, as well as exercise, acid-base and temperature regulation are covered in part of the physiology sequence. It is important to realize that students will learn better if they know the relation of this course to the curriculum to other courses and disciplines. The course will prepare the student for a number of courses at Parker University, College of Chiropractic including, General and Systems Pathology, Physical Diagnosis, Lab Diagnosis, and Differential Diagnosis. The material covered in this course comprises approximately 50% of Part I boards.

BASC-5304 Public Health

This course supports the mission statement of Parker University College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course is designed to give the student a sound educational foundation in the issues of public health topics. It is a two credit hour course. The core curriculum consists of the basic public health topics: historical perspective of public health, public health organizations their purpose, structure and functions, social and behavioral factors affecting public health, injuries as a community health problem, safety and health in the workplace, environmental factors in disease transmission and inhibition of disease, epidemiology, food microbiology and aquatic microbiology.

BASC-5306 General Pathology

This course is an introduction to the science of Pathology. The basic principles of pathology will be presented with an emphasis on understanding the mechanism of development of the disease process. The general cellular and molecular events involved in the pathogenesis of disease will be introduced, with an emphasis on the fact that the pathological process is not a new entity but a misapplication of the normal processes already encountered.

CHSC-5301 Chiro Principles/Philosophy

In compliance with the mission of Parker University, College of Chiropractic, this course is structured to provide the chiropractic student with a deeper exploration into the philosophical principles of chiropractic, as well as the principles and philosophy developed by the college founder, Dr. James W. Parker. The core

material is presented through the lens of current chiropractic issues and challenges with a primary goal to foster genuine discussion and critical thinking.

CHSC-5302 Diversified Technique

The most widely utilized, practiced and researched method in chiropractic is a high velocity – low amplitude technique usually referred to as “Diversified”. This course covers the diverseness (both short & long lever, direct & indirect techniques) of its background and represents the student’s first exposure to the primary entity that sets chiropractic apart and makes us unique from other healing arts. This introductory course is divided into lecture and lab time. The greatest emphasis is placed on lab to learn the core skills (biomechanics & ergonomics) necessary to begin to develop a truly individual and unique art form of adjusting (we teach to perfection & test to standard). This course supports the mission statement of Parker University, College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service.

CHSC-5303 Extra Spinal Analysis & Technique

This course presents students with the fundamentals of detecting and correcting extra-spinal subluxations

CLSC-5301 Diagnostic Imaging I

This course focuses on the recognition and understanding of normal images, variations of normal and congenital anomalies of the neuromusculoskeletal structures of the axial and appendicular skeleton. Although conventional radiography will be the main imaging modality studied, computerized tomography and magnetic resonance imaging will also be evaluated. An introduction to roentgenometric of the axial and appendicular skeleton, scoliosis and spondylolisthesis will also be provided. Osseous dysplasias will also be studied. We will also cover an introduction to basic principles of radiographic interpretation.

(4) Trimester 4

BASC-6105 Neuroscience

The topics considered in this lecture / laboratory course are centered on the basic neuroanatomical and neurophysiological principles essential to establishing a foundation of knowledge related to the human nervous system. The development, differentiation, and histology of the nervous system will be studied. The external and internal configuration of the spinal cord, brain stem, cerebellum, and cerebral hemispheres will be discussed. There will be considerable discussion of the neurocircuitry within these regions. Spinal cord pathways along with pathway lesions will be emphasized. The special sensory systems will be addressed from

peripheral receptors to central neural pathways. Clinical case studies will be presented and discussed as often as possible. The laboratory sessions will reinforce the structural and functional relationships of the entire neuraxis from spinal cord to cerebral hemispheres.

In this course the fundamental principles of the discipline are taught. This information is needed to form a strong intellectual foundation for further study of the subject and its clinical applications.

BASC-6106 Systems Pathology

This course is a continuation into the basic principles of pathology as covered in General Pathology. Presentations will include an in-depth discussion into multiple organ systems pathology, with an emphasis on understanding the origins of the pathophysiological disease state. An understanding of the initial factors in the early development of organ dysfunction will lead to a more appropriate intervention by the future health care provider. A philosophical discussion of the benefits of preventive care as it relates to a wellness lifestyle will also be included where appropriate.

CHSC-6101 Gonstead Technique

This course supports the mission statement of Parker University, College of Chiropractic, of helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course is designed to give the second year student a sound educational foundation in the Gonstead Chiropractic adjusting technique. This course introduces the student to the Full-Spine System of analyzing and adjusting spinal subluxations as developed by Dr. Clarence S. Gonstead. His system of X-ray analysis, philosophy and specific Chiropractic adjusting of the entire spine is presented. The student is introduced to the use of the cervical chair, knee chest table and pelvic bench

CLSC-6103 Physical Diagnosis

This course supports the mission statement of Parker University, College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. Physical Diagnosis is the most fundamental of diagnostic techniques. After an introduction to diagnosis and clinical history taking, the course covers the basic principles and procedures used in physical examination, including inspection, palpation, percussion and instrumentation of the various body systems. Multiple conditions are presented as they relate to chiropractic practice.

CLSC-6104 Diagnostic Imaging II

Diagnostic Imaging II (DI2) is the first of two courses focused on the imaging appearance of a variety of pathological aberrations affecting patients. This course will include a high level review of clinical imaging of the musculoskeletal system in

various disease states. Lectures are geared toward a practical, problem-solving approach to musculoskeletal conditions and a systematic approach to interpretation of diagnostic imaging studies will be utilized. Emphasis is placed on the interrelationships between the fundamental histopathology and pathophysiology, the observable changes seen on imaging studies, and clinically relevant physical and biochemical findings. Additionally, the current state-of-the-art clinical practice for musculoskeletal advanced imaging will be included, highlighting the role and applications of such techniques.

Categories of bone disease to be discussed include primary benign and malignant neoplasms of bone of various histological etiologies, metastatic disease of bone, vascular pathologies, nutritional/metabolic and endocrine diseases, osteomyelitis, inflammatory and degenerative arthritic disorders, and autoimmune connective tissue disorders such as systemic lupus and scleroderma. This course supports the mission statement of Parker University, College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service.

CLSC-6105 Clinical Nutrition

This course presents the principles and practice of scientifically based clinical nutrition. Topics discussed include assessment of nutritional status considering nutritional implications of the physical exam, laboratory studies, and more). Topics include macronutrients, micronutrients, phytonutrients, enzymes, antioxidants and other nutrients. Various conditions are discussed with emphasis on understanding that they are different expressions of imbalances and/or dysfunction that are preventable and correctable in many cases. Emphasis is on those conditions likely to be seen in the chiropractic practice that will respond to nutritional intervention thereby increasing the health and wellness of the patients.

(5) Trimester 5

BASC-6202 Pharmacology/Toxicology

Pharmacology / Toxicology is the study of drugs, with special emphasis on drug usage, clinical effects, toxic reactions, and poisoning. This course has been specifically designed and organized so as to introduce students of Parker University College of Chiropractic to the foundational concepts of Pharmacology and Toxicology. Although chiropractors in Texas do not currently prescribe drugs, the frequency with which their clients may also use prescription and/or on-prescription drugs makes it imperative for the chiropractic clinician to have a sound working knowledge of the more commonly used medicinals.

CHSC-6207 Physiotherapy

Physiotherapy modalities such as heat, cold, electrotherapy, hydrotherapy, traction, massage and light therapy are healing adjuncts to the chiropractic adjustment. While emphasis is placed on the safe application of these modalities, the course also covers an explanation of the underlying physics of each modality and instructs the student in the static and dynamic neuromuscular relationships that will be the basis of passive and active care therapies in future courses. The course will focus on the rationale and appropriate selection of therapy for selected conditions

CHSC-6206 Thompson Technique

This course presents the students with analysis and adjusting procedures using the terminal point drop table, as developed by Dr. J. Clay Thompson. This technique uses specific diagnostic procedures, using leg length checks, specific patient positioning prior to adjustment, and post adjustment leg checks to determine the proper application of the technique. The student will also be introduced to the proper use of the terminal point table and interpretation of pertinent X-ray findings. This technique will equip the students with the ability to analyze and interpret information obtained through the appropriate materials and Thompson protocol, and to know when and how to apply the accumulated information for favored results. The student is presented with the theory and practice to develop adequate skills in order to be proficient in this technique. The student is also introduced to the proper use of the side posture drop headpiece and its use in the toggle-recoil system of upper cervical adjusting.

CHSC-6204 OB/GYN/Pediatrics

Ob-Gyn course introduces the basic concepts in the diagnosis and treatment of conditions specific to the female patient. The course examines the anatomical and physiological process occurring in pregnancy and childbirth as they are clinically relevant to the practicing chiropractor. Adjusting for the pregnant female will also be discussed. Pediatrics is a primary course in the diagnosis and treatment of physical and psychosocial conditions unique to infants and children. Information on examination and chiropractic adjusting procedures will be discussed

CHSC-6205 Activator I Technique

This is a full-spine technique developed by Dr. W. C. Lee and Dr. A. W. Fuhr. The technique uses a system of analyzing body mechanics for diagnosis and utilizes a small, hand-held instrument called an “Activator” for delivering a precise adjustment to correct subluxations. This technique stresses the necessity of not only knowing when and where to adjust, but also when not to adjust.

CLSC-6201 Clinical Orthopedics

This course supports the mission statement of Parker University, College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course introduces students to proper Orthopedic examination procedures and test for the cervical,

thoracic, and lumbar spine, pelvis, shoulder, elbow, wrist, hand knee, ankle and foot. It also presents an organized system for approaching Musculoskeletal disorders and introduces students to the necessity of differentially diagnosing between Musculoskeletal disorders and visceral disease processes

CLSC-6204 Lab Diagnosis

This course teaches clinical laboratory diagnostic tests and procedures as they relate to the identification and diagnosis of systemic disorders of the human body. This includes blood chemistry, hematology, urinalysis and a variety of other laboratory tests. The course emphasizes laboratory tests that are useful for evaluating health and wellness in the chiropractic practice.

CLSC-6205 Clinical Neurology

This course expands on the physical and orthopedic examination courses. Clinical neurology will be presented in a fashion which is pertinent to the practice of chiropractic. Allopathic applications will be given where necessary. Students will be strongly encouraged to build upon information presented in earlier courses such as anatomy, physiology, and the neurosciences. Clinical neurology will require critical analysis and problem solving skill sets. This course will help the student to understand the neurophysiological ramifications of the subluxation complex and the practice of chiropractic. This course also serves to develop the student competency in performing chiropractic neurological evaluations that are essential to clinical practice.

(6) Trimester 6

CHSC-7400 Technique Elective #1

Students may choose from electives that include advanced classes in the core techniques and classes in other techniques.

CHSC-6305 Physiotherapy II

Building upon the concepts learned in PT I, Physiotherapy II focuses on rehabilitation of musculoskeletal injuries. Proprioception and postural training, muscle stretching and strengthening exercises, laser, Graston Technique and trigger point therapy are integrated to mobilize a comprehensive healing response. The Triflex and Janda rehabilitation protocols are taught where appropriate for various conditions.

CHSC-6306 Chiro Practice Principles

Practice Principles presents a well-rounded approach to understanding concepts in philosophy, patient-centered decision-making and planning, and documentation that supports Parker University, College of Chiropractic's mission of creating leaders who promote Chiropractic wellness.

Section one of this course will present the current hypotheses and theories of chiropractic, the basis of chiropractic health care, 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 use of chiropractic adjustments.

Section two will cover information necessary to understand modern healthcare commerce, claims commerce, case management, coding, fee setting, Medicare, and documentation procedures related to treatment planning, patient financial reporting (billing), treatment records.

CHSC-7400 Technique Elective # 2

Students may choose from electives that include advanced classes in the core techniques and classes in other techniques.

CLSC-6303 Functional Assessment Protocols

This course is designed to teach the musculoskeletal portion (excluding orthopedics) of the Parker patient assessment procedure which is organized in regional format and sensitive for the relationships between spine and frame asymmetry and relative pain, dysfunction, degeneration, and disorder in the body. This course will utilize evaluation skills such as posture inspection, soft tissue mobility, palpation, range of motion, and fundamental movement assessments to teach proper implementation of skills necessary for clinic entrance, internship, and private practice.

CLSC-6305 Differential Diagnosis

This course supports the mission statement of Parker University College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course is designed to give the student a sound educational foundation in the development of a differential diagnosis and working diagnosis through the presentation and evaluation of cases and case studies. In addition to the development of working diagnosis the course is designed to discuss basic patient management in preparation for more advanced discussion in the following Patient Management course. This course requires that student research outside sources to gain insight in the development of critical thinking skills essential for differential diagnosis and patient management. Emphasis will be placed on common conditions the Chiropractor will encounter during practice. The course will introduce a systematic approach to the development of a differential diagnosis using sound reasoning skills that have been gained over the course of the student's studies. In addition algorithms will be introduced as an aid

CLSC-6306 Diagnostic Imaging III

This course supports the mission statement of Parker University, College of Chiropractic by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course is designed

to give the student a sound educational foundation in imaging of the chest, abdomen and internal derangement of joints. The course requires that student to research outside sources to gain insight into the concepts presented. The course will introduce a systematic approach to the interpretation of plain film and advanced imaging of the chest, abdomen and select joints. The understandings of the concepts presented are absolutely essential to become a successful Chiropractor. Areas of emphasis are listed in the learning objectives below. Students are encouraged to help each other in class and lab.

(7) Trimester 7

CHSC-7101 Communications

In compliance with the mission of Parker University of Chiropractic, this course covers the theory and application of human communication concepts that apply specifically to health care providers. The focus of the course is the development of effective skills for communicating Chiropractic to people in order to build a successful practice. Topics covered relate to communication problems that can occur in the process of health care delivery and to public speaking skills that are necessary for health professionals to interact in their community. In addition students will learn how to utilize computer skills to develop lay lecture presentations. This course covers intrapersonal, interpersonal, and public communications as they apply to doctor-patient relationships and the communication of the science, philosophy and art of Chiropractic.

CHSC-7102 Successful Chiro Practice / Legal Issues

This course will cover information necessary to begin a career in the chiropractic profession through proven practice building steps, recognize areas of potential litigation, understand fundamental principles of general law with emphasis placed on those legal aspects and problems specific to business and professional practice, and follow practices that minimize the risk of becoming involved in such litigation.

CHSC-7103 Geriatrics

Geriatrics is the study of older adults and the aging process. As the average age of the population ages, so does the average age of the chiropractic patient. This course covers how aging influences the assessment, diagnosis, and management of health challenges as well as how some of these age-related conditions might be prevented.

CHSC-7400 Technique Elective # 3

Students may choose from electives that include advanced classes in the core techniques and classes in other techniques.

CHSC-7400 Technique Elective # 4

Students may choose from electives that include advanced classes in the core techniques and classes in other techniques.

CLSC-7104 Emergency Care

This course supports the mission statement of Parker University by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. This course is designed to give the student a sound foundation in handling emergency situations in public settings as well as private practice. Emphasis will be placed on knowledge and proficiency in CPR (Cardio-Pulmonary Resuscitation), application and use of an AED (automated external defibrillator), use of emergency oxygen and the management of soft tissue, musculoskeletal and spinal injuries, shock, heart attacks, strokes, and common medical emergencies including seizures, diabetic emergencies and heat and cold emergencies. The main body of information will be presented in a lecture format with hands on directed labs.

CLSC-7105 Wellness Concepts

This course supports the mission statement of Parker University by helping to create leaders who promote Chiropractic wellness through high standards of education, research and service. Wellness requires active patient participation. It is a process of achieving the best health possible given one's genetic makeup by pursuing an optimal level of function. This course is designed to address the internal and external environmental risk factors that contribute most significantly to wellness. The course stresses the health of the whole person: physical, mental, emotional, social and spiritual. Topics include stress management, diet, exercise, relaxation, disease prevention, and health risks.

CLSC-7106 Patient Management

This course is a dynamic, interactive, and clinically challenging course which will transition the learner into real world practice. This course will address the more common conditions that a chiropractor will see in practice. Differential diagnosis, clinical decision making, outcome measures, and case scenarios will be the core focus of this course. Integration of physical, orthopedic, and neurologic examination techniques will be presented as clinically relevant. The student will be directed in the "best practices" management of clinical cases as most suggested by the peer-reviewed literature and evidenced based standards. Evaluation and procedural coding scenarios will be presented where prudent and applicable.

CLSC-7107 Radiographic Examination

This course concentrates on the skills and knowledge required to properly perform an optimal radiographic examination. In the lab, emphasis will be placed on patient positioning and protection, technique calculations, and instrument operation. The lecture will focus on determining the need for x-rays, informed consent procedures,

using the supertech calculator, generating a radiographic report, referring for additional imaging and professional communication with specialists in radiology and other disciplines.

(8) Trimester 8

CLIN-7201 Internship I Practicum

In Internship I Practicum complete patient care is the primary function of the outpatient intern who is offered the opportunity to enhance his or her clinical experience through supervised, definitive patient care for citizens of the greater Dallas/Fort Worth metroplex. Care includes essentials such as history taking, physical examination, radiology and laboratory services as clinically indicated and chiropractic adjustive care. Ancillary care may include physiological therapeutics, nutritional counseling, orthopedic appliances and referrals when required. A minimum number of spinal adjustments, physical examinations, x-rays, hours, and qualitative assessments will be required during this course.

(9) Trimester 9

CLIN-7301 Internship II Practicum

This course is a continuation of the Internship I Practicum. The outpatient Chiropractic Wellness Clinics provide interns with extensive experience in direct patient care, preparing them for practice in any environment or locale. The intern is also trained in ethical patient recruitment and management techniques.

(10) Trimester 10

CLIN-8101 Internship III Practicum

This course is a continuation of the Internship I and II Practicums.

(A) Clinic Internship

The Clinical Internship Program at Parker University is a one year three trimester program designed to produce exceptional chiropractors and prepare them to provide quality patient centered service. As an institution accredited by the Council on Chiropractic Education (CCE) this program prepares the intern/student to practice in any of the 50 American states, as well as most foreign countries including Canada.

The chiropractic student is eligible to begin Internship Practicum 1 (IP1) (Trimester 8) upon successful completion of all academic requirements in Trimesters 1 thru 7. The first portion of IP 1 is known as the Clinical Skills Assessment Program (CSA). The goal is to determine whether the student has leveraged their academic knowledge into practical clinical skills and critical thinking competencies that will allow them to provide quality patient care in an outpatient setting. The CSA is the first part of a three part clinical program to develop competent and confident graduates and prepare them to pass the National Board of Chiropractic Examiners (NBCE) Part IV board exam. Topics covered

during the CSA include but are not limited to consultation and examination procedures, informed consent, diagnostic testing, preparation of care/treatment plans, report of findings, protocols for communicating referrals to other health care providers, as well as patient dismissal or transition of a patient to supportive or wellness care.

Once a student has successfully completed the CSA, they are assigned to a Clinic Faculty Doctor team (CFD) and begin taking care of patients under the supervision of licensed Doctors of Chiropractic. Complete patient care is the primary function of the outpatient intern who is offered the opportunity to enhance his/her clinical skills/experience through supervised patient care for citizens of the Dallas/Fort Worth Metroplex and beyond. Patient care includes consultation, examination, diagnostic testing as clinically indicated (imaging and laboratory), rendering a diagnosis, communicating a report of findings and care plan, and initiating the care/treatment plan. A care plan will include an appropriate adjusting schedule as indicated, and may also include physiological therapeutics, nutritional or lifestyle counseling, prescriptive exercise, the dispensing and use of orthotic or orthopedic appliances, or referral to another health care specialty when deemed clinically necessary.

A minimum number of spinal and extra spinal adjustments, physical examinations, active and passive physiotherapy, X-rays, hours and qualitative assessments will be required during this course of study. The actual requirements are available for review in the Clinic handbook.

Internship Practicum 2 and 3 are a continuation of IP1, providing interns with extensive experience in direct patient care, preparing them for practice. During this time the intern is also trained in ethical patient recruitment and business management techniques.

During their clinical matriculation, interns are assessed by clinical faculty utilizing the Intern Competency Assessment (ICA) tool. The intern grading system is described in the Clinic Manual. This process helps the clinic faculty measure and maintain quality patient care, and regularly assess intern competence and their progress.

To receive a passing grade in Internship Practicum 1-2-3, the intern must pass the CSA program; attend clinic camp; fulfill the clinic requirements for hours, new patient recruits, qualitative assessments, physical exams, spinal and extra-spinal adjustments, X-rays, physiological therapeutics, as well as all parameters of the ICA. All required metrics are described in the Clinic Handbook. These requirements must be completed no later than 12:00 pm on the Saturday of the Parker University commencement exercises applicable to the intern for graduation. It is the intern's responsibility to ensure that all confirming slips are submitted on

time to the Tally Office. If applicable, any credit that may have been lost must be contested, resubmitted and resolved with the Tally Office by the deadline. There will be no exceptions to this rule.

Attendance at Clinic Camp is a requirement of the Intern Practicum experience. Missed hours must be made up at the next Clinic Camp, and all hours must be completed before an intern can check out of clinic.

External Clinic Programs

Parker University offers external programs to expand the clinical exposure and knowledge of the intern. These programs include:

1. Community Based Internship Rotation Program (CBI)

Students have the opportunity to provide chiropractic care to a large volume and variety of patients (within solo or multi-provider practice environments), while observing and learning successful practice management strategies.

2. Cancer Treatment Centers of America Rotation Program (CTCA)

Students participate in providing chiropractic care to patients receiving specialized multidisciplinary care for cancer in a hospital setting.

3. Veterans Affairs Hospital Rotation Program (VA Hospital)

Students provide chiropractic care to veterans experiencing a large variety of health challenges within a multi-disciplinary, highly regulated, fully electronic environment.

4. Short Assignment Rotation Program (ShARP)

Students have the opportunity to provide care to athletes before, during and after sports competitions, for sports clubs, leagues, federations, confederations, Olympic Committees, and/or nonprofit organization events.

5. Field Doctor Observation Program (FDOP)

Students who have completed all graduation credit requirements with the exception of their last 40% required hours have the opportunity to complete these hours shadowing a practicing chiropractor. Only hour credits can be accrued in this last trimester rotation. The Field Doctor Observation Program (FDOP) serves to expand the clinical portion of the intern's educational experience at Parker University, by providing opportunities for observational learning experiences, both clinical and business, that will progress the intern to advanced levels of knowledge and performance. The field doctor benefits from having a qualified intern present, allows the doctor to assess potential future associates, as well as contribute support to Parker University, the

community and the profession. The program offers opportunity for growth and experience for the intern and the practicing doctor of chiropractic (field doctor). The FDOP is voluntary. Students requesting and qualifying for the FDOP must have completed all clinical requirements (IP I, II, III) save hours, and any other additional FDOP requirements mandated by Parker University. Participation in the FDOP does not exempt a student intern from the Radiology Rotation Program. Both the intern and field doctor must complete and sign an application and return it to the Director of External Programs along with any other required supporting documentation.

Note: Participation in External Programs is voluntary. Interns may apply to External Programs once she/he has completed all requirements, attended clinic camp and passed the Part IV Capstone exam.

(B) Electives

(NOTE: The availability of these electives will depend on student demand and scheduling concerns)

Applied Kinesiology

This course introduces students to Applied Kinesiology (AK), a system of chiropractic analysis and adjustment developed by Dr. George Goodheart in 1964. This technique utilizes specific muscle testing procedures to assist in the location of interference to the nervous system and correction by using the "Five Factors of the Inter-Vertebral Foramen." Further study is made of the pelvic categories and cranial analysis and adjustment. The student is also introduced to the concepts of organ dysfunction analysis and correction.

Bio-Energetic Synchronization Technique (B.E.S.T.)

This certification course introduces the student to Bio-Energetic Synchronization Technique (B.E.S.T.) as developed by Dr. Ted Morter, Jr. B.E.S.T. is a non-forceful technique used to detect and correct imbalances in the nervous system of the patient.

Flexion/Distraktion

This class introduces the student to two different flexion/distraktion techniques. Motorized as developed by Dr. Leander Eckard and manual as developed by Dr. James M. Cox. Motorized flexion-distraktion table as developed by Dr. Eckard uses the concept of using motorized continuous passive motion to help find spinal fixations and then reduce the force necessary to correct vertebral subluxations through concurrent adjusting. "Full-spine" adjustment delivery on the "Eckard

Advantage” table will be presented as well as the PLUS technique for upper-cervical subluxations. There will also be a special section on treatment of scoliosis.

The second half of the trimester will be devoted to manual flexion distraction as further developed and refined by Dr. Cox based on the work of John V. McManis, D.O. This is a non-surgical technique for the treatment of (cervical, thoracic & lumbar) disc herniations, spondylolisthesis, facet syndrome just to name a few. This technique has a long history, is well documented and continues to be utilized in ongoing research.

Sacral Occipital Technique (SOT)

Sacral Occipital Technique (SOT) presents a system of chiropractic analysis and correction as developed by Major Bertrand DeJarnette, D.C., D.O. This category system establishes a logical and effective structure for diagnosis and treatment based upon three identifiable and interrelated systems of body reaction. Each of the categories is marked by its own symptomatology and technique correction. Students will be learning the basic procedures and a protocol to apply this powerful system to your patients.

Advanced Diversified

Advanced diversified continues to build on the core basics of a dynamically based HV-LA technique and introduces those variables which are needed to address the differences between patient & doctor size. Issues discussed, demonstrated & practiced are variables in patient position, table assistance & set up, doctor position, various contact points, segmental contact points, and indifferent hand contribution along with vector & force generator variables. A discussion of adjusting aids will also be explored (articulated tables, inertial drops, blocks, straps, posts, fulcrums and percussive instruments). Also the principles mobilization & mobilization with impulse will be explored.

Clinical Biomechanics of Posture

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.

Advanced Gonstead

This is a course that seeks to improve the student's skill and understanding in the Gonstead Chiropractic Technique. The course will explore alternate adjustments for the spinal segments and will also include continued work on the Gonstead analysis and adjusting procedures including continued practice in the use of the

Nervoscope and x-ray. The lecture will focus on discussion of patient management concepts from the Gonstead perspective.

(C) Diagnostic Imaging Residency Program

The Diagnostic Imaging Residency Program at Parker University is a three (3) calendar year program designed to qualify licensed doctors of chiropractic to sit for the American Chiropractic Board of Radiology's certification examinations. The program is rigorous, and residents are selected on a competitive basis for limited openings. They receive an annual stipend and are eligible for full-time employee benefits. Applicants are selected on the basis of a written examination, oral viewbox examinations, and an interview with the residency selection committee. The resident training program includes didactic content sessions, film interpretation sessions, clinic radiology interpretation duties, classroom teaching responsibilities, radiology conference attendance, and publication and presentation opportunities. Residents are periodically evaluated via sectional examinations for training progression and to provide feedback on areas of relative strength and weakness within the course of study. Applicants applying for a residency position must be graduates of an accredited doctor of chiropractic program and are expected to have above average knowledge of academic and clinical radiology topics. Successful residents are self-motivated and demonstrate a strong desire to successfully complete the program and pursue diplomate status with the American Chiropractic Board of Radiology.

7. Bachelor of Science Degree with a Major in Anatomy

Mission of the Bachelors program is to offer students a Bachelor of Science degree with an emphasis on education, research, and service in chiropractic and wellness.

7.1. Program information

The Bachelor of Science with a major in Anatomy is an optional academic program for matriculated students. Many states require a Bachelor's degree for licensing. Students maintain dual enrollment in the Bachelor of Science degree program and the Doctor of Chiropractic degree program. Students must meet the admissions requirements for entry into the Doctor of Chiropractic program and be currently enrolled in the DC program to apply for the Bachelor's degree. (*See Admissions requirements for DC Program in section 6.3*)

Students entering Parker with all required lower division courses may be eligible to receive the BS with a major in Anatomy as soon as all upper division courses pertaining to the major in Anatomy from the Doctor of Chiropractic program are

successfully completed. The Bachelor of Science degree with a major in Anatomy is a program designed for students who have completed lower division course work at a regionally accredited college or university.

7.2. Learning Objectives

- 1. Demonstrate a mastery of human anatomy by identifying anatomical structures.*
- 2. Demonstrate a mastery of the anatomical landmarks and structural relationships of the human body.*
- 3. Demonstrate and contrast the functional and structural divisions and organization of the nervous system.*
- 4. Provide students a foundation for future studies in advanced health care related degrees.*

7.3. Application Procedures

Students may apply for the Bachelor of Science degree with a major in Anatomy once all required courses for the degree have been completed through the following procedures

1. Obtain the application and transcript evaluation request in the registrar's office.
2. Submit the completed application to the cashier's office, and arrange payment of the \$150 application, transcript evaluation, and record diploma fee.
3. Once application is received from cashier's office, Registrar's office will evaluate transcripts in terms of applicability of courses to the BS major in Anatomy Courses that were accepted for entry to DC program may not be acceptable for the Bachelor of Science degree programs.
4. Student will be sent an evaluation letter reflecting degree compliance and/or deficiencies.

Questions regarding the Bachelor's degree should be directed to the Registrar's office.

7.4. Time Limit to Complete

The time limit to complete the requirements for the Bachelor of Science with a major in Anatomy degree is ten years from the date of initial enrollment at Parker. Matriculated students with deficiencies in the BS with a major in Anatomy may fulfill these requirements while a student at Parker or within ten years of the date of initial enrollment in the DC degree program at Parker.

Transfer students from professional schools may be eligible to receive the BS when at least 60% of all courses designated as the respective major and 60% of all upper division courses are successfully completed in residence at Parker.

7.5. Residency Requirements

To earn the Bachelor of Science degree students must complete at least the final 25% of the total credits required while in resident study at Parker University.

7.6. Curriculum

The Bachelor of Science with a major in Anatomy at Parker requires a minimum of 127.5 semester hours of lower and upper division course work.

- 44 General Education credit hours
- 29 Foundational credit Hours
- 54.5 upper division coursework from the Doctor of Chiropractic program

(A) General Education requirements

The Bachelor of Science degree with a major in Anatomy requires 44 credit hours in General Education courses. General Education courses are required by the Texas Education Coordinating Board for a Bachelor's degree.

- Credits must be completed at regionally accredited institutions
- Credits must be applicable to a Bachelor's degree
- An overall grade of "C" or better is required in all General Education courses to be accepted for credit

By carefully selecting prerequisite courses required for admission to the DC degree program, it is possible that one set of courses fulfills both the prerequisites for the DC degree and the General Education requirements of the Bachelor of Science in Anatomy degree.

Students must furnish proof of completion of the following 44 course credit hours of General Education:

| Subject | Hours |
|--|--------------|
| Communications English Composition, Speech, Modern Language Communication | 6 |

| | |
|--|-----------|
| Skills | |
| Language, Philosophy and Culture Includes liberal arts above freshman level, literature, and creative writing | 3 |
| Creative Arts Three hours from art, dance, music architecture or theater arts | 3 |
| American History Six hours of American history or 3 hours of American history and 3 hours of Texas history | 6 |
| Government and political science U.S. and Texas constitutions | 6 |
| Social and behavioral science Psychology, Human Growth and Development | 3 |
| Mathematics College level math courses- Finite Math, Statistics, Calculus or above | 6 |
| Life sciences (to be chosen from the list of foundational courses for the degree program) General Chemistry I & II, Organic Chemistry I & II, Physics I, Physics II or Kinesiology, Biomechanics or Exercise Physiology | 8 |
| Computer literacy Computer Science, Management Information Systems | 3 |
| Total General Education Hours | 44 |

Eight (8) hours from the Foundation Courses other than Biology fulfill the Life Science requirement of the General Core courses. An overall grade of "C" or better is required in all Foundation courses to be accepted.

(B) Foundational Courses

The Bachelor of Science degree with a major in Anatomy requires 29 credit hours in Foundation courses. Foundation courses are required by the Texas Education Coordinating Board for a Bachelor of Science degree.

- Credits must be completed at regionally accredited institutions
- Credits must be applicable to a Bachelor of Science degree
- An overall grade of "C" or better is required in all General Education courses to be accepted for credit
- Science courses must be intended for science majors and must reflect a full year's sequence with appropriate labs. One semester survey courses in the sciences are not acceptable

The Foundation Courses are required prerequisites for entry into the Doctor of Chiropractic program. By carefully selecting prerequisite courses required for admission to the DC degree program, it is possible that one set of courses fulfills

both the prerequisites for the DC degree and the Foundation course requirements for the Bachelor Degree with a major in Anatomy.

Students must furnish proof of completion of the following 29 credit hours of Foundational coursework:

| Subject | Hours |
|--|---|
| Biology (for science majors and sequential courses such as Biology I and II and with lab) | 8* |
| General Chemistry I and II (for science majors) | 8 |
| Organic Chemistry I and II or Biochemistry I and II | 8 |
| Physics I (for science majors and with lab) | 4 |
| Physics II, Kinesiology, Biomechanics or Exercise Physiology | 3 |
| Electives | 6 |
| Total Foundational Courses Hours | 29 (37- 8 used for life science requirement) |

Eight (8) hours from the Foundation Courses other than Biology fulfill the Life Science requirement of the General Core courses. An overall grade of "C" or better is required in all Foundation courses to be accepted.

(C) Upper Division Coursework

The following upper division courses from the Doctor of Chiropractic program are required to complete the major in Anatomy:

| Subject | Hours |
|---|--------------|
| Biology of Cells and Tissues | 4* |
| Developmental and Applied Anatomy | 7* |
| Gross Anatomy I | 5.5* |
| Gross Anatomy II | 5* |
| Neuroscience | 5* |
| Diagnostic Imaging I (Normal radiographic anatomy) | 4* |
| Research methods | 2* |
| Biochemistry I | 3 |
| Biochemistry II | 3 |
| Physiology I | 5 |
| Physiology II | 5 |
| Microbiology and Immunology | 6 |
| Total Degree Specific Hours | 54.5 |

*Courses that are part of the major

8. Bachelor of Science degree with a major in Health and Wellness

Mission of the Bachelors program is to offer students a Bachelor of Science degree with an emphasis on education, research, and service in chiropractic and wellness.

8.1. Program Information

The Bachelor of Science with a major in Health and Wellness is an optional academic program for matriculated students. Many states require a Bachelor's degree for licensing. Students maintain dual enrollment in the Bachelor of Science degree with a major in Health and Wellness program and the Doctor of Chiropractic degree program. Students must meet the admissions requirements for entry into the Doctor of Chiropractic program and be currently enrolled in the DC program to apply for the Bachelor's degree. (*See Admissions requirements for DC Program, Section 6.3*)

Students entering Parker with all required lower division courses may be eligible to receive the BS with a major in Health and Wellness as soon as all upper division courses in the Health and Wellness major from the Doctor of Chiropractic program are successfully completed. The Bachelor of Science degree with a major in Health and Wellness is a program designed for students who have completed lower division course work at a regionally accredited college or university.

8.2. Learning Objectives

- 1. Demonstrate a mastery of wellness and health promotion education for engagement of the campus and local community.*
- 2. Complete the course work required to obtain certification as a wellness coach through the National Wellness Institute, Inc.*
- 3. Evaluate the scientific literature and research in wellness, prevention, and complementary health care.*
- 4. Provide students a foundation for future studies in advanced health care related degrees.*

8.3. Application Procedures

Students may apply for the Bachelor of Science degree with a major in Health and Wellness once all required courses for the degree have been completed through the following procedures

5. Obtain the application and transcript evaluation request in the registrar's office.
6. Submit the completed application to the cashier's office, and arrange payment of the \$150 application, transcript evaluation, and record diploma fee.
7. Once application is received from cashier's office, Registrar's office will evaluate transcripts in terms of applicability of courses to the BS major in Health and Wellness. (Courses that were accepted for entry to DC program may not be acceptable for the Bachelor of Science degree programs.)
8. Student will be sent an evaluation letter reflecting degree compliance and/or deficiencies.

Questions regarding the Bachelor's degree should be directed to the Registrar's office.

8.4. Time Limit to Complete

The time limit to complete the requirements for the Bachelor of Science with a major in Health and Wellness degree is ten years from the date of initial enrollment at Parker. Matriculated students with deficiencies in the BS with a major in Health and Wellness may fulfill these requirements while a student at Parker or within ten years of the date of initial enrollment in the DC degree program at Parker.

Transfer students from professional schools may be eligible to receive the BS when at least 60% of all courses designated as the respective major and 60% of all upper division courses are successfully completed in residence at Parker.

8.5. Residency Requirements

To earn the Bachelor of Science degree students must complete at least the final 25% of the total credits required while in resident study at Parker University.

8.6. Curriculum

The Bachelor of Science with a major in Health and Wellness at Parker requires a minimum of 130 semester hours of lower and upper division course work.

- 44 General Education credit hours
- 29 Foundational credit Hours
- 57 upper division coursework from the Doctor of Chiropractic program

-

(A) General Education requirements

The Bachelor of Science degree in Health and Wellness requires 44 credit hours in General Education courses. General Education courses are required by the Texas Education Coordinating Board for a Bachelor’s degree.

- Credits must be completed at regionally accredited institutions
- Credits must be applicable to a Bachelor’s degree
- An overall grade of "C" or better is required in all General Education courses to be accepted for credit

By carefully selecting prerequisite courses required for admission to the DC degree program, it is possible that one set of courses fulfills both the prerequisites for the DC degree and the General Education requirements of the Bachelor of Science in Health and Wellness degree.

Students must furnish proof of completion of the following 44 course credit hours of General Education:

| Subject | Hours |
|--|--------------|
| Communications English Composition, Speech, Modern Language Communication Skills | 6 |
| Language, Philosophy and Culture Includes liberal arts above freshman level, literature, and creative writing | 3 |
| Creative Arts Three hours from art, dance, music architecture or theater arts | 3 |
| American History Six hours of American history or 3 hours of American history and 3 hours of Texas history | 6 |
| Government and political science U.S. and Texas constitutions | 6 |
| Social and behavioral science Psychology, Human Growth and Development | 3 |
| Mathematics College level math courses- Finite Math, Statistics, Calculus or above | 6 |

| | |
|--|------------------|
| Life sciences (to be chosen from the list of foundational courses for the degree program) General Chemistry I & II, Organic Chemistry I & II, Physics I, Physics II or Kinesiology, Biomechanics or Exercise Physiology | 8 |
| Computer literacy Computer Science, Management Information Systems | 3 |
| Total General Education Hours | <u>44</u> |

Eight (8) hours from the Foundation Courses other than Biology fulfill the Life Science requirement of the General Core courses. An overall grade of "C" or better is required in all Foundation courses to be accepted.

(B) Foundational Courses

The Bachelor of Science degree with a major in Health and Wellness requires 29 credit hours in Foundation courses. Foundation courses are required by the Texas Education Coordinating Board for a Bachelor of Science degree.

- Credits must be completed at regionally accredited institutions
- Credits must be applicable to a Bachelor of Science degree
- An overall grade of "C" or better is required in all General Education courses to be accepted for credit
- Science courses must be intended for science majors and must reflect a full year's sequence with appropriate labs. One semester survey courses in the sciences are not acceptable

The Foundation Courses are required prerequisites for entry into the Doctor of Chiropractic program. By carefully selecting prerequisite courses required for admission to the DC degree program, it is possible that one set of courses fulfills both the prerequisites for the DC degree and the Foundation course requirements for the Bachelor Degree with a major in Health and Wellness.

Students must furnish proof of completion of the following 29 credit hours of Foundational coursework:

| Subject | Hours |
|--|--|
| Biology (for science majors and sequential courses such as Biology I and II and with lab) | 8* |
| General Chemistry I and II (for science majors) | 8 |
| Organic Chemistry I and II or Biochemistry I and II | 8 |
| Physics I (for science majors and with lab) | 4 |
| Physics II, Kinesiology, Biomechanics or Exercise Physiology | 3 |
| Electives | 6 |
| Total Foundational Courses Hours | <u>29</u> (37- 8 used for life science requirement) |

Eight (8) hours from the Foundation Courses other than Biology fulfill the Life Science requirement of the General Core courses. An overall grade of "C" or better is required in all Foundation courses to be accepted.

(C) Upper Division Coursework

The following upper division courses from the Doctor of Chiropractic program complete the major in Health and Wellness:

| Subjects | Hours |
|--|-------|
| Biology of Cells and Tissues | 4 |
| Developmental and Applied Anatomy | 7 |
| Clinical Psychology | 3* |
| Microbiology and Immunology | 6 |
| Public Health | 2* |
| General Pathology | 3* |
| Clinical Nutrition | 4* |
| Systems Pathology | 5 |
| OB/GYN/Pediatrics | 4* |
| Geriatrics | 2* |
| Emergency Care | 4* |
| Wellness Concepts | 3* |
| Physiology I | 5* |
| Physiology II | 5* |
| Total Degree Specific Hours from the DCP | 57 |

*Courses that are part of the major

9. Undergraduate Science and Math Prerequisite Courses

Parker University offers undergraduate level courses in science and math to assist students in fulfilling prerequisites for the doctor of chiropractic program and/or a Bachelor of Science degree. Students can earn up to 38 credit hours in less than a year, instead of nearly two years at other institutions.

9.1. *Application Procedures*

Procedures for applying for admission to Parker University's undergraduate science and math courses:

1. Submit to the Admissions Office a properly completed application for either the January, May or September trimester. Applications may be found: [https://my.parker.edu/ICS/Future Students/Apply to Parker/](https://my.parker.edu/ICS/Future_Students/Apply_to_Parker/)

2. Request official transcripts be sent from all prior institutions where credits were earned and mailed from that institution directly to the Registrar's Office at Parker University. Students also have the option to fill out a transcript authorization/release form available from the Admissions/Registrar's office to allow Parker to request transcripts on a student's behalf. Transcript fees will be added to a student's first trimester of enrollment costs.
3. For students taking undergraduate courses to complete prerequisite requirements for the DCP, await further communication from the University. As documents arrive, students will be notified. As transcripts are received, the file will be processed for conditional and full acceptance into the DC Program and an advising report will be sent to the student listing deficiencies.
4. If the student is a veteran of the U.S. armed forces, provide the University with a copy of their DD 214 and a letter of eligibility from the VA.

Transcripts that accompany the student's application form will be considered official if sealed by the institution, unopened by the student and not stamped issued to student on transcript.

(A) Deadlines for Applications

Applications for admissions must be received by the deadlines for the desired trimester.

| | |
|----------------------------|----------------------------|
| January Trimester | January 1 prior to start |
| May Trimester | May 1 prior to start |
| September Trimester | September 1 prior to start |

All admissions documents and reservation deposits must be received prior to registration, with the exception of the final official transcript from the school that the student is currently attending. All final transcripts must be received no later than 14 calendar days after enrollment. Incoming students will not receive financial aid disbursements until their admissions file is complete and they are fully matriculated.

(B) Rules for Processing Applications through Final Enrollment

To accurately and promptly process each application, Parker University has established certain limitations on enrollment and other rules that each applicant must follow to hold his or her place in a class. If any of these time limits or deadlines pass, the place originally reserved becomes available to other applicants.

(C) Acceptance and Reservation Deposit

After the Admissions Office processes the required materials, candidates are notified in writing regarding decisions of the Credits and Admissions Committee. An applicant who is accepted must remit a non-refundable reservation deposit of \$50. This fee is applied toward the first trimester's tuition.

9.2. Tuition & Fees

| | |
|---------------------------------|-------|
| Tuition (per credit hour) | \$173 |
| Parking fees (per session) | \$10 |
| Activity fee (per session) | \$25 |
| Late Registration Fee (per day) | \$50 |

9.3. Financial Aid

(A) Budget

Students are awarded up to their budget using all available resources. The budget is based on tuition, fees, books and living expenses. The following budget is for the 2012-13 academic school year for the Undergraduate Science and Math Courses – Per Trimester – 16 Credit Hours

| | |
|------------------|-----------|
| Tuition | \$ 5,876 |
| Books & Supplies | 960 |
| Room & Board | 9,952 |
| Transportation | 4,160 |
| Personal | 2,354 |
| TOTAL | \$ 23,302 |

*Example Tuition per trimester: 16 credit hours x \$173 = \$52,768. The actual cost of tuition, fees, books, and supplies depends on the classes and labs taken.

(B) Types of Aid Available

(1) ***(Also see Financial Aid Handbook) Scholarships and Grants***

See www.parker.edu for complete list of Scholarships and Grants offered through Parker University.

(2) ***Federal Subsidized Direct Student Loans***

Students enrolled in the undergraduate program may borrow up to \$5,500 per academic year (two trimesters). Funds will be disbursed in 2 installments. The interest rate is 3.4%. Repayment begins six months after graduation. Students must be U.S. citizens or eligible non-citizens who meet all the federal criteria for eligibility and complete all paperwork required by the Financial Aid Office. Aggregate limit on the Subsidized Direct Loan is \$23,000 for the undergraduate program.

(3) ***Federal Unsubsidized Direct Student Loans***

Students determined to be dependent (according to FAFSA guidelines) and enrolled in an undergraduate program, qualify for up to \$2,000 in unsubsidized funds. Students determined to be independent (according to FAFSA guidelines) and enrolled in an undergraduate program, qualify for up to \$7,000 in unsubsidized funds. The interest rate is 6.8%. Maximum aggregate amount available for unsubsidized funds is based on dependency status. See the Financial Aid Office for more information.

(4) ***Federal Parent PLUS Loan***

Parents may borrow up to the student's cost of attendance minus all other financial aid awarded. Annual limits are defined as cost of education minus estimated financial assistance. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, a parent PLUS borrower who is also a student can defer repayment while the borrower is enrolled at least half-time and for an additional six months after the borrower is no longer enrolled at least half-time. The interest rate is 7.9%. Parents must fill out the Parent PLUS Loan Authorization Form (available on the MyParker website). Parents who are denied the Parent PLUS Loan need to supply documentation to the Financial Aid Office so that we may increase the student's unsubsidized loan by \$2,000. See the Financial Aid Office for additional details.

Additional information is available in the Financial Aid Handbook. The figures, interest rates, and potential loan amounts quoted in this Catalog are based on information as of July 1, 2012. Changes in government policy, appropriations, procedures or regulations occurring after that date could affect these programs. Parker University Financial Aid Office acts in compliance with government guidelines. If you have any questions please email them to askfinancialaid@parker.edu, or call 972-438-6932.

9.4. *Instructional Organization*

Parker University offers the (*) designated courses at an accelerated pace. In the accelerated format, a trimester is divided into 2 sub-terms. The accelerated courses are highly concentrated; this program requires 8 hours of lecture and 4 hours of lab per week, per course and approximately 16-20 hours of study time per week, per course.

Trigonometry and Human Growth and Development are completed in the normal 15 week trimester format.

Parker University offers the following undergraduate prerequisite courses:

| Course # | Course Name | Lecture Hours | Lab Hours | Total Credit Hours | Total Hours |
|------------|----------------------------|---------------|-----------|--------------------|-------------|
| MATH 1316 | Trigonometry | 3 | 0 | 3 | 45 |
| PSYC 2314 | Human Growth & Development | 3 | 0 | 3 | 45 |
| *BIOL 2401 | Anatomy & Physiology I | 8 | 4 | 4 | 90 |
| *BIOL 2402 | Anatomy & Physiology II | 8 | 4 | 4 | 90 |
| *CHEM 1411 | General Chemistry I | 8 | 4 | 4 | 90 |
| *CHEM 1412 | General Chemistry II | 8 | 4 | 4 | 90 |
| *CHEM 2423 | Organic Chemistry I | 8 | 4 | 4 | 90 |
| *CHEM 2425 | Organic Chemistry II | 8 | 4 | 4 | 90 |
| *PHYS 2425 | Physics I | 8 | 4 | 4 | 90 |
| *PHYS 2426 | Physics II | 8 | 4 | 4 | 90 |

Note: Credit Hours - the unit of measure for valuation of courses

Clock Hours or Contact Hours - actual number of hours a student is physically in a class or lab.

9.5. *Academic Calendar*

| ACADEMIC CALENDAR FALL TRIMESTER 2012 Undergraduate Program | |
|--|--|
| Subterm A | |
| August 30 | Orientation |
| September 3 | Labor Day Holiday |
| September 4 | Subterm A Classes Begin |
| September 6 | Last day to Register/Add/Drop for Subterm A (12:00 Noon Deadline) |
| October 8 - 12 | Pre-Registration for Fall 2012 Subterm B Undergraduate Students |
| October 12 | Last Day to Withdraw - From a Course or From School in Subterm A (12:00 Noon Deadline) |
| October 23 | Last Day of Classes for Subterm A |
| | |
| Subterm B | |
| October 24 | Subterm B Classes Begin |
| October 26 | Last day to Register/Add/Drop for Subterm B (12:00 Noon Deadline) |

| | |
|-------------------------|--|
| October 26-28 | Homecoming (UG classes meet as scheduled) |
| October 29 | Pick up Financial Aid/Finalize Enrollment For Subterm B |
| November 19 – 27 | Pre-Registration for Spring 2013 Subterm A Undergraduate Students |
| November 22 - 23 | Thanksgiving Holiday |
| December 5 | Last Day to Withdraw From a Course Or From School in Subterm B (12:00 Noon Deadline) |
| December 14 | Last Day of Classes for Subterm B |

9.6. *Course Descriptions*

MATH 1316 Trigonometry

This course is a functional approach to University trigonometry. The course is designed to meet three of the six hours of mathematics required for the undergraduate degree in anatomy. It is also a prerequisite for admission to Physics I. The course covers circular numbers, identities, hyperbolic trigonometric functions and their inverses, vectors, complex numbers, identities, trigonometric equations and transcendental functions. This course consists of 3 lecture hours per week.

PSYC 2314 Human Growth and Development

This course is designed to give the student a psychological view in normal human growth and development. The course will study the life span of the individual, tracing the changes occurring from conception to death. Psychological theories and methodology will be examined as it relates to developmental tasks and processes. Themes and tenets examined will include the interaction of environment, genetics, physical and cognitive development, social factors, personality, spiritual, moral and emotional growth. The course will be presented in a lecture/discussion format with experiential exercises and assignments. The student will gain a deeper perspective for individual abilities, needs, problems and concerns involved in human change and growth. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course consists of 3 lecture hours per week.

BIOL 2401 Anatomy and Physiology I

This course is designed for students pursuing a major/minor in Anatomy and/or other related disciplines. Topics to be covered include cell structure and function, tissues, organization of the human body and the following organ systems: integument, skeletal, muscular, and nervous. An emphasis is placed on the maintenance of homeostasis. The course consists of 8 lecture/ 4 lab hours per week.

BIOL 2402 Anatomy and Physiology II

This course is designed for students pursuing a major/minor in **Anatomy** and/or other related disciplines. This course is a continuation of Anatomy & Physiology I. Major topics include the following organ systems: Endocrine, Cardiovascular,

Digestive, Respiratory, Urinary, and Reproductive. The course consists of 8 lecture/ 4 lab hours per week.

CHEM 1411 General Chemistry I

This course is an introduction to the science of general chemistry. The topics covered will be matter and measurements, periodic table, chemical formulas and composition stoichiometry, chemical equations and reaction stoichiometry, solution stoichiometry, structure of atom, periodic trend and chemical bonding, molecular structure and covalent bonding theories, gases and kinetic molecular theory. This course uses a combination of lecture and laboratory experiences to cover the topics listed above. The course consists of 8 lecture/ 4 lab hours per week.

CHEM 1412 General Chemistry II

This course is a continuation of general chemistry I. The topics covered will be chemical bonding, liquids, solids, and intermolecular forces, solutions, kinetics, equilibrium, acids and bases, aqueous equilibrium, thermodynamics, electrochemistry. This course uses combination of lecture and laboratory experiences to cover the topics listed above. At the end of this course students will be able to calculate, discuss and understand the concepts covered in this class. The course consists of 8 lecture/ 4 lab hours per week.

CHEM 2423 Organic Chemistry I

This course is an introduction to organic chemistry. The course is taught with a combination of lecture and lab experiences. The topics covered will be structure & bonding, alkanes & their reactions, cyclic alkanes, stereo isomers, properties & reactions of haloalkanes, & introduction to alcohols. The course consists of 8 lecture/ 4 lab hours per week. *Prerequisite: General Chemistry I&II*

CHEM 2425 Organic Chemistry II

This course is a continuation of organic chemistry II. The topics covered will be reactions of the hydroxyl group; NMR & IR spectroscopy; ethers & their reactions; alkenes, alkynes & their reactions; aldehydes, ketones & their reactions; aromatics & their reactions; carbohydrates, amino acids, & polypeptides. The course consists of 8 lecture/ 4 lab hours per week.

PHYS 2425 Physics I

Physics is the most basic of the sciences. It deals with behavior and structure of matter. In this course the following topics will be covered: (1) measurements, uncertainties, significant figures, (2) one dimensional motion, velocity, acceleration, (3) vectors, projectile motion (4) Force, Newton's laws of motion, gravity, inclined planes, friction, (5) Circular motion, centripetal forces, Newton's Law of Gravitation, (6) Work, Potential and Kinetic Energy, (7) Collisions, linear and

angular momentum, torque, center of mass, (8) Equilibrium, stress and strain. The course consists of 8 lecture/ 4 lab hours per week. *Prerequisite: Trigonometry*

PHYS 2426 Physics II

This course is a continuation of Physics I. The topics covered will be Fluids, Sound, Waves, Heat, Temperature, Thermodynamics, Electricity, DC Circuits, Magnetism and related topics. The course consists of 8 lecture/ 4 lab hours per week.

10. Academic Policies, Regulations and Procedures for the DC and Undergraduate Courses

The academic regulations and procedures define student academic rights and responsibilities. Every student is responsible for being aware of all academic policies and regulations. Unawareness of policies and regulations is not an excuse for non-compliance.

The University reserves the right to change academic policies, regulations and procedures, schedule of classes, courses of study, and schedule of fees and tuition with appropriate notice. Any changes will apply to all currently enrolled students.

10.1. *Academic Year*

For academic purposes, the calendar year is divided into three trimesters of 15 weeks each. One trimester is divided into two sub-terms for accelerated undergraduate math and science courses. The spring trimester begins in January, the summer trimester begins in May, and the fall trimester begins in September. An academic year is two trimesters (8 months). An award year applies to some financial aid programs and is 12 months in duration.

10.2. *Academic Credit*

All academic work is assigned credit hour values based on the amount of time spent per week in scheduled activities. Each hour of classroom work per week for 15 weeks, or its equivalent, is worth one credit. Every two hours of laboratory work per week for 15 weeks, or its equivalent, is worth one credit.

Clinic hours are calculated as laboratory hours. Every two hours of clinic hours per week for 15 weeks, or its equivalent, is worth one credit.

10.3. *Class Schedules in the Doctor of Chiropractic Program*

For class schedules, students have three options:

- 1) Follow the regular curriculum schedule;
- 2) Take a reduced load that follows the sequence of the courses in the regular curriculum schedule; or
- 3) Follow a schedule determined by the Office of Academic Advising.

(a) Regular Curriculum Schedule

Students are enrolled in lecture and labs for the regular curriculum schedule when they register. Students do not need to take any other action to receive that schedule. The doctor of chiropractic program is a full-time doctoral program and students can anticipate being scheduled for courses Monday-Friday from 7-5.

In the event a student has a problem with a scheduled lab they may take the following steps:

1. Switch a lab with a student assigned to a different lab. Both students must contact the Registrar no later than Friday of the first week of classes to make a schedule change.
2. If a student cannot find someone to switch labs with they may speak to the instructor if they feel they have a **legitimate reason** for needing to switch.
3. If a student cannot work out an agreeable schedule with an instructor they make take the issue to the appropriate Department Chair who will confer with the instructor to resolve the issue.

ANY lab schedule changes must be completed by the Friday of the first week of classes. No lab schedule changes will be allowed after the first week of the trimester.

(b) Reduced load/part-time scheduling

To take a reduced load or to enroll for a part-time course load, students should schedule an appointment with the Office of Academic Advising, East 200, before registration. These students must follow the sequence of the courses in the regular curriculum.

(c) Special Schedule

All other students will have their class schedules determined by the Office of Academic Advising to ensure that they complete all the courses required for graduation in the proper sequence. This group includes all students who have had any academic deficiencies.

All students can access their schedules on line through the MyParker web site. Students may make course load reductions until the last day to withdraw from a course. These dates are posted on the Parker calendar for each trimester.

10.4. *Confirm Verbal Communications*

All verbal communications that may have an impact on students, faculty or staff must be verified in writing.

10.5. *Class Syllabi*

The provisions contained in the course syllabi do not constitute a binding contract between the student and the Parker University of Chiropractic. Those provisions may be changed at any time and for any reason at the discretion of the Course Director. When it is necessary to make changes, appropriate notice (at least one week, if at all possible) will be given to the class.

10.6. *Attendance Policy*

A professional education at Parker University requires a full time commitment by the student. Classes are demanding and academic standards are high. Students must expect to spend a significant part of each day in and out of class to successfully complete the program. Full realization of the learning process is reliant upon the fact that students are expected to attend and be attentive and participate in all lecture and laboratory classes. It is in this light that Parker University considers classroom attendance to be mandatory in all scheduled classes and laboratory sessions and failure of the student to attend classes and/or laboratory sessions could result in poor academic performance by the student, possible grade reduction and/or the student receiving a failing grade in the class.

(A) Roll Sheets

Attendance roll sheets are passed out at the beginning of each class. To be counted present for a class you must be present, in your seat and you must sign the roll sheet when the roll sheet comes past your seat. Tardiness is disruptive to the class. Each student should make every attempt to get to class on time. A professor may refuse to allow a tardy student to enter the classroom. A student who is tardy to a class and does not sign the roll sheet when it passes his/her seat will be counted absent for that class period.

Students may in fact be bodily present in the class, but if the student's signature does not appear on the roll sheet associated with their name then the student is absent from that class session.

(B) Absence Policy

Student attendance in lectures and laboratory sessions is a factor in deriving a student's final course grade. Students who miss more than 20% of the total contact hours in any given course will have their final course grade reduced by one whole letter grade. **Due to the importance of the lab experience no student can miss more than 2 labs in any course that has a lab component. If a student misses more than 2 labs it will result in an automatic grade reduction.** Students who miss more than 50% of the total contact hours in any given course will be dropped from the course with the grade of F. If class was held and you were not in attendance, you will be counted absent, regardless of the reason. As an example: if a course is a three credit hour class = 45 contact hours, the student could miss up to 9 contact hours (lecture and lab combined) but no more than 2 labs before they are dropped one letter grade. If you have any questions about your attendance in a course you need to address with the course director.

(1) Absences for Bereavement, Maternity, Serious Illness/Injury

In the event that you experience a death in your family, birth of a child, or a serious illness or injury please rest assured that Parker University will help you during this time. Absences for bereavement, maternity, or serious illness/injury will be counted as absences but are eligible for make-up exams and assignments under the Missed Exam policy. Students should carefully monitor their absences throughout the trimester to ensure that in the event of an emergency they have absence time available. In all instances a student who is absent more than 20% will be subject to the absence policy.

(2) Action Steps

If you experience a death in your family, childbirth, or serious illness/injury please notify the Vice President of Academics and/or faculty immediately. You may send the notice by telephone or email. You may send the notice personally or have it sent by a roommate, friend, or family member. The Vice President' office will contact your instructors and ask them to assist you when you resume your studies.

(3) Assistance and Accommodation:

The options for assistance or accommodation include the following:

- Alternate arrangements for completing coursework, subject to the Missed Exam Policy. Parker may require documentation to allow a student to make-up exams or assignments.
- Withdrawal from courses to reduce course load.
- Receive incomplete grades in one or more courses.
- Withdraw from the University and taking a leave of absence.

(4) ***Absences for Religious Holidays***

Parker University students observing a religious holiday and any travel for the occasion will fall under the same policy as bereavement, maternity, and serious illness/injury.

A religious holiday means a day of observance by a religion whose places of worship is exempt from property taxation under Section 11.20 of the Texas Tax Code (or would be exempt if the place of worship as located in Texas).

A student who is absent under this policy will be allowed to take examinations or complete any assignments they missed due to observance of the religious holy day (see missed exam policy). With the student's agreement, the course director may move the points from the missed examination or assignment to the final exam in that course or make other arrangements to make up the missed exam or work. A student may be required to show written documentation.

A student who will miss an examination or assignment for the observance of a religious holy day should notify the course directors of all courses affected prior to the absence.

If a student and a faculty member disagree about whether an absence is for the observance of a religious holy day or whether the faculty member has allowed the student a reasonable time to complete any missed examinations or assignments (see missed exam policy), the faculty member or the student may request a ruling from the Vice President of Academics. The student and the faculty member will abide by the decision of the Vice President of Academics.

(5) ***Absences while on Academic Probation***

A student on Academic Probation is required to attend all lectures, laboratory sessions and scheduled academic conferences. If a faculty member in a department finds a student not meeting this attendance requirement, the student will be notified in writing with a copy of the letter sent to the office of the Vice President of Academics.

(6) ***Absences and Licensing***

The licensing requirements of the states vary widely. Some state boards require a specific number of classroom hours in order to obtain a license to practice as a Doctor of Chiropractic in their respective states. It is the student's responsibility to determine, fulfill and document the requirements of the state(s) in which they are planning to apply for licensure. These requirements are available from the individual state boards and the Federation of Chiropractic Licensing Boards website at www.fclb.org

10.7. *Examinations*

(A) **Missed Exam Policy**

If a student has to miss an exam or lab practical, the course director must be notified PRIOR to the exam unless in the event of an emergency as outlined in the Absence Policy. Written documentation may be required in these instances. Notification of the course director should be done by email or a phone call to that faculty member. If a student fails to notify the course director prior to exam start time (or in the case of documented physical incapacitation within a 24-hour period of a missed exam) the exam grade will be calculated as a “0”.

Students must be on time for all examinations. If a student is late, and no one has left the examination room, they will be allowed to take the examination, but no additional time will be allowed. If a student comes in late for any exam (including final exams) and another student taking the exam has already left the classroom, the late student will not be allowed to sit the exam, and the exam grade will be calculated as a “0”.

There are NO makeup lecture exams or lab practicals barring any unforeseen emergencies or extra ordinary circumstances the student might encounter. Each case of a missed exam/lab practical is judged on an individual basis and the determination as to whether to give or not to give a makeup exam/lab practical to any given student at any given time is at the sole discretion of the course director. You must be on time for the Exam or Lab Practical as no Exams are passed out once the first student leaves the exam room.

Written Exam: With documentation of extenuating circumstances for late arrival or for missing a written exam, faculty may either give a written make-up exam (multiple choice, true/false, essay, etc.), an oral exam over the test material, or move the points to the final exam.

Lab Practical: With documentation of extenuating circumstances for late arrival or for missing a lab practical exam, points may be moved to the final lab practical or student must take a make-up lab practical (which will be a different lab practical and may or may not be of the same format or same level of difficulty as the lab practical given to the rest of the class. The make-up exam/lab practical must be taken within 5 business days of the missed exam/lab practical unless the student is physically incapable of doing so or unless other arrangements are made by the course director. The exam time will be scheduled at the discretion of the course director. If a student encounters an extenuating circumstance they feel they will not be able to perform to their abilities on any given exam, lab practical or final exam, they must notify the course director prior to the exam start time. Once a student takes an exam, even if the student is in a less than optimal physical or emotional condition, the exam grade will be final.

VACATION, LEISURE TRAVEL, SEMINAR ATTENDANCE, OVER SLEEPING, FORGETTING WHEN THE EXAM IS GIVEN, STUCK IN TRAFFIC, etc. DO NOT CONSTITUTE EXTRA ORDINARY OR EXTENUATING CIRCUMSTANCES FOR MISSING ANY EXAM. The course director should be contacted prior to an exam if a student has any questions about the validity of an excuse to miss an exam or lab practical. Faculty members have the right to grant or deny any make up exam or lab practical.

(B) Make-up Exams/Lab Practicals

Exams/Lab Practicals are scheduled well in advance so students can plan appropriately. If a student must be absent from an exam/lab practical, it is the student's responsibility to notify the Course Director no later than the scheduled starting time of the exam/lab practical. Failure to notify the Course Director could result in the student receiving a grade of "0" for the missed exam/lab practical. (See missed exam policy)

Exam dates can only be changed by the course director, under the direct guidance of the trimester faculty coordinator.

(C) Altering Grades on Exams

Evaluation of the scantron analysis sheet will reveal the numbers or percent of students who miss each question. If 60% or more of students answer a question incorrectly the question comes under academic scrutiny by the course director. If the question is mis-keyed, the scantrons should all be re-graded giving students credit for the correct answer and taking points off for incorrect answers.

If it is determined the question is poorly worded, is misleading, or a bad question then there are several options.

- The questions can be removed from the exam and the grades recalculated based on one less question, i.e. Calculating the grade on 49/50 questions.
- Points can be added to student's exams that missed the question only, that way everybody gets credit for the question.
- Points can be added to all students' exams, thereby giving credit to those who missed the question and giving extra points to those who answered correctly.

(D) Exam Review

The review period for each exam will begin after the posting of the grades and last for (5) working days only (Excluding Weekends and Holidays). Questions concerning the final exam and/or final course grades must be reviewed with the Course Director by 3:00 p.m. on the third day of the new trimester.

(E) Final Examinations

Final examinations are part of the evaluation process. Except for laboratory practical examinations, final examinations will be scheduled only during the last week of each trimester.

A Student is required to take the final exam for every course in which he or she is enrolled unless the student receives an exemption from the course director. Some students may be exempt from final examinations if they meet specific criteria as set forth in individual course syllabi. No student may take the final examination until all prior course requirements have been fulfilled.

A student may be excused from a final exam only for reasons, which in the course director's judgment are beyond the student's control. The student must make arrangements with the course director to set the final exam during finals week. If this does not occur, then the student will receive an "I" (incomplete). The student must take the final exam by Friday of the first week of classes in the subsequent trimester of enrollment or the "I" will convert to an "F" and the entire course must be repeated. Absence from a final exam will result in the grade of zero for the examination. Students arriving late to take a final exam after the first student has exited the classroom will not be allowed to sit the exam at that time and may receive a grade of zero.

(F) Exam Conflict

Because some students are on special schedules and final exam scheduling may conflict, a scheduling exception will be made only with documentation of a conflicting final examination. In this case the student will be required to take the exams back to back. Arrangements must be made with the faculty and the front desk of the Center for Academics at least 24 hours in advance of the scheduled time of the final exam.

(G) No Exam Days

In an effort to assist students academically, Parker will not hold exams, quizzes, lab practicals, or graded assignments the week preceding National Board exams, two days following National Board exams, and 2 days during the annual Chiro Games.

10.8. *Grading System*

Evaluation is an integral part of the educational process and is used as an educational tool to help students identify problem areas, to recognize and reward achievement, and to identify students who are unable to meet the rigors of the curriculum.

Final course grades and their interpretation are listed below:

| Grade | Numerical Value | Grade Point Value | Interpretation of Academic Achievement |
|----------|-------------------|-------------------|--|
| A | 89.5-100 | 4.0 | Excellent |
| B | 79.5-89.49 | 3.0 | Above Average |
| C | 69.5-79.49 | 2.0 | Satisfactory |
| F | Below 69.5 | 0.0 | Unacceptable |

P or F Pass/Fail - The practical portion of the clinic classes and the internship classes are graded on a pass/fail basis. In the clinic classes and the clinic internship classes, the lecture and the lab portions are separate and receive separate evaluations.

Administrative designations for students with special considerations:

| <i>Administrative designations</i> | |
|------------------------------------|---|
| I Incomplete Grades | Students must complete all course requirements before advancing in the program. The grade of "I" is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of "I" must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of "Incomplete" will be changed to an F and the entire course must be repeated. |
| W Institutional withdrawal | Grade received as a result of withdrawing from the university. It is not calculated into the GPA. |
| WP Withdrawal/Passing | Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA. |
| WF Withdrawal Failing | Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA. |

Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

(A) Report of Academic Progress

Grades are assigned and recorded at the end of each course and are available on MyParker.

(B) Grade Point Averages

A student's trimester Grade Point Average (GPA) is calculated as follows:

1. For each course, the grade point value of the grade received is multiplied by the credit hour value of the course.
2. These products are totaled and divided by the sum of the credit hour values for the trimester to produce the Grade Point Average.

A student's Cumulative Grade Point Average (CGPA) is calculated as above using data from all trimesters in which the student has been enrolled. If a student repeats a course, only the grade received for the repeat course will be counted and calculated into the cumulative Grade Point Average.

(C) The Right of a Student to Appeal

Parker University provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization.

(1) Grade Appeal Process

A student who wishes to appeal an interim grade must obtain the Interim Grade Appeal or the Final Grade Appeal Form from the Academics front desk in East 200 and follow the process described below within the appropriate time scale.

Step 1. The student who wishes to dispute an interim grade must discuss the matter with the Instructor/Course Director.

Step 2. If the matter is not resolved after talking to the faculty member, the student must meet with the Department Chair/Clinic Director. The Chair/Director may resolve the appeal only through agreement of both the student and the faculty member.

Step 3. If the matter is not resolved after Step 2, the student must meet with the appropriate Vice President. The VP may:

- resolve the appeal through agreement of both the student and the faculty member,
- deny the appeal and affirm the grade awarded by the faculty member if the VP determines that the student has not offered any substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously, or
- allow the student to appeal to the Commission on Curriculum and Grades if the VP determines the student has offered some substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously.
- the decision of the VP is final and not appealable

Step 4. If allowed by the VP, the grade may be appealed to the Commission on Curriculum and Grades.

- The grade appeal form must be accompanied by appropriate documentation that is available to the student or the grade appeal will not be considered. The appropriate documentation from the student needs to include a letter describing fully the reason for the grade appeal and any appropriate accompanying documentation such as the syllabus of the course showing how the grade is to be calculated or the clinic handbook(whichever is appropriate), a copy of the assignment the grade for which is being appealed (if it is available to the student) and any other supporting documentation such as statements from other students or faculty members who have information that supports the appeal.
- A grade appeal subcommittee will interview the student and the faculty member separately, review any and all appropriate documentation (including documentation that may have had to be provided by the administration), and make a recommendation to the Commission.
- The grade appeal subcommittee will present their recommendations to the Commission on Curriculum and Grades who will come to a decision on the information presented by the grade appeal subcommittee.

Step 5. The Chair of the Commission on Curriculum and Grades will present the information and their decision to the Faculty Senate Executive Council who will make the final decision. The decision of the Faculty Senate Executive Council is final.

Step 6. The Chair of the Commission on Curriculum and Grades will notify the student, the faculty member, and appropriate VP of the final outcome of the appeal. If this is a final grade that is being appealed, the Assistant Registrar will also be notified if a change of grade needs to be made.

(2) Time Table for Grade Appeals

For interim grades awarded before the final exam:

- Step 1 must occur within 3 school days after the grade is posted or becomes available;
- Steps 2 and 3 must occur within 5 school days after the grade is posted or becomes available; and
- Steps 4 and 5 must be completed within 5 days after the council receives the appeal.

For final trimester grades,

- Step 1 must occur no later than 3:00 p.m. of the second day of the next trimester;
- Steps 2 and 3 must be completed no later than 3:00 p.m. of the third day of the next trimester;
- Steps 4 and 5 must be completed no later than 5:00 p.m. on the Friday of the first week of the next trimester.

10.9. Academic Probation and Dismissal Policy

A student whose academic performance either in individual classes or through GPA is unacceptable in progress toward a degree is placed on Academic Probation.

All students on Academic Probation will have their academic standing reviewed by the Student Academic Advising Committee (SAAC), before the University will allow them to enroll in subsequent trimesters. The committee will review the student's academic progress and consider each student on a case by case basis. Based on that review, SAAC may make recommendations to the student and may set stipulations that the student must meet for continued enrollment. SAAC has broad authority to set those stipulations.

(A) Doctor of Chiropractic students

A student entering the DC program in fall 2012 is designated on Academic Probation if their cGPA falls below 2.25**

***** A Tri 1 student with a GPA below 1.5 is automatically dismissed from the institution***

The following apply to all Academic Probation students

- Student must raise their cGPA above 2.25 in the next trimester of enrollment or face dismissal.

- Student must not be placed on Academic Probation a second time (non-consecutive trimesters) or face dismissal
- Student must repeat all courses in which they failed (F, W, W/F or W/P) in the next trimester of enrollment
- Student must pass all failed academic course(s) or clinic practicum on the second enrollment or face dismissal
- Student must attend the mandatory study skill workshops held at the beginning of the trimester
- Student must attend ALL classes and labs

Appeals for Dismissals

Students who are dismissed may file a written notice of appeal with the chair of SAAC (the Vice President of Academic Affairs) within 3 school days of the last Friday of the trimester (third day of break). SAAC will overturn a dismissal only when justified by extenuating circumstances. The notice of appeal must explain those extenuating circumstances and include any appropriate documentation. If SAAC denies the appeal for continued enrollment, the student may appeal that decision to the Executive Academic Advising Committee (EAAC) by filing a written notice of appeal with the chair of SAAC (the Vice President of Academic Affairs) within 3 school days after receiving notice of SAAC's decision on the appeal.

Students who are dismissed from the institution and appealing to the EAAC will sit out a minimum of one trimester while the appeal is being reviewed by the committee. The EAAC may:

- affirm the decision of the SAAC,
- remand the case to the SAAC for further investigation or consideration of new facts that could not have been presented to the SAAC, or
- reverse or modify the decision of the SAAC only if justified by extenuating circumstances or if the decision of the SAAC was malicious, arbitrary or capricious.

The decision of the Executive Academic Advising Committee is final.

Please note: The SAAC may readmit a student to the school but that does not guarantee eligibility for financial aid. Academically dismissed students who have been granted readmission must file a separate appeal to the financial aid office for eligibility to receive funding.

(B) Undergraduate Program

A student entering the undergraduate program in fall 2012 is designated on Academic Probation if their cGPA falls below 2.00

The following apply to all Academic Probation students

- Student must raise their cGPA above 2.00 in the next trimester of enrollment or face dismissal.
- Student must not be placed on Academic Probation a second time (non-consecutive trimesters) or face dismissal
- Student must repeat all courses in which they failed (F, W, W/F or W/P) in the next trimester of enrollment
- Student must pass all failed course(s) on the second enrollment or face dismissal
- Student must attend the mandatory study skill workshops held at the beginning of the trimester
- Student must attend ALL classes and labs

Appeals for Dismissals

Students who are dismissed may file a written notice of appeal with the chair of SAAC (the Vice President of Academic Affairs) no later than the 5th week of the sub-term prior to the one they are requesting readmission to. SAAC will overturn a dismissal only when justified by extenuating circumstances. The notice of appeal must explain those extenuating circumstances and include any appropriate documentation. If SAAC denies the appeal for continued enrollment, the student may appeal that decision to the Executive Academic Advising Committee (EAAC) by filing a written notice of appeal with the chair of SAAC (the Vice President of Academic Affairs) within 3 school days after receiving notice of SAAC's decision on the appeal.

Students who are dismissed from the institution and appealing to the EAAC will sit out a minimum of one trimester while the appeal is being reviewed by the committee. The EAAC may:

- affirm the decision of the SAAC,
- remand the case to the SAAC for further investigation or consideration of new facts that could not have been presented to the SAAC, or
- reverse or modify the decision of the SAAC only if justified by extenuating circumstances or if the decision of the SAAC was malicious, arbitrary or capricious.

The decision of the Executive Academic Advising Committee is final.

Student who are academically dismissed from the Parker University undergraduate may be allowed admission to the Doctor of Chiropractic program if prerequisites are met at another institution that meet the requirements of transfer of credit set forth in the admissions policies of the university.

Please note: The SAAC may readmit a student to the school but that does not guarantee eligibility for financial aid. Students must appeal to the financial aid office for eligibility to receive funding.

10.10. *Assemblies*

To provide chiropractic students with a more complete, well-rounded education, the University averages three assemblies per trimester. Assembly speakers have included a number of prominent persons in the chiropractic profession and related fields. Attendance at Assemblies is a requirement for graduation for the Doctor of Chiropractic degree. Students failing to complete this requirement will be denied graduation until completion is confirmed. This requirement applies to all students in all trimesters. Chiropractic students who miss one or more of the three required Assemblies in any trimester shall have the opportunity to make up those missed Assemblies. Students may make-up each missed Assembly by viewing the videotape of the Assembly in the Library and submitting a two page, double spaced paper using 12 point font, and covering the subject matter of the missed Assembly. The paper must be submitted to the office of the Dean of Students Affairs. Attendance will be monitored by the Dean of Student Affairs' Office, though it remains the students' responsibility to keep track of their attendance and to make up any missed assemblies. Students arriving more than 15 minutes late will be counted absent.

10.11. *Policy on Late Instructors*

Situation one

Students report to class, but there is no instructor. After ten (10) minutes, the Class President (or his/her designee) goes to the Center Office to inform the Course Director or Department Chairperson. The Chairperson will make a decision as to whether to cancel the class. The Class President will report back to the waiting students. In the absence of the Course Director and/or the departmental Chairperson, the appropriate Dean should be contacted.

Situation two

A Faculty member calls the Course Director to say he/she will be late. If the Course Director is not available the faculty member follows the chain of command to the Department Chair followed by the appropriate Dean. The Course Director (Chair or Dean) ascertains what time the faculty member reasonably expects to be on campus. Someone from the Center will inform the class that the instructor will be late, and that class will start at a certain time. If, when the class reassembles, the Instructor is still not present, the policy in Situation One goes into effect.

10.12. *Requirements for Graduation*

To be eligible to participate in Commencement, a student must have successfully completed or be enrolled in all courses required for completion of the curriculum by Friday of the first week of the trimester in which he/she plans to graduate and not be under academic or disciplinary sanctions by the University.

(A) **Doctor of Chiropractic degree**

The Doctor of Chiropractic degree will be conferred by Parker University on individuals who:

1. Have satisfactorily fulfilled all requirements of the institution's doctoral curriculum for that degree;
2. Have completed all requirements for the doctoral degree within ten 10 years from the matriculation date to graduation;
3. Have earned no less than the final 25% of the total credits required for the degree in resident study at Parker University.
4. Have a cGPA of at least 2.00 for all students who entered the program prior to Fall 2012; a cGPA of 2.25 for all students who enter the program Fall of 2012; a cGPA of 2.5 for all students who enter the program Fall of 2013 and beyond;
5. Are not on academic probation or disciplinary sanctions at the time of graduation;
6. Have been recommended for graduation by the faculty;
7. Have satisfactorily fulfilled all indebtedness and other obligations to the college;
8. Have fulfilled all financial obligations to the class as agreed on by a majority of the class;
9. Participate in all required graduation activities;
10. Have exhibited the integrity and high morals expected of a professional;
11. Have had a financial aid exit interview, if financial aid was received while at Parker University;

(1) *Time Limit to Complete*

The time limit to complete the requirements for the D.C. degree is ten years. If a student has interrupted his or her education at Parker University or any other chiropractic University for more than five years, no credit will be given for the previous course work upon readmission. Former students must also meet all current admission requirements.

(B) Bachelor of Science degree with a major in Anatomy or Health and Wellness

The Bachelor of Science degree will be conferred by Parker University on individuals who:

1. Have satisfactorily fulfilled all requirements of the institution's academic regulations and curriculum for that degree;
2. Have earned no less than the final 25% of the total credits required for the degree in resident study at Parker University.
3. Have a cGPA of at least 2.00 for all students who entered the program prior to Fall 2012; a cGPA of 2.25 for all students who entered the program Fall of 2012; a cGPA of 2.5 for all students who enter the program Fall of 2013 and beyond;
4. Are not on academic probation or subject to disciplinary sanctions at the time the degree is conferred;
5. Have been recommended for graduation by the faculty;
6. Have satisfactorily fulfilled all indebtedness and other obligations to the University;
7. Have fulfilled all financial obligations to the class as agreed on by a majority of the class;
8. Have exhibited the integrity and high morals expected of a professional; and
9. Have had a financial aid exit interview, if financial aid was received while at Parker University.

(C) Time Limit to Complete

The time limit to complete the requirements for the Bachelor of Science degree with a major in Anatomy or Health and Wellness is ten years from the date on initial enrollment at Parker. Matriculated students with deficiencies in the BS with a major in anatomy or a major in Health and Wellness may fulfill these requirements while a student at Parker or within ten years of the date of initial enrollment in the DC degree program at Parker.

Transfer students from professional schools may be eligible to receive the BS when at least 60% of all courses designated as the respective major and 60% of all upper division courses are successfully completed in residence at Parker.

10.13. Honors

Parker University publicly acknowledges the academic excellence of its students. Recognition is granted in each trimester for outstanding achievement in the following manner:

(A) Valedictorian and Salutatorian

The students who have achieved the highest grade point average in their class are recognized through the award of Valedictorian (highest grade point average in the class) and Salutatorian (second highest grade point average in the class) during the Commencement exercises. Students eligible for this coveted and very prestigious academic award must earn all the required credit hours at Parker University. Transfer students and/or students receiving advanced standing in course work taken at Parker University are not eligible. To be considered for Valedictorian or Salutatorian of a class the eligible students must also meet the following criteria:

1. Must have fulfilled all requirements for graduation
2. Have no record of disciplinary or academic action against them taken by the institution
3. Must complete 100 percent of the program in the prescribed time period (10 consecutive trimesters)

(B) Dean's Honor Roll

Recognition is also given at graduation to individuals who have maintained excellent academic achievement throughout their program of studies. The cumulative GPA, as well as other factors, is taken into consideration.

The levels and CGPA requirements for graduation with honors are as follows:

Honors (cum laude) – Achievement of at least a 3.5 CGPA

High Honors (magna cum laude) – Achievement of at least a 3.75 CGPA

Highest Honors (summa cum laude) – Achievement of at least a 3.9 CGPA

To be considered for graduation with honors, students must meet the following criteria:

1. Fulfill all requirements for graduation
2. Have no record of disciplinary or academic action taken by the institution
3. Must complete at least 75 percent of the required credit hours while enrolled as a student in Parker University

10.14. *National Board Exams*

The National Board of Chiropractic Examiners was established to maintain uniform high standards of excellence in the chiropractic profession and chiropractic education. The NBCE, primarily by preparing and administering to qualified applicants examinations, whereby state licensing boards and/or legal agencies which govern the practice of chiropractic within each state and other countries may accept, at their discretion, those individuals who have successfully completed any part of the examinations. Additional information on Board exams can be found at www.nbce.org.

NBCE exams include: Written exams Part I, II, III, and PT and clinical practical exam Part IV. (NBCE also administers an optional Acupuncture exam.) All states require some or all parts of the NBCE exams to be passed as a prerequisite for licensing. The State of Texas requires passage of Parts I, II, III, IV and PT. A directory of state licensing requirements can be found on the Federation of Chiropractic Licensing Boards website at www.fclb.org

(A) Scheduling of Boards

Parker University has been designated as an official test site for all parts of the National Boards. Board exams are scheduled twice a year in the spring and fall. If a student enters Parker in:

January

They will take Part I March (In Tri IV)
Part II & PT March (Tri VII)
Part III September (Tri IX)
Part IV November (Tri IX)

May

They will take Part I September (Tri V)
Part II & PT September (Tri VIII)
Part III March (Tri IX)
Part IV May (Tri X)

September

They will take Part I March (Tri V)
Part II & PT March (Tri VIII)
Part III September (Tri X)
Part IV November (Tri X)

(B) Student Eligibility for NBCE Exams

Student Eligibility for NBCE Exams students entering Fall 2012

In addition to meeting the requirements of the National Board of Chiropractic Examiners (NBCE), Parker University of Chiropractic students must be in good academic standing before the college will approve their application to take NBCE exams.

A student is in good academic standing, unless one of the following occurred in the last trimester completed before requesting approval of the NBCE application:

- The student's cumulative GPA was below 2.25,

- The student failed to successfully complete a class on their second enrollment (W/F status) in that class.

If a student is not in good academic standing Parker University requires that they wait to take the NBCE exams. The NBCE exams are challenging, so preparing for and taking those exams will consume a substantial amount of the student's time and energy. Students are more likely to successfully remove their academic deficiencies if they are not distracted by the stress of taking the NBCE exams. Similarly, students are more likely to pass the NBCE exams if they are not burdened by the fear of being permanently dismissed from the College if they do not resolve their academic deficiencies.

However, a student with on academic probation who desires to take the NBCE exams may appeal to the Student Academic Advising Committee. That committee will approve the NBCE application for those students who are earning a grade greater than 70 in each of their classes, including:

- A grade greater than 70 in any classes that they received an F in the previous trimester,
- A grade greater than 70 in any classes that they have failed to successfully complete on their second enrollment, and
- Their current trimester GPA should be greater than 2.0

If the student's CGPA is below 2.25 in the last trimester completed before requesting approval of the NBCE application, the College will not approve their application to take a NBCE exam, until the student's CGPA is at least 2.25. This requirement cannot be waived by the SAAC.

Additional Requirement for Part II

The College will approve an application to take Part II, only if:

- The student meets the requirements for good academic standing, as described above, and
- The student has passed all the subjects on Part I, or failed no more than two subjects on Part I.

These requirements will become effective for students applying to take the NBCE exams for March 2013, and subsequent exams.

Student Eligibility for NBCE Exams students entering prior to Fall 2012

Students who have entered Parker prior to Fall 2012 must be in good academic standing before the college will approve them to take the exam. A student is not in good academic standing and must appeal for the privilege to take the National Board exams if they meet any one or more of the following criteria:

- their previous trimester GPA is below 2.0, (previous meaning the trimester immediate prior to the Parker NBCE signing date)
- their cumulative GPA is below 2.0
- they receive a grade of F for their Final Grade in any class, (meaning the trimester prior to the Parker NBCE signing date)
- they have failed to successfully complete a class on their second enrollment in that class (the trimester prior to the Parker NBCE signing date)

A student currently enrolled who is listed as Academic Deficient may appeal to the Student Academic Advising Committee and will be allowed to sit the board exam if they can demonstrate all of the following:

- academic progress (class average greater than 70) in any classes they received an F in the previous trimester
- adequate academic progress in any classes (class average greater than 70) they have failed to successfully complete on their previous second enrollment
- adequate academic progress (successfully passing all classes) and be able to show their current trimester GPA should be greater than 2.0
- Students whose CGPA is below 2.0 will not be allowed to sit boards until their CGPA is above 2.0 for the trimester prior to the college board signing date

Student eligibility for Parker University to approve Part II NBCE board application:

- All of the requirements as listed under student eligibility for Parker College to approve Part I NBCE board application
- Must have successfully passed a minimum of 4 sections of Part I to be eligible for Part II

10.15. *Licensure Information*

Students who need information regarding chiropractic licensure should contact the Registrar's Office or the regulatory body that governs chiropractic practice in the state or country where the student wishes to practice. Currently some states require a bachelor's degree prior to being licensed to practice chiropractic in that state.

A directory, published by the Federation of Chiropractic Licensing Boards, is available for student use in the Registrar's Office. More information is available at the Federation's web site www.fclb.org. Additionally, a file with general information about state licensure is maintained in the Registrar's Office. Students are responsible for obtaining all information regarding practice regulations in any jurisdiction they select. Because state licensing requirements may change, the eligibility of a student to sit for a state's licensing examination may change.

11. School of Massage Therapy Program

Mission Parker University School of Massage Therapy will enhance the development of wellness leaders through massage therapy by offering sound, ethical, well-researched, and relevant programs through high standards of education, research, and service.

11.1. *Background and History*

Parker University School of Massage Therapy is the newest program in Parker University's 30-year proven tradition in holistic health care education. Opened in January 2007, this massage school and clinic gives scholars the opportunity to learn and practice various massage techniques including Swedish, acupressure, myofascial release, and neuromuscular therapy. The massage school teaches the art of massage through a natural health and wellness model, while the structured clinic internship prepares student for professional practice. In addition to a comprehensive curriculum, students have the advantages of intimate classroom size, hands-on experience and the opportunity to work with professionals in the fields. Massage therapy students enjoy the same benefits of Parker's hallmark dedication and student-centered attention that our Chiropractic and undergraduate students do.

Our entry-level program includes more than 320 hours of education in the science of therapeutic bodywork and more than 200 hours of classroom, lab, and clinical courses. Overall, this 8-month, 600-hour program assures graduates will be fully prepared to contribute to the health of any client through direct intervention, knowledgeable referral, or wellness advocacy. To assist students with busy schedules, the School now offers both a day and an evening program.

The massage school also features contemporary equipment and a pristine environment where students can learn and network with others in the health care profession. Students of the Parker University School of Massage Therapy interact with other massage therapy students and also with chiropractors and chiropractic students. The massage program offers one of the only 600-hour programs in Dallas, and financial assistance is available to help students who qualify manage both their financial and professional goals.

Parker University gives every student a unique experience. Outside of the classroom, recreational facilities welcome the Parker family to have fun and be active on campus. The student activity center contains exercise equipment and a gymnasium for students as well as fitness classes for all levels, while lounges and a

world-class library provide a quiet place to study, relax, and expand the mind. Parker University offers university life as it is meant to be lived – actively.

Definition of a Parker Massage Therapy Graduate

A Parker Massage Therapy Graduate is trained to be a successful therapist, who:

- is a wellness guide
- serves their clients
- provides competent and caring service
- practices with honesty and integrity
- conducts themselves in a professional manner, and
- supports and brings credibility to the massage therapy profession

11.2. *Learning Objectives*

The learning objectives for the School of Massage Therapy are:

1. *Demonstrate both therapeutic and relaxation modalities of massage therapy in order to provide appropriate client care.*
2. *Identify the relationship between the structure (particularly the musculoskeletal system) and function of the human body.*
3. *Demonstrate proper professional and personal ethical guidelines which govern business/clinical practice for massage therapy.*
4. *Develop business goals and objectives that will assist them upon graduation for a career in the massage therapy industry.*
5. *Demonstrate the ability to incorporate basic massage technique knowledge with clinical application to provide high-quality evidence based care.*
6. *Articulate an understanding that the body heals itself and that the massage therapist assists in removing musculoskeletal imbalance by various massage procedures.*

11.3. *Admissions*

Following are the minimum requirements for admission to the Massage Therapy Program. Parker University seeks the most qualified students.

Applicants to the school must meet the following admissions requirements:

- Applicants must be at least 18 years of age at the time of admission
- Applicants must provide proof of high school graduation or GED or an official transcript with at least 60 hours of undergraduate level study
- Free of certain criminal convictions
- Complete an online or print application
- Submit a \$75 application fee
- Interview with the Massage School Director

Note: Applicants who do not hold legal residency status in the US are eligible for entry but will be subject to citizenship status of state licensing boards and employers in the US

11.4. *Deadlines for Applications*

Applications for admissions must be received by the deadlines for the desired trimester.

| | |
|---------------------|-------------|
| January Trimester | January 1 |
| May Trimester | May 1 |
| September Trimester | September 1 |

All admissions documents and deposits must be received prior to registration. Incoming students will not receive financial assistance until their admissions file is complete and they are fully matriculated.

Students may apply for admission to Parker University School of Massage Therapy at any time before completing prerequisites.

The massage program is designed to be completed in 8 months. This is the typical amount most students take to complete the program. However, students that need to extend their time of study will have 12 months of continual enrollment to complete the program. The maximum length of time to complete the program is 12 months. If a student takes a leave of absence from the program for any reason, the amount of time remaining for the student to complete the program will be calculated from the last date of attendance. If a student's leave of absence exceeds 36 months, the student will repeat the entire program. If a student has interrupted their education at Parker University School of Massage or any other massage school for more than three years, no credit will be given for the previous course work upon readmission. Former students must also meet all current admission requirements.

11.5. *Physical Qualifications for Admission*

Parker University School of Massage Therapy has established physical qualifications for admission to the massage program. These minimum qualifications are essential to prepare and practice as a Massage Therapist. Students at the university must be able to perform at a high level of competency in all phases of the classroom, clinic and laboratory activities because they will ultimately use this knowledge as Massage Therapists.

The Physical Qualifications are:

1. The student must possess sufficient coordination and use of both upper limbs to perform body work.
2. The student must possess manual dexterity to perform in the various clinical and classroom requirements without posing a threat to themselves, clients, or fellow students.
3. The student must have the ability to stand to perform therapies.
4. The student must hear and see – appropriately assisted if needed – well enough to record client histories, to provide routine safety instructions, and conduct a massage session without constant supervision.

Persons with disabilities are eligible for admission, as long as, they can carry out classroom, laboratory and clinical assignments. Including client intake, assessment and techniques, or the equivalent; pass written, oral and practical examinations; and meet all of the requirements of the school. Parker University will make reasonable accommodations for disabilities. Applicants and students are welcome to discuss any disabilities that they believe will hinder completion of the curriculum. In considering a prospective or actual applicant who discloses a disability, Parker University may require an interview to determine if the individual meets the physical qualifications to complete the program. The Coordinator of Student Assistance can provide more information regarding accommodations that Parker University might be able to provide.

11.6. *Application Procedures*

Prospective students applying for admission to Parker University's Massage Therapy program must:

1. Submit to the Admissions Office a properly completed application for the January, May or September trimester and a non-refundable application fee of \$75.00. Request that each high school, college and university attended
2. Send official copies of academic transcripts to the Registrar's Office of Parker University. Students also have the option to fill out a transcript authorization/release form available from the Admissions/Registrar's office to allow Parker to request transcripts on a student's behalf. Transcript fees will be added to a student's first trimester of enrollment costs.
3. Await further communication from the university. As documents arrive, students will be notified. When all transcripts are received, the file will be processed for acceptance.
4. If the student is a veteran of the U.S. armed forces, provide the university with a copy of their DD 214 and a letter of eligibility from the VA.
5. The applicant may receive a conditional acceptance. At this time the applicant is required to pay a confirmation fee of \$50 to secure their place in the program. This fee is applied to their tuition and is non-refundable. The

confirmation fee may be waived if the applicant submits all documents within 30 days of submitting their application.

6. Once the application and transcripts have been received, schedule a meeting with the Massage School Director.

Transcripts that accompany the student's application form will be considered official if sealed by the institution, unopened by the student and not stamped issued to student on transcript.

11.7. *Transfer Student Policies*

There are three types of students who may be considered a 'transfer' student: 1. a previously licensed massage therapist wanting to take the second trimester classes in order to advance their skills, 2. licensed massage therapists who want to take one to three classes for continuing education purposes, and 3. a student transferring from another massage therapy program.

Licensed massage therapists may complete the second trimester of the program for more advanced training. These students will be admitted as advanced standing students. Advanced standing students are licensed massage therapists seeking additional training. These students would transfer their existing course credits and are eligible to receive a certificate at the culmination of the course of study. Advanced standing students must have completed all of the first trimester courses to be eligible to begin taking the second trimester courses. A thorough review of the transcript will make this determination.

A second classification of students is continuing education students. These students are limited to taking a maximum of three classes. These students must be licensed massage therapists and have completed the prerequisites listed for the intended course(s). These students are not seeking additional certification rather additional courses to enhance their skills and ensure they understand and apply the most recent massage therapy research and applications.

Both advanced standing students and continuing education students would submit an application along with the transcripts from prior coursework.

Students who wish to transfer credit from previous course work must do the following:

The Texas Massage Therapy Licensing Agency must approve credit for previous course work.

1. The applicant should request an official transcript and course descriptions from the institution where the course work was completed. That transcript should be sent to the following address:

**Massage Therapy Licensing Program
Texas Department of State Health Services MC-1982
1100 West 49th Street
Austin, Texas 78756-3183, USA 78756-3183**

Be sure to include a letter stating: Your Name, Address, Phone #, and Email, as well as a request that they send the verification to Parker University School of Massage Therapy at:

**Parker University School of Massage Therapy
Attn: Registrar
2560 Electronic Lane
Dallas, Texas 75220
214-902-3485
askpsmt@parker.edu**

2. There will be a waiting period while the Agency reviews transcripts and deems a “Yes” or “No” for credit to be granted.
3. The Agency will contact the requester and Parker University School of Massage Therapy with the results.
4. The Massage School Director and the Registrar will need official transcripts and course descriptions as well to review. Once the judgment from the state has been received, the information will be reviewed and a determination made.
5. Student will be notified of decision by a written letter and email.

For further assistance please contact either:

AskAdmissions@parker.edu
pbrown@parker.edu

If a transfer student meets all the admission qualifications and is accepted for enrollment, the student must attend all scheduled orientation classes and abide by the same student regulations as non-transfer students. Orientation will help the transfer student better understand Parker University policies, procedures and educational opportunities.

Students may transfer a maximum of ten percent of the total program length.

11.8. *International Students Requirements*

1. Submit an online application: admissions application
2. It is the students’ responsibility to contact one of the following organizations to request that a foreign transcript review be prepared and mailed directly to Parker University, Registrar’s Office, 2540 Walnut Hill Lane, Dallas, TX

75229. (This does not apply to Canadian students). Educational Credential Evaluators, Inc., P.O. Box 92970, Milwaukee, WI 53202-0970. Phone: 414-289-3400. Web: www.ece.org or World Education Services, Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745. Web: www.wes.org or

3. Submit an original letter of support from a financial sponsor. Pledging to provide funding to pursue educational goals in the United States. No photocopies or facsimiles accepted. Written on the financial sponsor's personal or business stationary. Signed by the sponsor. You may sponsor yourself.
4. Submit an original letter of financial ability. Documenting sponsor's capability to financially support you (This is often called the "bank letter".) Written and signed by an officer or official of your sponsor's financial institution on the institution's letterhead and bearing a current date. No photocopies or facsimiles accepted. Stating the financial sponsor has at least \$38,630 available for the student's financial support (This amount is subject to change - check with your international advisor before submitting.)
5. Submit the completed educational experience form. List all colleges and universities that you have attended
6. Submit a completed financial information form. List all expected financial aid that you are planning to use from your country or any other sources to nance your education at Parker. If dependents are accompanying the student, list them on the financial information form; otherwise, they will not be able to enter the United States.
7. Submit all official transcripts: Submit to Parker University, Registrar's Office, 2540 Walnut Hill Lane, Dallas, TX, 75229. It is the student's responsibility to request that official transcripts be sent from all prior institutions where credits were earned. Official transcripts must be mailed directly to the Registrar's Office at Parker University. A transcript stamped "Issued to Student" or hand-carried into the Registrar's Office is not considered to be an official transcript.
8. Provide course descriptions for all science prerequisite courses that were completed at a college or university outside the United States. Descriptions must detail lecture and lab contact hours. This is not applicable to Canadian students
9. Submit official ETS/TOEFL or IELTS scores (Test of English as a Foreign Language) for students whose primary language is not English. Contact ETS/TOEFL at PO Box 6151, Princeton, NJ, 08541-6151, USA. Phone: 800-257-9547. Students must obtain these minimum scores: Paper-Based Test (PBT) – 550; Computer-Based Test (CBT) – 213; Internet-Based Test (IBT - Total score of 79 or above compromised of the following minimums: Reading: 21; Writing: 18; Speaking: 19; Listening: 21. The scores must be submitted directly to Parker University from the ETS/TOEFL office to be considered official. International students holding a bachelor's degree wholly obtained in the United States can be waived from the TOEFL requirement at the

discretion of the international student advisor. Contact IELTS at <http://www.ielts.org/default.aspx>. Students must obtain a minimum score of 8. The scores must be submitted directly to Parker University from the IELTS office to be considered official. Student must furnish proof of health insurance.

10. Submit proof of health insurance.

11.9. *Tuition and Fees*

(A) Financial Policy

All charges, including tuition and fees, are due and payable on or before the first day of class.

(B) Tuition and Fees as of September 1, 2012

| 600 hour Certificate Program Costs | |
|---|---------|
| Tuition | \$7,720 |
| Application fee | \$75 |
| Confirmation Fee (non-refundable – to be applied to tuition) | \$50 |
| Technology fee (per trimester) | \$50 |
| Activity fee (per trimester) | \$65 |
| Parking fee (per trimester) | \$25 |
| Materials fee (per trimester) | \$30 |
| ABMP membership (one-time fee paid in Tri One) | \$45 |
| Graduation Fee (one-time fee paid in Tri Two) | \$40 |
| Licensing Fee (one-time fee paid in Tri Two) | \$375 |

| Other Fees that May Apply | |
|---|---------------|
| Late Registration Fee (per day) | \$50 |
| Books (approximate) | \$510 |
| Lotion Holster | \$15 |
| Scrubs (mandatory during internship only) | \$25 |
| Massage table package (optional) | \$200 - \$700 |

If criminal background checks are required by the facility where student is placed for internship, an additional fee will apply.

(C) Part-time Tuition

Classes may be taken on a part-time basis at the rate of \$19.20 per clock hour for tuition, plus other applicable fees, including parking, technology, and materials.

11.10. Financial Aid

Your education is an investment in your future and each dollar, invested wisely, is a step toward achieving your desired career goals. A student must successfully complete 300 clock hours for the first trimester to receive the second disbursement of financial aid for the second trimester.

(A) Budget

The budget is the total for tuition, fees, books and living expenses for the entire 8 month program. The following budget is for the 2012-13 academic school year.

| | |
|-------------------------|------------------|
| Massage Therapy Program | |
| Tuition & Fees | \$ 8,520 |
| Books & Supplies | 1,227 |
| Room & Board | 9,952 |
| Transportation | 4,160 |
| Personal Expenses | <u>2,354</u> |
| TOTAL | <u>\$ 26,213</u> |

Tuition and fees are subject to change by the Board of Trustees. Cost is the same for the day and evening program.

(B) Types of Financial Assistance Available

(Also see the Financial Aid Handbook)

(1) *Difference between grants, scholarships and loans*

Some basic types of financial aid are grants, scholarships and loans. Grants and scholarships are gifts – you do not have to earn them by working and you do not need to repay them. Grants are primarily based on financial need, while scholarships are usually based on merit or a combination of need and merit. In contrast, loans must be repaid with interest by the student or co-signer. Repayment usually begins after the student leaves school or drops below half-time enrollment. The terms for repayment – the amount of the payments, when the payments begin,

and the length of time to pay the debt – for federal loans are governed by the Master Promissory Note; the terms for repayment of other loans are governed by the Disclosure Statement or some other form of a promissory note.

(2) ***Federal PELL Grant – Available to Massage Therapy students***

Student must submit Free Application for Federal Student Aid (FAFSA) to Parker University Financial Aid Office for eligibility. If you are a Massage Therapy student, the maximum amount for Pell is \$3,700 per award year.

(3) ***Federal Subsidized Stafford Student Loans***

Students enrolled in the undergraduate program may borrow up to \$3,500 per academic year (two trimesters). Funds will be disbursed in 2 installments. The interest rate is 3.4% for undergraduate loans. Repayment starts six months after graduation. Students must be U.S. citizens or eligible non-citizens who meet all the federal criteria for eligibility and who complete all paperwork required by the Financial Aid Office. Aggregate limit on the Subsidized Stafford Loan is \$23,000.

(4) ***Federal Unsubsidized Stafford Student Loans***

Students determined to be dependent (according to FAFSA guidelines) and enrolled in an undergraduate program, qualify for up to \$2,000 in unsubsidized funds. Students determined to be independent (according to FAFSA guidelines) and enrolled in an undergraduate program, qualify for up to \$6,000 in unsubsidized funds. Interest rate is 6.8%. Aggregate limit on the Unsubsidized Stafford Loan is \$31,000 for dependent students (no more than \$23,000 of this amount in subsidized) and \$57,500 for independent students (no more than \$23,000 of this amount in subsidized).

(5) ***Federal Parent PLUS Loan***

Parents may borrow up to the student's cost of attendance minus all other financial aid awarded. Annual limits are defined as cost of education minus estimated financial assistance. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, a parent PLUS borrower who is also a student can defer repayment while the borrower is enrolled at least half-time and for an additional six months after the borrower is no longer enrolled at least half-time. The interest rate is 7.9%. Parents must fill out the Parent PLUS Loan Authorization Form (available on the MyParker website). Parents who are denied the Parent PLUS Loan need to supply documentation to the Financial Aid Office so that we may increase the student's unsubsidized loan by additional \$4,000. See the Financial Aid Office for additional details.

(6) *Alternative, Credit-Based Loans*

Students who need additional resources to help pay for the cost of attendance should see the Financial Aid Office.

(7) *Payment Plans*

In addition, Parker's Business Office will arrange payment plans for some students with financial need. Transcripts and certificates are not released until full payment of the program costs is received.

Additional information is available in the Financial Aid Handbook. The figures, interest rates, and potential loan amounts quoted in this Catalog are based on information as of July 1, 2012. Changes in government policy, appropriations, procedures or regulations occurring after that date could affect these programs. Parker University Financial Aid Office acts in compliance with government guidelines. If you have any questions please email them to askfinancialaid@parker.edu, or call 972-438-6932.

11.11. *Curriculum*

(A) **600 Hour Program**

Trimester I

- MTEC0101 Swedish Massage (125 hours)
- AMMT0101 Anatomy & Physiology (75 hours)
- AMMT0102 Pathology for the Massage Professional (40 hours)
- HHMT0101 Human Health & Hygiene (20 hours)
- HHMT0201 Nutrition (12 hours)
- BPMT0101 Business Practices & Professional Ethics I (8 hours)
- HYMT0101 Hydrotherapy (20 hours)

Trimester II

- AMMT0201 Applied Anatomy and Kinesiology (60 hours)
- BPMT0201 Business Practices & Professional Ethics (48 hours)
- MFMT0201 Myofascial Therapy (40 hours)
- MTMT0202 Neuromuscular Therapy (40 hours)
- NMMT0205 Eastern Modalities - Acupressure (32 hours)
- INMT0221 Massage Therapy Intern Clinic (80 hours)

11.12. *Course Descriptions*

MTEC0101 Swedish Massage – 125 hours

Students are introduced to the theory and history of massage. Swedish massage, as synthesized by Pehr Henrik Ling, stands as the foundation for modern Western

massage, and students will learn to use the basic Swedish techniques of; effleurage, petrissage, friction, vibration, tapotement and Swedish movements/gymnastics, individually and in combination to create a full-body massage. Students will be taught proper body mechanics, draping methods, indications and contraindications for massage, introductory evaluative techniques, charting and SOAP method note taking. In addition to class sessions, students are required to engage in practice massage sessions outside of scheduled class hours.

Prerequisites: None

AMMT0101 Anatomy & Physiology – 75 hours (50 Anatomy and 25 Physiology)

This is the foundation course in systems-based human anatomy and physiology. Students will learn the structure and function of each of the major systems of the human body, how they inter-relate, and how they are affected by massage therapy. Students will also learn basic medical terminology, including roots, prefixes and suffixes, and combining vowels. Laboratory time will include observation of prosected human cadavers.

Prerequisites: None

HHMT0101 Human Health & Hygiene – 20 hours

Students will learn disease prevention and hygiene. This course serves as the introduction to the wellness model. Wellness is defined as an active process employing a set of values and behaviors that promote optimal health, function, and quality of life. Students will be presented with a set of tools that can be utilized for both self-care and to teach clients to be active participants in the optimization of their own health and well-being.

Prerequisites: None

HHMT0101 Nutrition – 12 hours

Students will learn the role of balanced nutrition in the wellness model. Both western and oriental approaches to general nutrition and the therapeutic use of food will be discussed.

Prerequisites: None

HYMT0101 Hydrotherapy – 20 hours

This course discusses the scientific application of water, in all three of its physical states, for therapeutic purposes. Students will learn and practice the correct use of hot and cold temperatures in a variety of applications.

Prerequisites: None

BPMT0101 Business Practices & Professional Ethics I – 8 hours

This is the introductory course in the fundamentals of business and the ethics of professional touch. Students will build a business plan, learn basic business management tools and learn to interview and be interviewed. State massage therapy laws will be reviewed and discussed. Students will learn key principles for ethical practice.

Prerequisites: None

AMMT0102 Pathology for the Massage Professional – 40 hours

Students will learn to recognize pathologies and to adapt techniques to promote healing and ease discomfort. Coursework will include a thorough review of endangerment sites and contraindications for massage therapy, and the development of a network of healthcare professionals for referrals, when appropriate.

Prerequisites: None

Trimester II Curriculum

AMMT0201 Applied Anatomy and Kinesiology – 60 hours

This course is a continuation of AM0101, with a detailed study of the effects of massage therapy on the cardiovascular and nervous systems, an exploration of fascia, and special emphasis on the skeletal and muscular systems and their role in human movement. Students will extend their knowledge of muscle origin, insertion and action, refine palpation skills, and will be introduced to the oriental anatomical model.

Prerequisites: Must complete AMMT0101 Anatomy & Physiology

BPMT0201 Business Practices & Professional Ethics II – 48 hours

This is the second of two courses in the fundamentals of business and the ethics of professional touch, with emphasis on effective communication, marketing, and creating a sustainable practice. The importance of developing a referral network of DCs, DOs, MDs, L.Acs, and other healthcare professionals will be discussed and a plan for implementation will be developed.

Prerequisites: None

MFMT0201 Myofascial Therapy – 40 hours

This is the first class designed to deepen and broaden therapeutic skills. Myofascial therapy is an elegant system for opening tissues to deeper work and to engender flexibility, balance, and postural alignment. This course will provide the student with the fundamental tools for this approach to bodywork.

Prerequisites: Must complete all Tri 1 Classes or be a LMT

MTMT0202 Neuromuscular Therapy – 40 hours

Neuromuscular therapy introduces the student to basic principles and techniques to address pain at specific muscles, and is a powerful set of tools for use in the clinical setting.

Prerequisites: Must complete all Tri 1 Classes or be a LMT

NMMT0205 Eastern Modalities - Acupressure – 32 hours

Eastern Modalities focuses on the technique of Acupressure. Acupressure utilizes touch therapy combined with the principles of acupuncture and Chinese medicine. This course will introduce the students to an in depth study of the meridian lines as well as provide them with a detailed sequence for a client session.

Prerequisites: Must complete all Tri 1 Classes or be a LMT

INMT0221 Massage Therapy Intern Clinic – 80 hours

Students provide massage therapy treatment to the public in the School of Massage Therapy Intern Clinic, under the supervision of specially-licensed School faculty. Students will perform client intake, full-body massage therapy, exit interviews and documentation (SOAP note format) for each session. Students will participate in case conferences and learn client check-in and check-out procedures.

Prerequisites: Must attend the ‘Clinic Orientation’ class presented in Swedish Technique MTEC0101, complete Swedish Technique (MTEC0101), Anatomy & Physiology (AMMT0101) and Pathology (AMMT0102).

11.13. Academics

These policies apply specifically to students in the School of Massage Therapy, in addition to the general policies stated above that apply to all students.

(A) The Academic Year

For academic purposes, the calendar year is divided into three trimesters of 17 weeks each. The spring trimester begins in January, the summer trimester begins in May, and the fall trimester begins in September. A student attending the Massage Therapy program full time will complete the 600 hour program in 2 trimesters.

(1) Academic Calendar

| ACADEMIC CALENDAR 2012 FALL TRIMESTER – SCHOOL OF MASSAGE THERAPY | |
|--|-------------------|
| August 31 | Tri I Orientation |
| September 3 | Labor Day Holiday |

| | |
|----------------------------|--|
| September 4 | 1 st day of classes |
| October 25 – 28 | Parker Homecoming – on Campus (Academic classes dismissed 10/26) |
| November 22 & 2 | Thanksgiving Holidays |
| December 13 | Commencement |

(B) Trimester Hours

The Massage Therapy program is based on clock hours. A clock hour is defined as a 60 minute block of time including a minimum of 50 minutes of instruction.

(C) Time Limit to Complete Program

Students have a total of 12 months of continual enrollment to complete the program. If a student takes a leave of absence from the program for any reason, the amount of time remaining for the student to complete the program will be calculated from the last date of attendance. If a student's leave of absence exceeds 36 months, the student will repeat the entire program. If a student has interrupted their education at Parker University School of Massage Therapy or any other massage school for more than three years, no credit will be given for the previous course work upon readmission. Former students must also meet all current admission requirements.

(D) Teacher/Student Ratios

Parker University School of Massage Therapy maintains a 1:36 Teacher/Student ratio for all lectures. For practical massage instruction the Teacher/Student ratio will not exceed 1:15. When the number of students exceeds fifteen, qualified Teacher Assistants will be utilized to support instructor and maintain this ratio.

(E) Attendance Policy

A professional education at Parker University requires a full time commitment by the student. Students are required to attend 100% of the sessions for each class. Excused absences totaling up to 20% of the total course are permitted to be made up through approved make up assignments. If a student falls below the cumulative 80% attendance mark they will receive an 'F' for the course. Classes are demanding and academic standards are high. Students must expect to spend a significant part of each day in and out of class to successfully complete the program. Full realization of the learning process is reliant upon the fact that students are expected to attend and be attentive and participatory in all lecture and laboratory classes. Students must attend classes on a regular basis to attain the skill, training and expertise they will need to become successful Massage Therapists. It is in this light that Parker University School of Massage Therapy considers classroom attendance to be mandatory in all scheduled classes and laboratory sessions and failure of the student to attend classes and/or laboratory sessions could result in poor academic performance by the student, possible grade reduction, or the student receiving a failing grade in the class.

The student is responsible for obtaining and learning subject materials presented during an absence. When the period of absence is known and may be planned, the student must confer with the appropriate course instructor and determine a plan of action for that absence. Absence from any examination (lecture or lab) must be accompanied by a written excuse documenting the extenuating circumstance which prevented the student from sitting the examination. If the excuse is considered valid by the course instructor, then arrangements to sit the exam must be made with the course instructor within 7 days of returning to class. However, make-up work or a doctor's note does not erase an absence. Hours missed still must be made up to avoid a failing grade.

(1) ***Tardiness***

Tardiness is disruptive to the class. Each student should make every attempt to get to class on time. An instructor may refuse to allow a tardy student to enter the classroom. A student who is tardy to a class may be counted absent for that class period. If a student is more than 15 minutes late to a class they will lose the entire hour. This does not mean the whole class period of four hours.

(2) ***Absences for Religious Holidays***

Parker University will excuse students from attending classes and other required activities for the observance of religious holidays, including travel for that purpose.

A religious holiday means a day of observance by a religion whose places of worship is exempt from property taxation under Section 11.20 of the Texas Tax Code (or would be exempt if the place of worship as located in Texas).

A student whose absence is excused under this policy may not be penalized. Those students will be allowed to take examinations or complete any assignments they missed due to observance of the religious holy day (see missed exam policy). With the student's agreement, the course director may move the points from the missed examination or assignment to the final exam in that course or make other arrangements to make up the missed exam or work. A student may be required to show written documentation.

A student who will miss an examination or assignment for the observance of a religious holy day should notify the course directors of all courses affected prior to the absence.

If a student and a faculty member disagree about whether an absence is for the observance of a religious holy day or whether the faculty member has allowed the student a reasonable time to complete any missed examinations or assignments (see missed exam policy), the faculty member or the student may request a ruling from

the Massage School Director. The student and the faculty member will abide by the decision of the Massage School Director.

(3) *Student Bereavement Policy*

In the unfortunate event that you experience a death in your family, please rest assured that Parker University will help you during this time of your loss.

(a) Action Steps:

- If you experience a death in your family, please notify the Massage School Director for Massage School as soon as possible. You may send the notice by telephone or email. You may send the notice personally or have it sent by a roommate, friend, or family member. The Massage School Director will contact your instructors and ask them to assist you when you resume your studies.
- When you return to campus, please schedule a meeting with the Massage School Director to discuss support resources available to you through the Office of Student Affairs and to discuss strategies for catching up with missed academic work and for completing the trimester successfully.

(b) Assistance and Accommodation:

The options for assistance or accommodation include the following:

- Excused Absences.
- Counseling with the counselors in Student Affairs or referral to another counselor.
- Alternate arrangements for completing coursework, subject to the Missed Exam Policy.
- Withdrawal from some courses to reduce your course load.
- Incomplete grades in one or more courses.
- Withdrawing from the University and taking a leave of absence.

The Massage School Director will hear your situation and then help you decide what actions are in your best interest and will facilitate the communications between you and your instructors.

(c) Excused Absences Due to Bereavement

We understand that in the immediate aftermath of the loss of a loved one, your classes and labs may be the farthest thing from your mind. We encourage students to take the following excused absences from their classes and labs:

- 5 school days if bereavement is for the death of the student's spouse or child (including step-children, foster children, adopted children and in-laws).
- 3 school days if it is the death of a student's immediate family, other than a spouse or child. The immediate family includes parents (including step-parents, foster parents and in-laws), legal guardians, brothers and sisters

(including step-siblings and in-laws), grandparents, grandchildren, aunts and uncles.

- 1 school day to attend the funeral of a niece, nephew or cousin.
- 2 additional school days if the family member lived more than 200 miles from Dallas or the funeral will be held more than 200 miles from Dallas.

The Massage School Director will forward requests for bereavement leave to the student's course directors. The Director may request a funeral or obituary notice.

(4) *Make-up Policy for Coursework and Class Time*

If an absence is deemed 'Excused' then certain accommodations may be made by the course instructor for the student to make-up assignments/class time missed due to this absence. The responsibility lies on the student to contact the course instructor to arrange this make-up work. Documentation describing the reason for the absence is required by the student. Possible assignments may include but are not limited to: added class time; written assignments; exams either written or practical in nature or another assignment deemed appropriate by the course instructor. A 'Make-up Assignment Form' will be filled out by the course instructor and the student. A copy is given to the student and the original will be kept in the course folder. This form is also utilized if a student is attending another scheduled class to substitute their missed time.

(F) **Grading System**

Evaluation is an integral part of the educational process. The grading policy of the School of Massage Therapy is designed not only as a mechanism to meet this evaluation requirement, but also to be an incentive to students to excel, to be a means of recognizing and rewarding achievement, to help identify problem areas for students. Therefore, the following grades, their numerical equivalents, and their interpretations are employed at the School of Massage Therapy:

| Grade | Numerical Value | Grade Point Value | Interpretation of Academic Achievement |
|----------|-------------------|-------------------|--|
| A | 89.5-100 | 4.0 | Excellent Achievement |
| B | 79.5-89.4 | 3.0 | Above Average Achievement |
| C | 69.5-79.4 | 2.0 | Satisfactory Achievement |
| F | Below 69.5 | 0.0 | Unacceptable Achievement |

In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis.

Administrative designations that may be used in appropriate circumstances include:

| <i>Administrative designations</i> | |
|------------------------------------|---|
| I Incomplete Grades | Students must complete all course requirements before advancing in the program. The grade of “I” is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of “I” must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of “Incomplete” will be changed to an F and the entire course must be repeated. |
| W Institutional withdrawal | Grade received as a result of withdrawing from the university. It is not calculated into the GPA. |
| WP Withdrawal/Passing | Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA. |
| WF Withdrawal Failing | Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA. |

Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

(G) Report of Academic Progress

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet.

(H) The Right of a Student to Appeal

Parker University provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization.

(1) *Grade Appeal Process*

A student who wishes to appeal an interim grade must obtain the Interim Grade Appeal or the Final Grade Appeal Form from the office of the appropriate Dean and follow the process described below within the appropriate time scale.

Step 1. The student who wishes to dispute an interim grade must discuss the matter with the Instructor/Course Director.

Step 2. If the matter is not resolved after talking to the faculty member, the student must meet with the Massage School Director. The Director may resolve the appeal only through agreement of both the student and the faculty member.

Step 3. If the matter is not resolved after Step 2, the student must meet with the Senior Director of Professional Studies and Continuing Education. The Senior Director may:

- resolve the appeal through agreement of both the student and the faculty member,
- deny the appeal and affirm the grade awarded by the faculty member if the Senior Director determines that the student has not offered any substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously, or
- allow the student to appeal to the Commission on Curriculum and Grades if the Senior Director determines the student has offered some substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously.
- the decision of the Senior Director is final and not appealable

Step 4. If allowed by the Senior Director, the grade may be appealed to the Commission on Curriculum and Grades.

- The grade appeal form must be accompanied by appropriate documentation that is available to the student or the grade appeal will not be considered. The appropriate documentation from the student needs to include a letter describing fully the reason for the grade appeal and any appropriate accompanying documentation such as the syllabus of the course showing how the grade is to be calculated or the clinic handbook(whichever is appropriate), a copy of the assignment the grade for which is being appealed (if it is available to the student) and any other supporting documentation such as statements from other students or faculty members who have information that supports the appeal.
- A grade appeal subcommittee will interview the student and the faculty member separately, review any and all appropriate documentation (including documentation that may have had to be provided by the administration), and make a recommendation to the Commission.

- The grade appeal subcommittee will present their recommendations to the Commission on Curriculum and Grades who will come to a decision on the information presented by the grade appeal subcommittee.

Step 5. The Chair of the Commission on Curriculum and Grades will present the information and their decision to the Faculty Senate Executive Council (FSEC). The decision of the FSEC is final and cannot be appealed.

Step 6. The Chair of the Commission on Curriculum and Grades will notify the student, the faculty member, and the Director and the Senior Director of the final outcome of the appeal. If this is a final grade that is being appealed, the Assistant Registrar will also be notified if a change of grade needs to be made.

(2) *Time Table for Grade Appeals*

For interim grades awarded before the final exam:

- Step 1 must occur within 3 school days after the grade is posted or becomes available;
- Steps 2 and 3 must occur within 5 school days after the grade is posted or becomes available; and
- Steps 4 and 5 must be completed within 5 days after the council receives the appeal.

For final trimester grades,

- Step 1 must occur no later than 3:00 p.m. of the second day of the next trimester;
- Steps 2 and 3 must be completed no later than 3:00 p.m. of the third day of the next trimester;
- Steps 4 and 5 must be completed no later than 5:00 p.m. on the Friday of the first week of the next trimester.

(I) Requirements for Graduation

The Massage Therapy Certification will be conferred by Parker University on individuals who:

1. Have satisfactorily fulfilled all requirements of the institution's academic regulations and curriculum for that program;
2. Have a grade of at least 70% in all courses;
3. Are not on academic probation or subject to disciplinary sanctions at the time of graduation;
4. Have satisfactorily fulfilled all indebtedness and other obligations to the university;
5. Have exhibited the integrity and high morals expected of a professional; and
6. Have had a financial aid exit interview, if financial aid was received while at Parker University.

Once all requirements have been met, graduates will be issued a certificate.

(1) ***Graduation Activities***

Graduation ceremonies are conducted in the Auditorium. Ceremonies are held at the end of each trimester. This uplifting occasion is made even more moving by the regal atmosphere and impressive surroundings. From the blue and gold velvet draping on stage to large retractable video screens and full video filming capabilities, graduation ceremonies at Parker University are memorable events.

(2) ***Valedictorian and Salutatorian***

The students who have achieved the highest grade point average in their class are recognized through the award of Valedictorian (highest grade point average in the class) and Salutatorian (second highest grade point average in the class) during the Commencement exercises. Students eligible for this coveted and very prestigious academic award must earn all the required credit hours at Parker University. Transfer students and/or students receiving advanced standing in course work taken at Parker University are not eligible. To be considered for Valedictorian or Salutatorian of a class the eligible students must also meet the following criteria:

1. Must have fulfilled all requirements for graduation
2. Have no record of disciplinary or academic action against them taken by the institution
3. Must complete 100 percent of the program in the prescribed time period (2 consecutive trimesters)
4. Nominated by faculty

(3) ***Massage Therapy Program Honor Roll***

Recognition is given at graduation to individuals who have maintained excellent academic achievement throughout their program of studies. The cumulative grade average, as well as other factors, is taken into consideration. The grade average requirement for graduation with honors is achievement of at least 80%.

To be considered for graduation with honors, students must meet the following criteria:

1. Fulfill all requirements for graduation
2. Have no record of disciplinary or academic action taken by the institution
3. Receive no final grade less than a 70%
4. Nominated by faculty

(J) Academic Probation, Suspension and Dismissal Policy

A student in the massage program is on academic probation if:

- their trimester GPA is below 2.0
- their cumulative GPA is below 2.0

- they receive a grade of F for their Final Grade in any class, or
- they have failed to successfully complete a class on their second enrollment in that class.

All students on Academic Probation will have their academic standing reviewed by the Massage Student Academic Advising Committee (MSAAC), before the University will allow them to enroll in subsequent trimesters. The committee will review the student's academic progress and consider each student on a case by case basis. Based on that review, MSAAC may make recommendations to the student and may set stipulations that the student must meet for continued enrollment. MSAAC has broad authority to set those stipulations.

Academic Probation

- Student placed on Academic Probation a second time (non-consecutive trimesters) faces dismissal
- Academic Probation students must repeat all courses in which they failed (F, W, W/F or W/P) in the next trimester of enrollment
- Academic Probation students must pass any failed academic course(s) or clinic practicum on the second enrollment or face dismissal
- Academic Probation students must attend the mandatory study skill workshops held at the beginning of the trimester
- Academic Probation students must attend ALL classes and labs.

Appeals

Students who are dismissed may file a written notice of appeal with the chair of MSAAC (Sr. Director of Professional Studies) within 3 school days of the last Friday of the trimester (third day of break). MSAAC will overturn a dismissal only when justified by extenuating circumstances. The notice of appeal must explain those extenuating circumstances and include any appropriate documentation. If MSAAC denies the appeal for continued enrollment, the student may appeal that decision to the Executive Academic Advising Committee (EAAC) by filing a written notice of appeal with the chair of MSAAC (Sr. Director of Professional Studies) within 3 school days after receiving notice of MSAAC's decision on the appeal.

The EAAC may:

- affirm the decision of the MSAAC,
- remand the case to the MSAAC for further investigation or consideration of new facts that could not have been presented to the MSAAC, or
- reverse or modify the decision of the MSAAC only if justified by extenuating circumstances, or if the decision of the MSAAC was malicious, arbitrary or capricious.

The decision of the Executive Academic Advising Committee is final.

Please Note: The SAAC may readmit a student to the school but that does not guarantee eligibility for financial aid. Academically dismissed students who have been granted readmission must file a separate appeal to the financial aid office for eligibility to receive funding.

(K) Massage Therapy Clinic Requirements

Massage Therapy students begin their clinical training during Trimester I technique classes and will perfect their skills by practicing on classmates. At the end of the first trimester, in the Internship class, students will begin caring for the public by providing services to clients. Care will be given under the supervision of a qualified licensed Massage Therapy Instructor. In the second trimester students continue their clinical practice by continuing to provide client care in Internship. This course of study is on-going throughout the second trimester.

To successfully complete the Internship course, the student must have fulfilled the Clinic requirements for hours, massages, and assessments indicated for the course in the Massage Therapy Clinic Handbook by no later than 12:00 p.m. on the last day of the trimester. If an intern fails to achieve the above, the intern will receive a grade of “F” in the course. The intern will be required the following trimester to enroll in those Internship Practicums in which he/she received an “F” grade. The intern may be eligible for a certificate dated the following trimester if all requirements are met at that time.

11.14. *Licensure Information*

Students who need information regarding licensure should contact the Massage School, the Registrar’s Office or the regulatory body that governs massage therapy practice in the state or country where the student wishes to practice.

The licensing requirements of the states vary widely. Some state boards require a specific number of classroom hours in order to obtain a license to practice as a Massage Therapist in their respective states. It is the student’s responsibility to determine, fulfill and document the requirements of the state(s) in which they are planning to apply for licensure.

A directory, published by the Association of Bodywork and Massage Professionals, is available for student use in the Massage School administrative office and in the Registrar’s Office. More information is available at the Association’s web site www.abmp.com. Students are responsible for obtaining all information regarding practice regulations in any jurisdiction they select. Because state licensing

requirements may change, the eligibility of a student to sit for a state's licensing examination may change.

(A) Texas Licensing Requirements

The state of Texas requires licensees to have successfully completed a minimum of a 500-hour supervised course of instruction in massage studies provided by a licensed massage school, a massage therapy instructor at a massage school, a state approved educational institution, or a combination of any of these. Please contact the Texas Department of State Health Services

12. Administration

12.1. *Board of Trustees*

Executive Committee

Cynthia S. Vaughn, D.C., F.I.C.C., Chair – Texas

J. Michael Flynn, D.C., Vice Chair – Louisiana

Wright Lassiter, Ed. D., Treasurer – Texas

DT Nguyen, Assistant Treasurer – Texas

Stacey Olson, D.C., Treasurer – Arizona

Trustees

Philip Cook, D.C. – Texas

John Carpenter Dealey, HH.D. (Hon.) – Texas

Jack Donovan, D.C. – Iowa

Andrew Phillip Hatch, D.C., – Portugal

Raymund C. King MD, JD, FICS – Texas

Robert Longenecker, D.C. – Colorado

Jonathan Morgan, D.C. – Texas

Francis Murphy, D.C. – Texas

William Nardiello – Texas

Vincent Scheffler, D.C., Alumni Member – Texas

Patrick M. Walsh, Admiral, USN (Ret.), Ph.D. – Texas

12.2. *President's Cabinet*

Fabrizio Mancini, D.C., F.I.C.C., F.A.C.C., F.I.C.A.

President

Gery Hochanadel, B.A., M.S., Ph.D

Provost

David Garafola, B.S., M.B.A.
Vice President of Business Affairs

Kenneth C. Thomas, B.S., M.S., D.C.
Vice President of Academics

Amanda Rainey, B.S., M.S.
Vice President of Institutional Advancement

Sandra McLean, B.A., SPRH Certified
Chief H.R. Officer

Matt Eiserloh, B.B.A., M.B.A.
Chief Marketing Officer

Victor Ballesteros, B.A., M.Ed.
Dean of Student Affairs

Tom Pham
Chief Information Officer

12.3. *Administration*

Lovonne Beaird, D.C.
Faculty, Faculty Senate President

Patrick Bodnar, B.S., D.C.
Director of Chiropractic Wellness Clinics

Paula Brown, B.B.A., M.S.
Registrar

David Browning, D.C.
Chair, Department of Chiropractic Sciences

Philip Cervantes
Director of Facilities and Procurement

Scott Christensen
Director of Security

Keith Clark
Controller

Dustin Dollar, B.B.A.
Director of College Merchandising

Trevor Foshang, H. B. Kin., D.C.
Chair, Department of Clinical Sciences

Tim Gunn, B.S.
Director of Alumni Affairs

Valory Hemphill, B.A., M.A.
Dean of Enrollment Services

Lonnie Knight, B.A., D.C.
Director of Academic Advising

Julie Joslin-Winn
Director of Budgeting and Resource Planning

Georgina Pearson, B.Sc, M.D., M.P.H.
Chair, Department of Basic Sciences

Drew Riffe, D.C., LMT, MTI
Director, School of Massage Therapy

Ronald Rupert, B.A., M.S., D.C.
Dean of Research

Juan Sanchez, B.A., B.B.A., D.C.
Director, External Clinic Programs

Douglas Sanford, B.A., D.C.
Director of Clinic Compliance and Operations

Lisa Speaks, C.M.C, B.A.
Clinic Director of Projects and Strategic Planning

Becky Sullivan, B.S., M.L.S.
Director of Learning and Resource Center

Steve Weller, B.S.
Director of Athletics and Recreation

Michelle Yungblut, B.A., B.Ed.
Senior Director of Professional Studies and Continuing Education Faculty

12.4. *Faculty*

Lori A. Baggett, Associate Professor of Chiropractic Sciences
B.S., 1990, University of New York
D.C., 1989, Parker College of Chiropractic

Lovonne L. Beaird, Associate Professor of Chiropractic Wellness Clinics
A.A., 1985, Colby Community College
D.C., 1989, Parker College of Chiropractic

Edward V. Brown, Professor of Clinical Sciences
B.S., 1975, University of Utah
D.C., 1981, Western States Chiropractic College
Diplomate, American Board of Chiropractic Internists

David A. Browning, Professor of Chiropractic Sciences
Chair, Chiropractic Sciences
D.C., 1991, Palmer College of Chiropractic-West
Certified by Animal Veterinary Chiropractic Association
Certified Chiropractic Upper Cervical Specialist

Patricia Cates, Associate Professor of Chiropractic Wellness Clinics
B.S., 1995, Texas Chiropractic College
D.C., 1995, Texas Chiropractic College

Miguel Chiusano, Assistant Professor, Chiropractic Sciences
B.S., 1978, University of Texas at Arlington
B.S., 2005, Parker College of Chiropractic
M.B.A., 1983, Southern Methodist University
D.C., 1996, Parker College of Chiropractic
Diplomate, American Chiropractic Neurology Board

Carrie Crosbie, Massage School Instructor
Certificate, Massage Therapy, 1998, Texas Massage Institute
Certificate, Massage Therapy Instructor, 2007, Texas Dept. of Health

Wesley Duval, Assistant Professor of Clinical Sciences
B.S., 2002, University of Maryland
D.C., 1997, Los Angeles College of Chiropractic
Diplomate, American Chiropractic Board of Radiology

Karen Farmer, Associate Professor of Basic Sciences
B.S., 1967, Baylor University
Ph.D., 1987, Southern Methodist University

Jay Ferguson, Massage School Instructor
D.C., 2006, Parker College of Chiropractic

Trevor Foshang, Associate Professor of Clinical Sciences
Chair, Clinical Sciences
H.B. Kin., 1996, Lakehead University
D.C., 1999, Logan College of Chiropractic
Diplomate, American Chiropractic Board of Radiology

James Fuller, Associate Professor of Chiropractic Sciences
B.A., 1986, University of Texas System Office
B.S., 1993, Parker College of Chiropractic
D.C., 1993, Parker College of Chiropractic

Kenneth Garrett, Associate Professor of Clinical Sciences
A.A.S., 1973, Amarillo College
D.C., 1983, Palmer College of Chiropractic
Diplomate, American Chiropractic Board of Radiology

Kimberly Ghelarducci, Teaching Resident, Radiology
B.S., 2005, University of Central Oklahoma
D.C., 2010, Parker College of Chiropractic

Jill Gibson, Massage School Instructor
Massage School Clinic Supervisor
Certificate, Massage Therapy, 2005, Hands on Therapy School of Massage
Certificate, Massage Therapy Instructor, 2010, Texas Dept of Health

Gene F. Giggelman, Jr., Professor of Basic Sciences
B.S., 1976, Texas A & M University
B.S., 1980, Texas A & M University

D.V.M., 1981, Texas A & M University

Jesse Green, Adjunct Faculty of Chiropractic Sciences
B.A., Southern Methodist University
B.B.A, Southern Methodist University
J.D., University of Texas School of Law

James H. Guest, Professor of Clinical Sciences
B.A., 1972, New Mexico State University
D.C., 1990, Parker College of Chiropractic
Certified Clinical Nutritionist
Diplomate, American Chiropractic Board of Nutrition

Marty Hall, Associate Professor of Chiropractic Sciences
D.C., 1984, Texas Chiropractic College
Diplomate, American Chiropractic Neurology Board

Michael Hall, Professor of Clinical Sciences
D.C., 1990, Parker College of Chiropractic
Diplomate, American Chiropractic Board of Neurology

Cemetria Hayes-McMullen, Massage School Instructor
Certificate, Massage Therapy, 2000, Academy of Healing Arts, Inc.
Certificate, Small Business, 2007, SMU Cox School of Business
Certificate, Massage Therapy Instructor, 2010, Texas Dept. of Health

Everett Johnson, Associate Professor of Basic Sciences
D.C., 2006, Parker College of Chiropractic

Keith Johnson, Assistant Professor of Chiropractic Wellness Clinics
B.A., 1978, North Texas State University
D.C., 1986, Parker College of Chiropractic

Stephen Karaganis, Associate Professor of Basic Sciences
B.A., 1998, Wabash College
Ph.D., 2008, Texas A&M University

Kathleen M. Kayes-Wandover, Associate Professor of Basic Sciences
B.A., 1990, Ithaca College
Ph.D., 1995, University at Buffalo

Steven L. Kleinfield, Professor of Clinical Sciences
A.S., 1975, Nassau Community College
B.S., 1977, Pennsylvania State University

D.C., 1981, New York Chiropractic College
Diplomate, American Board of Chiropractic Orthopedists
Fellow, American Chiropractic Orthopedists

Dan Kurth, Professor of Chiropractic Wellness Clinics
D.C., 1989, Palmer College of Chiropractic

Bobby Lane, Massage School Instructor
Certificate, Massage Therapy, 2000, Austin School of Massage Therapy
Certificate, Massage Therapy Instructor, 2006, Texas Dept. of Health

Nicole Lederman, Associate Professor of Chiropractic Sciences
H.B. Kin, 1995, McMaster University
D.C., 2000, Canadian Memorial Chiropractic College
Fellow, International Chiropractic Pediatrics Association

Troy Liming, Associate Professor of Chiropractic Wellness Clinics
B.S. 2000, Northwestern College of Chiropractic
D.C., 2000, Northwestern College of Chiropractic
Certification, Chiropractic Clinical Neurology

Celia Maguire, Associate Professor of Clinical Sciences
B.S., 1995 Texas A & M University
D.C., 2000, Parker College of Chiropractic
Diplomate, American Chiropractic Board of Radiology

Carissa Manrique, Assistant Professor of Undergraduate Program
B.A., 2006, Texas A&M University
M.A., 2009, Rice University
Ph.D., 2010, University of North Texas

John Marth, Associate Professor of Chiropractic Wellness Clinics
A.A., 1979, Suffolk County Community College
D.C., 1985, Palmer College of Chiropractic
B.S., 2010, Excelsior College

Farshid Marzban, Professor of Clinical Sciences
B.S., 1984, Michigan State University
M.S., 1987, Michigan State University
Ph.D., 1992, Michigan State University
D.C., 2002, Parker College of Chiropractic
Tom McCloughan, Assistant Professor of Chiropractic Sciences
B.S., 1995, University of State of New York
D.C., 1993, New York Chiropractic College

Certified Personal Trainer

Rebecca McGinnis, Assistant Professor of Chiropractic Sciences
D.C., 2007, Parker College of Chiropractic
B.S., 2003, Truman State University

Rick Merriam, Massage School Instructor
Certificate, Massage Therapy, 1994, Connecticut Center for Massage Therapy

Harrison Ndetan, Associate Professor of Research
B.S., 1997, University of Buea, Cameroon
M.S., 1999, University of Buea, Cameroon
M.P.H., 2007, University of North Texas
Ph.D., 2009, University of North Texas

Sandra Norton, Associate Professor of Clinical Sciences
D.C., 1997, Cleveland Chiropractic College
Diplomate, American Chiropractic Board of Radiology
B.S., 2007, Excelsior College

Anjum Odhwani, Associate Professor of Basic Sciences
M.B, B.S., 1987, Sind Medical College
M.P.H., 2004, University of Texas, Dallas

Eric Pearce, Associate Professor of Chiropractic Wellness Clinics
A.S., 1992, Cloud County Community College
D.C., 2000, Parker College of Chiropractic
Certified Chiropractic Sports Physician

Georgina M. Pearson, Professor of Basic Sciences
Chair, Basic Sciences
Director, Undergraduate Program
B.Sc., 1975, University of London
M.B., B.S., 1979, University of London
M.P.H., 2012, A. T. Still University

J. Michael Perryman, Professor of Basic Sciences
B.S., 1977, Southwestern Union College
M.D., 1986, Spartan Health Sciences University

Christopher Petrie, Assistant Professor of Clinical Sciences
Director of Radiology Residency Program
B.S.E., 2002, University of Iowa

D.C., 2007, Palmer College of Chiropractic
Diplomate, American Chiropractic Board of Radiology

Frank Pishva, Adjunct Faculty, Undergraduate
B.Sc., 1980, University of Shiraz, Iran
M.S., 1991, East Texas State University

Don Proper, Adjunct Faculty, Clinical Sciences
A.S., 1983, George Washington University
D.C., 1993, Parker College of Chiropractic
B.S., 1995, University of New York
Emergency Medical Technician/Paramedic

C. Mike Raper, Associate Professor of Chiropractic Wellness Clinics
D.C., 1987, Parker College of Chiropractic
B.S., 1996, University of State of New York
Diplomate, American Chiropractic Neurology Board
Diplomate, American Board of Chiropractic Orthopedics
Diplomate, College of Physicians
Diplomate, American Board of Disability
Diplomate, American Board of Forensic Examiners
Diplomate, American Academy of Pain Management

Tom Redenbaugh, Professor of Chiropractic Sciences
A.S., 1976, Danville Junior College
B.S., 1983, University of the State of New York
B.A., 1984, University of Maryland
D.C., 1997, Parker College of Chiropractic
B.S., 2000, Parker College of Chiropractic
Certified Chiropractic Sports Physician
Fellow, International Chiropractic Pediatrics Association

Drew Riffe, Massage School Instructor
Massage School Director
B.S., 1997, Community Health, Liberty University
Certificate, Massage Therapy, 1999, Wellness Skills Massage School
M.S., 2000, Theology, Dallas Theological Seminary
D.C., 2005, Parker College of Chiropractic
Certificate, Massage Therapy Instructor, 2007, Texas Dept. of Health

Rick Robinette, Massage School Instructor
Certificate, Massage Therapy, 1984, Asten Center of Natural Therapeutics
Certificate, Massage Therapy Instructor, 1989, Texas Dept. of Health

A.A., 2009, Richland College

Paula J. Robinson, Associate Professor of Clinical Sciences
B.S., 1975, Ball State University
M.A., 1983, Ball State University
Licensed Emergency Medical Technician

Ronald Rupert, Professor of Research
Dean of Research
B.A., 1968, Rockhurst College
M.S., 1973, Troy State University
D.C., 1981, Cleveland Chiropractic College

Alisha Russ, Teaching Resident, Radiology
B.S., 2006, University of Miami
D.C., 2010, Life West University

Rick Salazar, Massage School Instructor
Certificate, Massage Therapy, 2002, Texas Massage Institute
A.A., 1975, Computer Information Systems

Bahram Sardarabadi, Associate Professor of Basic Sciences
B.S., 1979, North Texas State University
M.S., 1982, North Texas State University

Pradip Sarkar, Associate Professor of Basic Sciences
B.S., 1984, University of Calcutta
M.S., 1987, University of Calcutta
Ph.D., 1995 University of Calcutta

Paula Shaff, Associate Professor of Chiropractic Wellness Clinics
B.S., 1986, Muhlenberg College
D.C., 1990, Life Chiropractic College
M.S., 2011, University of Bridgeport

Christopher Smoley, Teaching Resident, Radiology
B.S., 2012, Palmer College of Chiropractic
D.C., 2012, Palmer College of Chiropractic

Xuejun Song, Professor, Associate Director Basic Science Research
M.D., 1986, Xuzhou Medical College
M.S., 1992, Chinese Academy of Science

Ph.D., 1995, Chinese Academy of Science

James Tison, Adjunct Faculty, Undergraduate Program

B.S., 1963, Northern Illinois University

M.S., 1965, Northern Illinois University

PhD, 1970, The Ohio University

Leon Tom, Associate Professor of Chiropractic Wellness Clinics

Director, Irving Clinic

B.S., 1995, McMaster University

D.C., 1999, Parker College of Chiropractic

Certified Chiropractic Sports Physician

Diplomate, American Academy of Pain Management

Mark Vardell, Adjunct Faculty of Clinical Sciences

B.A., 1979, Aurora College

M.A., 1981, University of Houston

Licensed Professional Counselor

Licensed Marriage and Family Therapist

Licensed Chemical Dependency Counselor

David Walters, Professor of Chiropractic Wellness Clinics

D.C., 1991, Parker College of Chiropractic

Diplomate American Chiropractic Rehabilitation Board

Certified Chiropractic Sports Physician

Corrective Exercise Specialist

Charlotte J. Watts, Professor of Chiropractic Sciences

B.S., 1992, University of the State of New York

D.C., 1990, Parker College of Chiropractic

Diplomate American Chiropractic Neurology Board

Fellow, International Chiropractic Pediatrics Association

Ronald Wells, Professor of Chiropractic Sciences

B.S., 1989, Arkansas State University

A.S., 1991, Park College

D.C., 1995, Parker College of Chiropractic

B.S., 2001, Parker College of Chiropractic

Robert Wilborn, Associate Professor of Chiropractic Sciences

D.C., 1997, Parker College of Chiropractic

Jeffrey Wilson, Associate Professor of Chiropractic Wellness Clinics

D.C., 1984, Life Chiropractic College

12.5. *Faculty Senate*

The Faculty Senate works closely with the University administration on matters relating to curriculum, admissions, faculty employment, working conditions, contracts, discipline and development. The Senate meets in regular session during each trimester and considers matters of academic and professional content. The constitution and bylaws of the Faculty Senate govern the activities and responsibilities of the Senate membership and officers.

12.6. *University Committees*

Open communications, liberal exchange of ideas, creative planning and efficient execution for both short and long range goals, make the workings of Parker University committees a viable part of the institution's delivery of a superior education. The President is ex officio member of all standing committees.

13. Campus

Parker University is located in the mainstream of the Dallas/Fort Worth metroplex, a community of about five million people (providing an adequate base of patients for interns). The University's convenient location in North Dallas and near Irving/Las Colinas makes it accessible from all of the city's major highways. And it is close to the finest living, shopping, entertainment, recreational, cultural and business areas for which the Dallas/Fort Worth area is famous. Dallas offers a pleasant climate year round. The cost of living is moderate to low and housing is inexpensive when compared to other metropolitan areas.

Urban DFW is one of the fastest growing areas in the nation, attracting major corporate, government, research, health care and educational interests that keep the unemployment rate one of the lowest in America. For students at Parker University, this means a wide range of job opportunities, part-time or full-time, for spouses who wish to relocate.

Nearby Dallas/Fort Worth International Airport is one of the largest and busiest in the world, making the metroplex accessible to any other city or country on the globe.

The Parker University campus is centrally located close to every conceivable convenience. Several major restaurants are within walking distance of the campus. Service stations, bus stops, hotels, a church, a bank, and a post office substation are close to campus. Shopping areas are located within blocks.

Numerous apartment complexes and thousands of suburban homes are spread throughout North Dallas. Within 15 to 20 minutes driving time, the suburbs of Carrollton, Farmer's Branch, Addison, Richardson, Plano, Irving and Las Colinas provide ample student and faculty housing. The University web site, www.parkercc.edu, has Internet links to apartment locator web sites.

13.1. *Directions to Campus*

Parker University is located north and slightly west of downtown Dallas and is just 3 blocks east of the Walnut Hill Lane exit off I-35E North (with ramp signs). The I-35E thoroughfare connects with all other major highways linking Dallas to the surrounding communities, as well as DFW Airport, making the college easy to reach from anywhere in the metroplex.

(A) A Safe, Well-Lit Campus

Parker University provides security for its students, faculty and staff. Uniformed security guards, on patrol 24 hours a day, seven days a week, carefully monitor all areas of the campus. Most of the campus is also monitored by a number of interior and exterior video cameras to discourage inappropriate activities, to alert the security guards and to help identify the persons involved.

Floodlights illuminate parking areas on campus while footpath lights surround buildings and walkways. All lights along the walkways, gardens, canals, buildings and parking areas turn on automatically at dusk. Motion detectors turn lights on inside buildings so that hallways are always safely lit.

The University has augmented these safety measures with a six-foot-high ornamental fence around the main campus. All entrances, except the front and back gates, are locked from dusk to dawn. The front and back gates are locked after the campus officially closes each day. All buildings on campus were constructed with exterior reflective floor-to-ceiling glass windows on both floors. These mirrored windows are also an added safety feature since they reflect motion and light.

Parker utilizes an electronic campus alert system to contact students, faculty, and staff in the event of weather related school closings or other emergency related communications. The campus alert system will send information on school closures or emergency's to all provided contact devices including text messages, emails, and phone numbers. Current emergency contact information is requested of all students on the Registrar's webpage:

https://my.parker.edu/ICS/Student_Services/Registrar/Student_Contact_Information.jnz

(B) Non-Smoking Campus

Parker University implemented an important policy change to protect faculty, staff, students, and patient's safety and enhance our image. To make our campus a place where anyone may come without being exposed to cigarette smoke, all indoor and outdoor areas of the Parker University campus and grounds were designated as smoke-free effective January 1, 2007.

Employees and others who work at or visit Parker University must comply with the new policy by not smoking on the Parker University property.

(C) Campus Landmark

The 40-foot high Parker Tower was a distinctive addition to the campus in 1991. The tower was designed as a decorative insignia to reinforce the Parker name along the main entrance at Walnut Hill Lane in North Dallas.

(D) Standard Process Student Activity Center

The 30,000-square-foot, two-story Standard Process Student Activity Center is not only considered the "social hub" of the campus, but is equipped for a wide range of sports, recreational, exercise and social activities. When converted to an auditorium, the facility accommodates over 1,300 people for assemblies and special programs.

The facility's first level includes a regulation hardwood floor for basketball and volleyball; a newly-designed, state-of-the-art weight room offering strength and conditioning options for every age, gender and body shape; and a fully-equipped aerobics area with treadmills, rowing machines, elliptical trainers and exercise bicycles. The Activity Center's main floor also includes a student computer center, a lounge and five strategically placed flat-screen televisions.

The second level of the Activity Center is designed for the best in socializing as well as exercise. A huge game room with four ping-pong tables, two foosball tables and a trio of pool tables is placed between two wide-screen televisions and a lounge area. In addition, the second floor includes a computer-generated game room with X-Box 360 and Nintendo Wii units. Those interested in participating in group or individual exercise sessions can take advantage of an exercise room that includes an overhead projector for a wide variety of available videos, including P90X and Insanity. Finally, the second level features complete locker room facilities for both men and women, with showers, lockers, sauna and towel service.

The Activity Center is open from 5 a.m. until 9 p.m. weekdays; 10 a.m. until 5 p.m. on Saturday and noon until 5 p.m. each Sunday. Students, faculty, staff, alumni and immediate family members are encouraged to utilize the center.

(E) Chapel/Meditation Room

The Parker University Chapel serves the interdenominational needs of students, staff and faculty from the diverse backgrounds represented at Parker University. Designated the Douglas White Memorial Chapel, it commemorates the memory of a devoted member of the Parker staff and provides an area set apart for spiritual reflection and meditation. The Chapel is located on the second floor of the Standard Process Student Activity Center.

The Chapel is available, upon request, for weddings and other special occasions.

13.2. *Laboratories*

(1) *Anatomy*

Parker University is extremely proud of the Anatomy Dissection Lab portion of the curriculum. The principles of procedure are based on three important beliefs:

1. that the deceased should be treated with the same dignity as the living;
2. that as doctors, a thorough knowledge of the human body is critical; and
3. that study and education are amplified in bright, clean surroundings.

This dissection lab was created with these concepts in mind. To accomplish these goals, the college purchased 40 cadaver immersion tables. These tables hold the preserved cadavers so, when elevated, fluids drain back into the tank, making the cadaver exceptionally easy to work on. Because of the heavy insulation and master crafting of these tanks, there is virtually no unpleasant odor in the lab when the tanks are closed. Special study bookracks are located on each table, making it convenient for students to participate in the lab and still have notes readily visible. Usually no more than six students will ever be assigned to any one cadaver. This policy provides for an optimal educational experience. When the lab is in session, several instructors or lab assistants are present to answer questions students may have.

To understand the body, it must be seen clearly and in detail. Lab lighting is intensely bright to facilitate maximum viewing. In addition, ceiling-mounted retractable lights can throw an intensified beam of light onto any potential area of study.

The Anatomy Lab has three separate osteologic study areas. The lab contains a preparation area where newly received cadavers are examined by the staff of the willed body program for suitability. A separate refrigeration area allows for storage of an additional 60 cadavers.

Plans are underway to bring dissection demonstrations on-line in the Gross Anatomy gallery using digitized curriculum capabilities. Students can then view procedures on multiple screens, close at hand, for more detailed observation.

Thanks, in part, to facilities such as the Anatomy Lab, Parker University is able to offer a Bachelor of Science degree with a major in Anatomy. This allows students to pursue advanced degree offerings at other institutions, if they choose.

(2) *Cells and Tissues*

The Cells and Tissues Lab was custom designed for the specific educational needs of Parker University. Each student uses a modern binocular microscope having three dry objectives, mechanical stage and descriptive markers in the eyepiece. All students are provided with a variety of slides that serve as the basis for their microscopic work.

The instructor has a similar microscope, but it is capable of producing computerized images and transmitting them to television monitors in the lab. Thus, all students in the class can see a particular slide that the instructor wants viewed. This eliminates gathering around a single microscope and waiting in line to view a slide. Computers for student use further optimize educational opportunities.

(3) *Neuroscience*

The gross structure and internal configuration of the nervous system is comprehensively studied using human neurological specimens, models, customized laboratory videotapes for each lab session, and numerous computer programs. Access to ten personal computers, plus video-camera presentations and demonstrations, enhance the overall understanding of the course material. Normal anatomical and neurological circuitry are emphasized and applied to the identification, diagnosis and localization of neural lesions.

(4) *Developmental and Applied Anatomy, Anatomy Lab*

These labs meet weekly to study models that illustrate the anatomical structures discussed in lectures. Open labs are held weekly for additional study time. Emphasis is placed on the neurological, muscular and osseous structures of the body. Lab support personnel are available in all labs to answer student questions and discuss pertinent topics.

(5) *Developmental and Applied Anatomy, Palpation Lab*

The student's first palpation lab is also part of their study of Developmental and Applied Anatomy. An intentional connection is made between the studied materials for anatomy and the practical clinical skill of palpation. Students meet in lab weekly and are guided through processes of identifying structures and learning basic spinal analysis skills that carry over into their chiropractic technique courses and the development of clinical assessment skills.

(6) ***Microbiology and Physiology***

The Microbiology Lab has been designed to provide a spacious environment for student experiments and demonstrations. The Physiology labs are equipped with computers and use the Biopac system for data acquisition and analysis. The Physiology labs also contain a variety of equipment to provide extensive investigation of physiological principles. The Microbiology, Physiology I and Physiology II labs all provide a safe and suitable work environment.

(7) ***Radiology***

The highlight of the Radiology Department is the modern x-ray equipment. The Chiropractic Wellness Clinic has equipment to take and view digital x-rays. Digital equipment will eliminate the need for film and darkrooms, will reduce the need to retake x-rays, and will make it faster and easier to share x-rays with radiologists, other health care providers, and instructors. The x-ray machine is equipped with a full-spine wall Bucky, as well as an automatic laydown flow table Bucky to enable future doctors to learn every aspect of x-ray procedure more efficiently. A spacious darkroom connected to the x-ray room is equipped with two automatic film processors, an XMA unit (a revolving door that always keeps the darkroom dark) and one hand-dip tank.

The x-ray viewing room is equipped with 30 full-spine or sectional view boxes for interpreting x-ray film. This particular room is used solely for radiology labs. Similar viewing rooms are located in the Library and Resource Center.

(8) ***X-Ray Physics***

The x-ray/Physics Lab teaches students the skill of positioning, preparing and aligning the x-ray machine for optimum results. This lab is equipped with two additional wall Buckys and two “dummy” units, both stationary and portable, for student training. In addition, the latest in special upper cervical x-ray equipment is available for student training.

(9) ***Diagnostic and Physiotherapy***

Using the most up-to-date equipment in a lab facility designed to simulate actual practice conditions, Parker University students learn correct ancillary procedures and adjunctive therapies such as low-volt galvanic, interferential, high-volt, electrical muscle stimulation and short wave diathermy. “Thorough” is the key word that describes the instruction students receive in patient examination procedures, including the use of the ophthalmoscope, otoscope, cranial nerve examination, Upper Cervical, Extra Spinal Analysis Technique, and other physical examination techniques or emergency procedures.

(10) ***Emergency Care***

In the Emergency Care lab students learn current standards and skills in the performance of CPR, the application and use of automated external defibrillators,

oxygen administration, suctioning and insertion and use of oral and nasal airways. Students experience hands-on training in simulated accident trauma scenarios for bandaging and splinting techniques.

(11) *Chiropractic Animal Research Clinic*

The Animal Research Clinic provides routine health care and chiropractic care for companion animals of students, employees, and alumni of Parker University. The 1,400 square foot Animal Clinic is conveniently located across the street from the main campus. The hours of operation are available by calling (214) 902-3456.

(12) *Other Laboratories*

Parker University provides core techniques that include Diversified, Extra-Spinal (Extremity), Activator, Thompson, and Gonstead. Electives currently offered include Sacro-Occipital Technique (SOT), Upper Cervical, Flexion/Distractioin, Applied Kinesiology, and Chiropractic BioPhysics (CBP). Every technique has a corresponding lab where clinical skills are developed and

13.3. *Bookstore*

The Campus Bookstore welcomes students and visitors during regular business hours Monday through Friday. It is located on the first floor of the South Building.

The Parker University Bookstore carries all textbooks and manuals required for classes as well as laboratory instruments, lab coats and clinic jackets. The bookstore carries the latest in scientific and chiropractic reference materials. Office supplies, physical diagnosis instruments and equipment, replicas of the spine and other anatomical models, charts, posters, and many types of study aids are also available. Apparel displaying the Parker University logo may also be purchased, including sweaters, jackets, T-shirts and caps. Snack items and personal grooming aids are also available.

13.4. *Library and Resource Center*

The Parker University Library Resource Center located in the North building of the University creates a comfortable and pleasant environment conducive for study. The library is a 13,500 square foot facility that houses casual seating areas, 17 study rooms, two computer rooms, media projection room, anatomical model room, and copy room. Library resources include 17,000 books, 33,000 eBooks, 50 computers, iPads, Apple TV, AV materials, anatomical models, printers, and copiers.

Parker Library resources may be searched through the Web-based Sirsi online catalog. Library information is available on the library webpage and Facebook. A-

to-Z Electronic Resources (<https://www.parker.edu/journals>) provides access to full-text journals and eBooks. Resources are available remotely using the Parker ID and password.

(1) ***Computer Lab***

Computers in the library have Internet/Intranet access, and each workstation has the latest office programs and e-mail capabilities. Headsets and additional media are available at the circulation desk for check-out. The labs are equipped with four HP9050 printers, wireless capabilities, a Computer Lab Supervisor, and student workers who are available for technical support.

(2) ***Database Access***

Databases include Academic Search Premier, Alt Health Watch, Cinahl Plus with Full Text, SportDiscus with Full Text, Index to Chiropractic Literature, Mantis, Natural Standard, and PubMed. Additional databases are available through Ebscohost and TexShare.

(3) ***Research Capability***

The Parker University Library Resource Center has nation-wide borrowing and computer research capabilities. Interlibrary loan is available to faculty and students. The library participates in cooperative agreements through OCLC (Online Computer Library Center), the Chiropractic Listserv, Healthline, and TexShare Library Consortium. TexShare allows Parker employees, staff, and students to borrow from other participating academic and public libraries. The Library maintains memberships in the American Library Association, Medical Library Association (MLA), Southern Chapter of MLA, Texas Library Association, and Association of Chiropractic Colleges Educational Conference and Research Agenda Conference.

(4) ***Library Hours***

| | |
|-----------|-------------------------|
| Monday | 6:30 a.m. to 10:00 p.m. |
| Tuesday | 6:30 a.m. to 10:00 p.m. |
| Wednesday | 6:30 a.m. to 9:00 p.m. |
| Thursday | 6:30 a.m. to 10:00 p.m. |
| Friday | 6:30 a.m. to 4:00 p.m. |
| Saturday | 12:00 p.m. to 4:00 p.m. |
| Sunday | 12:00 p.m. to 4:00 p.m. |

Library Hours are abbreviated during academic breaks and holidays.

13.5. Electronic Technology for Students and Faculty

Parker University utilizes technology in every aspect of the curriculum. Course materials and class notes are available on <https://my.parker.edu> and computer usage has been incorporated into most labs. Podcasting is available for lectures through iTunes University. Spacious amphitheater classrooms feature Ethernet and wireless network connections. Multimedia presentations and instant access to the Parker computer network ensures an interactive and significant educational experience.

13.6. *Chiropractic Wellness Clinics*

The Dallas Chiropractic Wellness Clinic is a 32,000-square-foot complex outpatient facility located on the campus of Parker University. The Dallas Chiropractic Wellness Center has 52 treatment/adjustment and physical modality rooms, two open adjusting and low tech rehab areas, six (6) report of findings rooms, six examination rooms with a sink and dressing room in each, and one-way mirrored walls for doctor observation of patient examinations. The Parker Chiropractic Wellness Center is an excellent teaching and learning facility. The facility also houses a laboratory for blood tests and urinalysis, as well as digital X-ray facilities.

The second Chiropractic Wellness Center is located at the original campus in Irving. The Irving Chiropractic Wellness Center houses 13 treatment/adjusting rooms, three individual physical modality bays, four private examination rooms, a report-of-findings room, a fully equipped laboratory, a digital x-ray room, as well as an intern lounge/working space.

Patients can reach either the Dallas or the Irving Chiropractic Wellness Centers by simply dialing one convenient phone number (972) 438-9355 or (972) GET-WELL and following the menu options.

The outpatient Chiropractic Wellness Centers are designed to provide continuing and increasing service to patients seeking chiropractic and wellness care and to assist interns in developing, refining and perfecting the expected skills needed as primary health care providers. Because of the success of the Chiropractic Wellness Centers, student interns receive practical instruction in diagnosis, examination procedures, correlation of lab findings, adjusting techniques, x-ray, and case management in preparation for actual practice. Interns are also instructed in ethical procedures for patient recruitment, public speaking, and health screening programs.

13.7. *Research Institute*

The mission of the Parker Research Institute is to conduct, support, and coordinate research studies to improve scientific knowledge related to chiropractic wellness, including the identification of the most effective procedures for prevention, diagnosis, and management. That support begins at the University with encouragement, expertise and help extended to students, faculty and staff who have an interest in research. The Institute helps other faculty and students design, administer and guide the research project, lending available scientific expertise, physical facilities and equipment. The ultimate goal is providing evidence to help chiropractors and other healthcare professionals provide high quality health care at low cost.

Students play a major role in the Parker research program. The curriculum includes a core course in research. Students have opportunities to earn income and develop research skills while attending classes. Several students have aided research faculty or have produced meaningful research on their own. Student research has been accepted for presentation at major research conferences and for publication in scientific journals. Students who make an outstanding contribution to research may receive recognition and awards.

Parker University has been very prolific in its production of research and the quality has been exceptionally high as well. A paper submitted by Parker University received the award for the best research paper at the World Federation of Chiropractic conference in Sydney, Australia.

Research Institute faculty members are very involved in collaborative research with other health organizations, Universities and institutions. This includes several joint publications with other medical and chiropractic school research programs. The collaboration extends to institutions in Canada, Mexico, Australia, and countries in Europe and Asia.

In an effort to gain greater public exposure and establish a positive rapport with the community, researchers at the Research Institute devote a significant portion of their time to community health events/projects and organizations. Patients are presented with the opportunity to participate in research that may be of importance to them and at the same time become educated about the benefits of chiropractic care to their overall health and well-being.

Chiropractic manipulation research examines the clinical effectiveness of a variety of well-recognized chiropractic manipulative therapies. The Research Institute believes that it is essential for the chiropractic profession to provide sound, scientifically based research to substantiate claims of the therapeutic effectiveness of its treatments.

Wellness and prevention are also key interests of the Parker research program. This includes nutrition research, exploring the basis for good nutrition as a part of

maintaining health and as possible treatment for disease. Research includes clinical trials involving diet, nutritional supplements and dietary aids, and basic science research to explore the mechanisms involving the efficacy of these treatments in health and disease.

Faculty members may receive release time for serving as principal and associate investigators on research projects. Information about publications and presentations by the Research Institute can be viewed on the internet at www.parker.edu/research.

13.1. *Continuing Education*

The Continuing Education department of Parker University is committed to the development and presentation of continuing education courses. These courses are designed to keep the healthcare professional abreast of current practices, ideas and techniques in the science, philosophy and art of wellness. The programs, which are offered both on and off campus, are designed to update general practice expertise and to allow for clinical specialty advancement. Programs are presented by the faculty of the University, as well as by qualified outside professionals who meet the high standards established by the University.

Current students are permitted to take continuing education offerings if eligibility requirements are met. Eligibility requirements can be found on the continuing education webpage at: <https://www.parker.edu/ce-policies/>

The teaching agenda covers diverse subjects – chiropractic analysis, nutrition, diagnostic imaging, clinical diagnosis, animal chiropractic, chiropractic techniques, orthopedics, neurology, sports injuries, physiotherapy, acupuncture, insurance reporting, massage therapy, and ethics.

Due to the number of course offerings and the high quality instruction, the Continuing Education department is respected throughout the profession.

The Continuing Education Department at Parker University follows the standards of those agencies approving programs or accrediting the University as a whole. Programs of the Continuing Education department are submitted for license renewal credit and for specialty status approval whenever applicable.

For a current listing of all programs being offered please visit the Parker University website. www.parkercc.edu.

Campus Map

- A. South Building**
President's Office, Provost Office, Admissions, Student Affairs, Vice President of Academic Affairs, Registrar, Financial Aid, Business Office, Human Resources, Continuing Education, Parker Café, Campus Bookstore, Parker Seminars, and Continuing Education, Strategic Marketing, Parker Museum, student lounge, classrooms, and labs.
- B. North Building**
Learning Resource Center, Development and Alumni, Institutional Effectiveness, classrooms and labs.
- C. East Building**
Center for Academics, classrooms, labs, Information Services, Audio-Visual and JWP Conference Room.
- D. Courtyard**
- E. Standard Process Student Activity Center
(Gymnasium/Auditorium/Chapel)**
- F. Dallas Chiropractic Wellness Clinic**
- G. Chiropractic Clinic (formerly Student Clinic)**
- H. Maintenance Offices**
- I. School of Massage Therapy**
- J. Warehouse & Receiving**
- K. Research Institute**
- L. Security, Computer Training Center**
- N. ANNEX Parking Lot**
- Q. Main Gate**
- R. Parker Tower**



14. Development

14.1. *Museum*

The Parker University Museum, located in the South Building, is a living tribute to the founder of the college, the late Dr. James W. Parker. It also commemorates events and houses memorabilia significant to the development of Parker University.

Dr. Parker's personal and professional history is uniquely depicted - from the management of 18 chiropractic clinics in Texas, to nearly a half century of teaching graduate seminars to hundreds of thousands in chiropractic, to his 12 years as President of Parker University. The focus of Dr. Jim's life was always a commitment to natural health through chiropractic. Equally important was his emphases on helping other chiropractors improve through teaching and the practice of success principles.

Now open periodically to the public, the museum honors the Parker history and commemorates its impact worldwide on the role of chiropractic education, practice and the profession.

14.2. *Alumni*

Parker University has more than 6,000 alumni in every state and in 30 foreign countries. The Alumni Department maintains strong ties between the University and its alumni through the Parker D.C. Referral program, communicating with alumni across the globe, hosting alumni gatherings, and promoting the Parker Alumni Association.

The Alumni Department handles requests from patients, doctors, and massage therapists for referral to Parker graduates on a daily basis. It uses e-mail, web and print media to communicate with alumni and other University supporters regarding news and current events. Parker alumni can keep in touch with their alma mater and former classmates through the toll-free Alumni number, 888-PR-ALUMS, or via the Web at www.parker.edu/alumni, the content of which is maintained by the Alumni Department.

Alumni gather annually at the Parker Homecoming. Festivities include continuing education program, fundraising events, class reunions and an Alumni Awards Luncheon. Alumni are also invited to participate in prospective student gatherings at the Parker Seminars, Wednesday Assemblies featuring nationally known speakers, and other events held throughout the year.

The Parker Alumni Association was founded in 1986 for the purposes of promoting positive relations between the University and its alumni, promoting Parker and supporting the goals of the institution. The Alumni Association provides members with discounts on Parker Seminars, continuing education and Parker Share. Members also enjoy student privileges in the Library and Bookstore. The Association is governed by a Board of Directors, which is comprised of the President of the University, the Director of Alumni Relations, the Student Senate President, and nine Parker Alumni Association members who are elected to serve three-year rotating terms. The Alumni Association offers membership to all Parker alumni as well as graduates of other institutions who wish to engage in the culture and life of Parker University.

14.3. *Gifts and Endowments*

As a nonprofit organization, Parker University needs the support of alumni, friends, corporations, foundations, faculty and staff to offer quality education to students, cutting-edge research for the profession, and valuable services to our patients and to the community.

Financial partnership with Parker creates a stronger voice for chiropractic and your investment helps create a global community ensuring the chiropractic profession becomes a leader in the 21st century for health and wellness

Giving opportunities include:

- Student Scholarships
- Sponsorships
- President's Circle
- The Dr. James W. Parker Legacy Society
- Area of Greatest Need
- Faculty Development
- Chiropractic Research Institute
- Library Materials
- Gifts-in-Kind
- Technology
- Chiro Games
- Wellness Centers /Student Clinics

If you have any questions or would like to make a gift, please call 214-902-3415 or email askdevelopment@parker.edu.

15. Disclaimers

Parker University reserves the right to modify requirements for admission or graduation without due notice; to change the arrangement or content of courses, instructional methods used, or tuition and fees charged; to change or modify any regulation(s) affecting the student body; to refuse admission or readmission to any person at any time; or to dismiss any student at any time, if it is deemed to be in the best interest of the University or of the student.

The procedures, rules and regulations listed in this catalog may be changed or modified. Implementation of changes may occur at any time after appropriate notification of faculty, staff and students. The University is not responsible for any misrepresentation of procedures, rules and regulations that may arise as a result of errors in the preparation of this catalog, whether in printed or electronic format.

Each student is individually responsible for knowing the current academic regulations as well as general and specific procedures and policies that apply to all facets of student life, as described in the University catalog, the Student Handbook, official documents and publications of the University, postings on official bulletin boards, and on official web sites of Parker University. All verbal communications that may have an impact on students, faculty or staff must be verified in writing.

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member and Parker University.

The school subscribes to a high standard of ethical practice in the conduct of its activities with respect to employees, students and the public.

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