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## The Parker History

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

While in his final year of chiropractic college, Dr. Parker opened two successful practices in Illinois and published a book on spinal health and wellness. After graduating in 1946, he moved to Fort Worth, TX, and developed one of the fastest growing practices in the history of the profession. In 18 months, he established 18 clinics – one in almost every major Texas city. From his experience operating these offices, Dr. Parker improved spinal health and wellness care and developed methods to establish and maintain successful chiropractic practices.

Under Dr. Parker's direction, a foundation was created in 1951 to conduct postgraduate chiropractic seminars. The seminars evolved into the Parker School of Professional Success, which we know today as Parker Seminars. Nearly 40,000 chiropractors, or approximately two-thirds of the doctors of chiropractic in the world, have attended these seminars.

In the late 1970s, and at the urging of his colleagues, Dr. Jim Parker helped establish and fund Parker College of Chiropractic and consented to lend his name to the school. Dr. Parker's colleagues felt students could benefit from his unique success, his healing techniques, his philosophy, and his business acumen, which was not included in the traditional chiropractic curriculum.

Parker College was chartered by the State of Texas on March 8, 1978 and received its non-profit IRS status in October of 1978. The original campus, located in Irving, TX, a suburb of Dallas, officially opened on September 12, 1982, Dr. Parker's 62nd birthday. The first class – 27 students – graduated in September of 1985. After the opening of the Irving campus, enrollment increased dramatically and the college subsequently moved to the Dallas campus in September of 1989.

The new campus featured the latest in higher education, including amphitheater classroom seating, full video display, podcasting technology, advanced laboratories, and a 30,000 square foot outpatient wellness clinic where student interns can perfect the art of chiropractic under the watchful eyes of top doctors in the profession. In September of 1993, enrollment had reached 1,000 students, making it the third largest chiropractic college in the world. The original Irving campus was converted into a 6,000 square foot chiropractic wellness center where patients continue to receive chiropractic care today.

In April of 2011, Parker College of Chiropractic officially became Parker University, paving the way for new health care degree programs that expand students' scope of knowledge and provide additional opportunities for Parker graduates to serve more people all around the world.

## Parker Today

Parker is unique in offering nine different techniques throughout the chiropractic curriculum. There are business courses threaded throughout the chiropractic curriculum that prepare doctors of chiropractic to be successful in practice. With the latest technology available in the gross anatomy lab and radiology facilities, students have access to the greatest learning experience obtainable.

The Parker Research Institute provides sound, scientific evidence supporting health and wellness. A variety of the research efforts address such topics as pain relief, improved biomechanical function, and the contribution of chiropractic to overall wellness. The Parker Research Institute has collaborated with such prestigious institutions as Yale University, the University of Oxford, the University of Chicago, and the University of Texas Medical School. Furthermore, the institute has steered international studies in Australia, China and Canada. Parker also serves as the research and development arm for companies worldwide seeking to provide evidence supporting the efficacy of their products.

Parker University is a truly diversified, international institution of higher learning. With students, graduates, and applicants from all across North America, as well as approximately 100 foreign countries, the University continually seeks qualified men and women of all ages, races, creeds, and national origins who aspire to the

high honor of becoming doctors of chiropractic.

## **The Parker Mission**

Parker University, built upon the legacy of its flagship Doctor of Chiropractic program, has established itself as a leading comprehensive institution. Parker University provides students, patients, and wellness professionals 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 its graduates in health sciences, technology, business, and education communities to establish trends in health and wellness through its certificate, associates, bachelors, masters, and doctoral degrees. Parker University provides an innovative, learning-centered experience for students through a comprehensive curriculum, highly respected faculty, and family-oriented campus environment.

## **Research**

Parker University seeks to build a culture of research aimed at generating new information and knowledge, enhancing student learning experiences, and improving institutional effectiveness. The institution supports campus and external research initiatives, promotes collaborative efforts, and communicates the results of discovery to those we serve.

## **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 professions. These opportunities provide our graduates with the knowledge, skills, and attitudes to serve their communities and flourish in their respective careers.

## **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.

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Certificate, Associate, Bachelor's, Master's degrees, and the Doctor of Chiropractic degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Parker University.

The Doctor of Chiropractic degree program of Parker University is accredited by the Commission on Accreditation of the Council on Chiropractic Education. The Commission on Accreditation of the Council on Chiropractic Education is located at 8049 North 85<sup>th</sup> Way, Scottsdale, AZ 85258-4321 and can be reached by phone at 480.443.8877.

The Parker University School of Massage Therapy is accredited by the Commission on Massage Therapy Accreditation (COMTA) to award the Certificate of Massage Therapy. The Commission on Massage Therapy Accreditation is located at 5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015 and can be reached by phone at 202.895.1518.

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

## General Inquiries to the University

Inquiries or general questions about Parker University are directed to the University main operator at the following phone number 972.438.6932.

## Purpose of the Student Handbook

The Student Handbook provides information to students about the organization of the University. The information contained in the handbook is subject to change at any time as a result of official actions taken by the University. Notices of any changes will be made available to the students. The information contained in this handbook does not constitute a contract between Parker University and a student. The University is not responsible for any misrepresentations of its requirements or provisions that might arise as a result of errors in preparing this handbook.

Each student enrolled at Parker is individually responsible for knowledge of all current University policies and regulations and general and specific requirements as contained in this Student Handbook, the University Catalog, and other University publications.



**Important Numbers** (Note that all extensions must be preceded by 972.438.6932)

<b>Emergency Numbers:</b>	Security Office Extension	7167
	Security EMERGENCY Extension	7911
	Security Phone	214.902.2405
	Security Cell Phone	214.902.3440

**Other Numbers:**

<b>Directory</b>	<b>Office</b>	<b>Extension</b>	<b>Location</b>
Academic Records and Transcripts	Registrar	7120	S 106
Admissions	Enrollment	7000	S 100
Athletics and Recreation	Activity Center	7159	Activity Center
Calendar of Activities and Events	Student Affairs	7160	S 201
Career Placement	Student Affairs	7154	S 201
Check Cashing	Cashier	7046	S 101
Class Schedule	Registrar	7120	S 106
Counseling	Student Affairs	7155	S 201
Disability Services	Student Affairs	7155	S 201
Discrimination Grievances	Human Resources	7065	S 102
Emergency Care	Security	7167	2619 Electronic Lane
Emergency Loan	Financial Aid	7000	S 100
Employment – Student	Human Resources	7065	S 102
Financial Aid	Financial Aid	7020	S 100
Housing Information	Student Affairs	7160	S 201
I.D. Cards	Bookstore	7075	South Building
International Student Advisor	Enrollment	7000	S 100
Licensure	Registrar	7120	S 106
Lockers	Student Affairs	7160	S 201
Lost and Found	Security	7167	2619 Electronic Lane
Massage Clinic	Massage School	7736	2560 Electronic Lane
National Board Exam	Registrar	7120	S 100
Parking Appeals	Student Affairs	7160	S 201
Parking Permits	Cashier	7046	S101
Scheduling Facilities	Student Affairs	7160	S 201
Security	Security	7167	2619 Electronic Lane
Student Activities	Student Affairs	7151	S 201
Student Health Insurance	Student Affairs	7160	S 201
Student Organizations	Student Affairs	7151	S 201
Tuition and Fees	Cashier	7046	S 101
Tutoring	Center for Teaching and Learning	7421	E 200
Wellness Clinics	Dallas Wellness Clinic	7500	2600 Electronic Lane
	Irving Wellness Clinic	7600	111 Delaware Irving, TX 75060

## Board of Trustees

Chairman	Wright Lassiter, Jr. EdD	Texas
Vice-Chair	Stacey Olson, DC	Arizona
Secretary	Vincent Scheffler, DC	Michigan
Treasurer	Edward DesPlas	Texas
Assistant Treasurer	Gilbert Gerst	Texas
Member	Philip Cook, DC	Texas
Member	Thom Chesney, Ph.D.	Texas
Member	John Dealey, D. Hum. (Hon.)	Texas
Member	J. Michael Flynn, DC	Louisiana
Member	Raymund King, MD, JD	Texas
Member	Robert Longenecker, DC	Colorado
Member	Jonathan Morgan, DC	Texas
Member	Jayne Moschella, D.C.	Florida
Member	Francis Murphy, DC	Texas
Member	David Neumann	Texas
Member	Oliver Smith, Jr., D.C.	Texas
Alumni Member	Stephen Brooks, DC	Texas

## Administration

Brian McAulay, DC*, PhD	President
Gery Hochanadel, BA, MS, PhD	Provost
Janell Gibson, ABJ, MS.	Associate Provost and Dean of Online Learning
Dave Garafola, BS, MBA	Vice President of Business Affairs
Celia Maguire, BS, DC '00	Interim Vice President of College of Chiropractic
Sandra McLean, AA, BA, MBA	Vice President of Human Resources and Organizational Development
Amanda Rainey, BS, MS.	Vice President of Institutional Advancement
Kenneth Thomas, BS, MS, DC '86	Vice President of External Affairs
Charlene Conner, BAAS, MBA, DBA	Dean of Business and Information Technology
Donnie McNutt, BBA, MBA	Chief Information Officer
Mark Mandell, BS, MBA, DC	Executive Director of Parker Professional Services
Richmond Adebaye, BS, MS, PhD	Director of Bachelor of Science in Computer and Information Systems Program
Mandy Baskett, BA	Director of Benefits and Employee Relations
Patrick Bodnar, BS, DC '99	Director of Wellness Clinics
Reggie Brazzle, AA, BS, MEd, PhD	Director of Financial Aid
Brandi Berger, BA	Registrar
Philip Cervantes	Director of Business Services
Dustin Dollar, BBA	Director of Auxiliary Services
Angela Duell, AAS, AA, BS, MS	Director of Associate of Applied Science in Occupational Therapy
Roxanne Elliott, BS, MS	Director of Online Education
Grant Godfrey	Director of Admissions
Su Chuan Rita He, BA, MS, EdD	Director of Institutional Effectiveness and Planning
Tierra Henderson	Director of Parker Seminars
Lonnie Knight, BA, DC '93	Director of Academic Advising
Jason Jones, AFS	Director of the Anatomical Gift Program
Julie Joslin-Winn, AA, BA, MBA	Director of Budget Resource Planning
Joe Lintz, BS, MS	Director of the Bachelor of Science in Health Information Management Program
Regina Logan, BBA	Controller

Harrison Ndetan, BS, MS, MPH, DrPH  
Janet Owen, BS, MLS  
Greg Page, BA, DC '89  
Drew Riffe, LMT, BS, BS, DC '05  
Juan Sanchez, BBA, BA, DC '90  
Douglas Sanford, BA, DC  
Michael Scott  
Ken Starzer, BA, MA, MFA  
Rick Stokes, BA  
Becky Sullivan, BS, MLS  
Angela Smith, BS

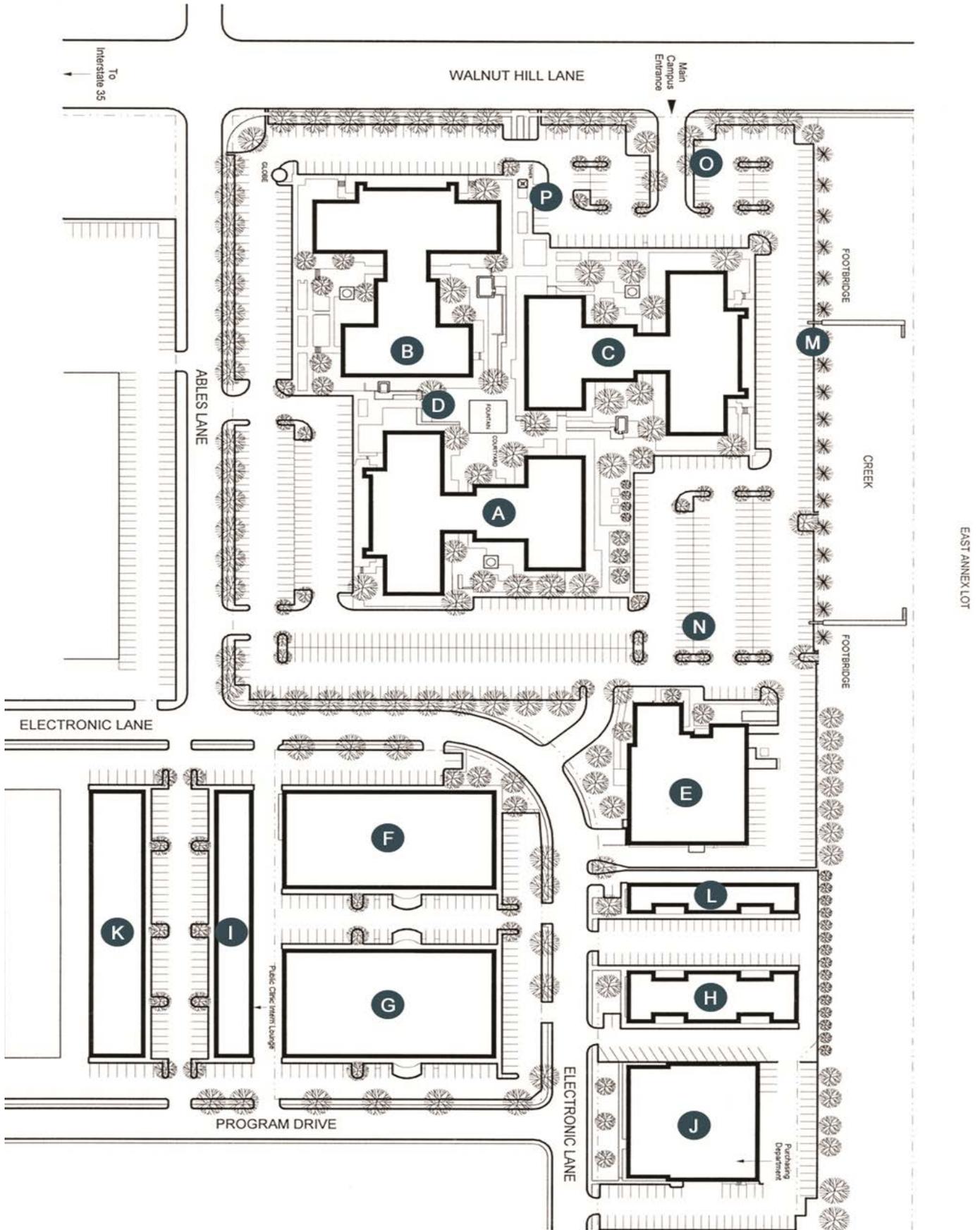
Trenda Sweeney, AS/RT, BS, MBA

Leon Tom, BS, DC '99  
William Watson, BA, MA  
Donna Wald, BS, MA  
Steve Weller, BS

Director of Research  
Director of Continuing Education and Professional Studies  
Director of Community Based Internships  
Director of School of Massage Therapy  
Director of External Affairs  
Director of Compliance and Operations  
Director of Production and Audio Visual  
Director of E-Marketing  
Director of Marketing  
Director of Library Resources  
Director of Associate of Applied Science in Diagnostic  
Sonography  
Director of the Associate of Applied Science in Radiological  
Technology Program  
Director of Irving Chiropractic Wellness Clinic  
Director for the Center of Teaching and Learning  
Director of Alumni Relations  
Director of Athletics and Recreation

*\*formerly licensed in PA and NJ*

# Campus Map



## **Campus Facilities**

### **A. SOUTH BUILDING**

First Floor: Admissions, Financial Aid, Business Office, Registrar, Mailroom, Parker Museum, The Parker Café, Donovan Student Lounge, Bookstore, Receptionist for the University, Human Resources, Vice President for Business Affairs

Second Floor: President, Student Affairs, Vice President of Academics, Provost, Office of Institutional Advancement, Strategic Marketing and Communications, Radiology Technology Program Director, MBA Program Director, Health Information Management Program Director, VP of Online Programs, Director of Special Projects, classrooms, labs

### **B. NORTH BUILDING**

First Floor: Library and Resource Center, Anatomical Gift Program, Gross Anatomy Lab, Housekeeping

Second Floor: Labs including Systemic Anatomy, Physiology, Histology, Microbiology, Neuroanatomy and Lab Preparatory Room, classrooms

### **C. EAST BUILDING**

First floor: James W. Parker Conference Room, Classrooms, Labs, Information Technology, Computer Training Center

Second floor: Center for Academics, additional Technique Labs

### **D. COURTYARD**

Outdoor fountains, canals, trees, wrought iron tables and chairs

### **E. STANDARD PROCESS STUDENT ACTIVITY CENTER**

Gymnasium/Auditorium seating more than 1,200, regulation hardwood courts for basketball and volleyball, weight room, sauna, game rooms, exercise room, dining room, Chapel/Meditation room

### **F. CHIROPRACTIC WELLNESS CLINIC - OUTPATIENT**

30,000 sq. ft. clinic complex housing a full X-ray Department and Laboratory, complete with parking

### **G. CHIROPRACTIC WELLNESS CLINIC**

30,000 sq. ft. outpatient clinic complex offering chiropractic adjustments, active and passive care, and health and wellness counseling

### **H. CONTINUING EDUCATION, PARKER SEMINARS, PROCUREMENT, DIRECTOR OF BUSINESS SERVICES**

### **I. PARKER UNIVERSITY SCHOOL OF MASSAGE THERAPY, INTERN LOUNGE**

### **J. WAREHOUSE**

Central Receiving

### **K. PARKER UNIVERSITY RESEARCH INSTITUTE, FACILITIES**

### **L. SECURITY, POLICE ROOM, AV STUDIO, AV DEPARTMENT**

### **M. EAST CREEK LOT PARKING**

Parking in adjacent lot, with two security bridges

### **N. MAIN CAMPUS PARKING**

Plentiful parking for students, faculty, staff, and outpatients throughout the main campus

### **O. MAIN ENTRANCE**

Main gate to the University on Walnut Hill Lane. There are a total of six entrance gates within the decorative iron fence that surrounds the campus, designed for safety.

### **P. PARKER TOWER**

40 ft. high campus landmark, designed by the founder

## **STUDENT AFFAIRS**

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.

### **Administration**

Administration includes supervision of all departments and staff, writing reports, conducting surveys, revising policies, publishing the Student Handbook and planning and coordinating graduation activities.

### **Counseling Services**

The counseling staff consists of a licensed psychologist who is 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, fill out a Counseling Request Form available online or in the Student Affairs Office. It may be turned in to the Student Affairs Office or emailed to the [jelbel@parker.edu](mailto:jelbel@parker.edu). Students or spouses can call Dr. Elbel to have any questions about counseling answered at 972.438.6932 ext. 7155.

Counseling and guidance is also available 24 hours a day, seven days a week, via a toll-free phone number, email, or internet. ComPsych employees work with students in crisis, assess behavioral and emotional health, and make referrals to providers for a limited number of free telephonic or in-person counseling sessions. Through ComPsych, Parker University also offers legal assistance and financial planning sessions.

Counseling Services are confidential by law in Texas. There are exceptions to confidentiality which are noted in the information about counseling. The exceptions to confidentiality include a report of a child being abused and danger to oneself or others. For more details about confidentiality see the Counseling Information form online.

### **Accommodations**

Students who are in need of accommodations must notify the Coordinator of Student Assistance, in the Student Affairs Office within the first week of classes.

### **Student Activities**

Parker provides for the academic, physical and social development of each student. Students are encouraged to participate in the various student activities and events.

Several social events are planned and held each year for students, faculty and staff. Also, a Talent Show is held each spring and students, faculty, staff and family members are encouraged to perform in the show or attend for an afternoon of fun.

Parker University encourages students to maintain a healthy life style, with plenty of exercise, a healthy diet and an active role in promoting health and physical fitness.

Many opportunities are provided for exercise and physical development through various sports, recreation and exercise programs, such as intramural leagues in basketball, flag football, indoor soccer, softball, and volleyball. In addition, there are tournaments in bowling, golf, table tennis, tennis and classes in aerobics, martial arts, self-defense and yoga.

Parker has had several athletic club teams, such as basketball, ice hockey and soccer. Currently, the athletic teams compete against colleges, universities, and other teams in the Metroplex.

The Standard Process Student Activity Center is located on the southeast corner of the campus and has facilities for basketball, volleyball, exercise classes, showers and bathrooms, weight room, and a game room with pool tables, foosball, and table tennis. Both the men's and women's dressing rooms have a sauna. The exercise room is equipped with treadmills, elliptical machines, stationary and recumbent bikes, stair steppers, and other aerobic equipment. There is a lounge upstairs with couches and love seats for students to use at their convenience. The school chapel is also located in this area.

## **Student Development**

Student Development provides assistance to students to improve learning strategies and study skills. Information is available and individualized assistance is given to help in identifying areas which need improvement. Workshops are offered providing information on learning strategies, study skills, time management, test taking, stress and test anxiety.



## **Student Organizations/Clubs**

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 Parker students, faculty, and staff. These organizations provide many opportunities for experiential learning and leadership development, which is facilitated through staff and faculty advisors. All official student organizations must be approved by the Dean of Student Affairs and recognized by Parker University.

Student organizations and clubs will conduct their activities in accordance with the following policies and procedures:

### **Recognition of an Existing Student Organization**

Student organizations and clubs must be recognized each trimester. The President or a representative, and advisors is required to attend a Student Organization Orientation meeting, typically held the first

week of the trimester. All student organizations must submit paperwork on or before the deadline set by the Coordinator of Student Activities.

All student organizations are required to have a president, treasurer and advisor and may not have more than four authorized representatives.

When a student organization or club is represented at the Student Organization and Risk Management Training by both a representative and advisor, has completed all the information forms including the advisor agreement, recognition form, 15 signatures of active members, turned in a risk management policy, bylaws, has agreed to conduct all activities and events in accordance with the following university policies and procedures, and been approved by the Dean of Student Affairs, they will be recognized for that trimester.

If an organization does not complete the process to be recognized by the deadline, it will become inactive for that trimester and will be unable to participate in any privileges of approved organizations and clubs. If they do not complete the recognition process for two trimesters, the organization will lose their recognition status and will have to apply for approval as a new organization.

### **Approval of a New Student Organization**

A group of students wishing to form a new student group must complete the following steps:

1. Become familiar with the Parker University policies concerning student organizations listed in this publication and in the Student Handbook.
2. Find as many like-minded students as possible that have an interest in beginning this type of organization.
3. Identify four students interested in serving as authorized representatives. Keep in mind that you are only required to have a president and treasurer, but may have up to four.
4. Secure an advisor for your organization. Each organization is required to have at least one faculty or staff member serve as their advisor. Make sure that the advisor understands the purpose of the club and is willing to make a commitment to attend all meetings and events. If the organization is for a specific technique you will need to find an advisor who is licensed in that technique.
5. Complete the Application for Approval of a New Student Organization. The application requires information such as: name of organization; purpose; name of advisor (faculty or staff); major activities or events planned; copy of Bylaws, copy of Risk Management and a list of members.
6. Return all forms and information to the Student Affairs Office.
7. A representative from each student organization and their advisor must attend the Student Organization Orientation and Risk Management training meeting, once per academic year. This is a mandatory meeting for both advisors and student organization representatives; failure to attend this meeting may result in being an inactive organization for that trimester.

If all the forms are complete and found satisfactory and the organization's goals are consistent with those of Parker University, the application will be approved by the Dean of Student Affairs. Once that organization has been approved, it will be recognized for the current trimester and will be allowed to enjoy the privileges of a registered student organization. The organization will need to be recognized at the beginning of the next trimester and each one thereafter

### **Guidelines for Student Organizations and Clubs**

1. The purpose of the club must be consistent with the goals and philosophy of Parker University.
2. All activities must be conducted in accordance with all Parker University policies and procedures.
3. Membership must be open to all enrolled students regardless of sex, race, color, national origin, religion or age unless specifically exempted in Title IX of the Educational Amendments of 1972.
4. Membership is limited to students, faculty, staff and alumni of Parker University.

5. An advisor who is a faculty or staff member (no one may serve as an advisor for more than two student organizations/clubs).
6. All students holding office must be full-time and in good academic standing.
7. A student may hold office as a President for only one student organization including student government.
8. A copy of the current By-Laws and all subsequent updates must be kept on file in the Student Affairs Office.
9. Have at least fifteen active members.
10. Do not duplicate the purpose and activities of another organization or club.
11. Hazing is prohibited by Parker University and state law.

### **Special Requirements for Technique Clubs**

1. The educational purpose of the club must be consistent with the mission and philosophy of the University.
2. Technique clubs must have an advisor who is a faculty member and a licensed DC in the State of Texas.
3. The advisor or his/her designate must be present at all meetings or activities where any form of chiropractic care as defined by state statutes is practiced or demonstrated.
4. The acceptable standard of care must be followed for any chiropractic treatment which is practiced or demonstrated.

### **Privileges of Approved Organizations and Clubs**

Approved student organizations and clubs are entitled to schedule facilities for meetings and activities, sponsor events on campus, sponsor outside speakers, conduct approved fund raising activities on campus, be eligible for a financial account with Parker; advertise meetings and activities on bulletin boards and Parker Information Network (PIN), use the student organization office and obtain free copy service for student organization purposes.

### **Use of University Facilities**

Only approved student organizations, clubs, and classes may request use of the University facilities. To reserve space on campus for meetings, fundraisers, speaker presentation, etc. An event/facility request form must be submitted seven business days in advance. Student organizations, clubs and classes that are not approved will be treated as outside organizations or persons. All facility request forms are processed on a first come first serve basis, therefore student organizations are not guaranteed the same room for every meeting or every trimester.

Student organizations or clubs that bring in speakers and charge a fee may reimburse the speaker only for actual out of pocket travel and lodging expenses. The speaker shall submit the Non-Employee Travel Reimbursement Request along with receipts for reimbursement to the Dean of Student Affairs and these expenses will be reimbursed through the Business Office. If the speaker receives any compensation other than reimbursement of expenses, the use of the facilities shall be treated as though the student organization or club was an outside organization and the normal rental rates will apply.

The Faculty Advisor and/or the President of the student organization, club, or class shall be personally responsible for maintenance and security of the University facilities and equipment. As noted above, they shall be charged for any theft, damages or extra cleaning costs except for ordinary wear and tear.

1. University restrictions regarding food, drink, smoking, tobacco, alcohol, and drugs must be observed at any meeting or event on campus. Alcohol and illegal drugs are not permitted on university property at any time.
2. Any approved student organization/club that collects funds must establish and maintain those funds in a university account. Each organization is responsible for its own tax and financial obligations. Parker University is not responsible for any financial obligation made by a student organization.

3. Contracts – No student organization has the authority to enter into a binding contract on behalf of Parker University. Students may not sign a contract or agreement as an agent or representative of Parker University. Contracts must be submitted to the Department of Student Affairs for the approval process.
4. Meetings with Faculty/Staff as Speakers - regular full/part time faculty and staff may be invited to speak or make presentations. Faculty and staff speakers are prohibited from charging fees, accepting gifts, donations or gratuities; however, they may be reimbursed for the cost of supplies or handouts, with proper documentation. The advisor is not required to attend. In the absence of the advisor, the student organization President is responsible for the maintenance and security of the meeting room and equipment. Access to A/V equipment in the classrooms should be provided by the advisor of the organization. Student Affairs will not give access to these computers for any club or organization.
5. Meetings with outside speakers (non-university employees) - student organizations and clubs may invite outside speakers, subject to the approval of the university, for meetings, workshops or seminars sponsored by student organizations/clubs. In addition to the regular Facilities Request Form, a completed Speaker Approval Packet consisting of the items below must be submitted for approval, at least 10 working days prior to the event.
  - Signed and dated Guest Speaker Agreement Form
  - Updated Curriculum Vitae (CV) or résumé
  - Detailed outline of your presentation

**Meeting Guidelines for Outside Speakers:**

- a. Meetings held require the attendance of the advisor or his/her designate.
  - b. Outside speakers must possess appropriate and verifiable credentials and training.
  - c. If an outside speaker is approved, they will be eligible to speak up to three times per trimester for chiropractic and health related clubs and five times per trimester for social clubs. A speaker is not able to speak more than five times total in a given trimester. After the year has concluded, they will need to re-apply every year.
  - d. Outside speakers are prohibited from promoting seminars, or selling products or services.
    - Should an outside speaker or organization break the speaker agreement or solicitation policy, the club or organization will be subject to sanctions determined by the Dean of Student Affairs and Coordinator of Student Activities. Violation of this policy may result in the suspension of the student organization/club and/or disciplinary action against the President. Additionally, the speaker or organization's approval to speak may be revoked and future opportunities denied.
  - e. Speakers may not receive a speaker's fee. Student organizations/clubs may reimburse speakers for travel and lodging expenses, when appropriate documentation is provided to the Dean of Students. Speakers may be reimbursed by the student organization/club for reasonable expenses of handouts and supplies. The University will not be responsible for any reimbursement to speakers.
  - f. When a fee is charged for a seminar sponsored by a student organization, the club must submit a request for fundraiser. If the request is approved, all fees must be deposited in the student organization Parker University account, a list of all students who attended must be submitted along with a fundraiser report.
  - g. To reimburse a speaker for allowable expenses, a Non-Employee Travel Reimbursement Request must be submitted to the Dean of Students with receipts for the expenses.
6. Sponsorship of Off-Campus Seminars, Meetings, Conferences
    - a. Student organizations/clubs are prohibited from sponsoring any off-campus meeting, seminar, symposium, workshop, or conference without approval of the Dean of Student

Affairs. Violation of this policy may result in the suspension of the student organization/club and/or disciplinary action against the President. However, off-campus seminars, workshops, etc., may be sponsored by Continuing Education in conjunction with the student organization. Check with the Director of Continuing Education.

- b. Student organizations/clubs are prohibited from acting as an agent or emissary for faculty/staff or non-faculty/staff persons presenting seminars, workshops or conferences for entrepreneurial purposes. Violation of this policy may result in the suspension of the student organization/club, as well as disciplinary action against the student acting as an agent or emissary.
  - c. All off-campus seminars, conferences, meetings are under the Continuing Education Department. Check with the Director of Continuing Education to make arrangements.
7. Off-Campus Social Events and Activities
- a. The Student Affairs Office must be notified of any activity or social event held off-campus, which is sponsored by student organizations, clubs, or trimester classes.
  - b. The Request Form for an off-campus event must be submitted to the Department of Student Affairs, at least five working days prior to the event.
  - c. The notices and advertisement of the event must be approved by the Department of Student Affairs and may be posted only on bulletin boards, easels and PIN.
  - d. The following conditions must be followed if alcohol is to be available at the event:
    1. Non-alcoholic drinks and food must also be available.
    2. Persons must be designated to monitor and prevent anyone from becoming a danger to themselves or others.
    3. Designated drivers must be available to drive people home.
    4. The event shall end by 12 midnight.
8. The Parker University name or logo may not be used in the advertisement or promotion of any services, workshop, meeting, etc., without the written approval from the Marketing Department. Violation of this policy may result in the suspension of the student organization/club.
9. Fund Raising Activities – All student organizations and clubs may conduct one fundraising activity per month on campus, with the approval of the Dean of Student Affairs. A financial report is required at the completion of the fund raising event. Fundraising examples can be found in the appendix.
10. Student Organization meetings may not start until 12:30pm to allow students time to attend faculty office hours or to take care of any other business before they attend club meetings.
11. Travel- If three or more members of an organization or club are traveling more than 25 miles away from Parker University or using vehicle that is owned by Parker University, they must follow the travel policy.

### **Student Organization Orientation**

Student Organization Orientation is designed to educate each club and organization on the necessary tools to be a successful club or organization at Parker University. Student Organization Orientation will also serve as Risk management training for the academic year (Sept 1-Aug 31). This meeting will be held every trimester for new organizations to attend but will be required for every club and organization at the start of the academic year or fall trimester. This meeting is mandatory for at least one authorized representative of each organization.

## **Travel Policy**

These guidelines apply to all student travel if the activity or event meets all of the following criteria and is undertaken by one or more currently enrolled students to reach an activity or event:

- The activity or event is sponsored, organized and funded by Parker University.
- The activity or event is located more than twenty-five (25) miles from Parker University
- The activity or event is either:
  - Undertaken, using a vehicle owned, leased, or rented by the institution; or
  - attendance at the activity or event is required by a registered student organization and approved in writing by the Dean of Student Affairs

Organizations that meet the above criteria must follow the guidelines as listed:

- Schedule a meeting with the Student Activities Coordinator
- Travel forms that must be submitted

## **Student Senate**

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 Student Senate Executive Team (President, Vice President, Secretary, Treasurer, Events Coordinator, and Technology Coordinator) and the Class Presidents and/or Senators of each class. The Senate Executive Team shall be elected at large by the Student Body each summer. Students are also encouraged to serve their class as a class officer or class representative.

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.

## **Committees**

Student participation on University committees is actively sought and encouraged. Students selected for service is done through the Student Senate.

## **STUDENT SERVICES**

### **Activities Calendar**

The Department of Student Affairs maintains an [Activities Calendar on MyParker](#) which lists all meetings, activities, and events scheduled on campus. Any class, student organization, faculty, staff or department wishing to schedule a meeting or event on campus, should contact the Department of Student Affairs to schedule the meeting or event.

### **Career Services**

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](http://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 potential employers.

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.

### **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.

### **Housing Information**

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

### **International Student Services**

The International Student Advisor assists international students in compliance with INS regulations and maintains files of the required documents. The International Student Office is located in the Enrollment Office.

### **Licensure and State Boards**

Information about the different state requirements for licensure and taking State Boards is available in the Registrar's Office. In addition, students can access the governing state board for the area in which he/she wishes to practice.

### **Lockers**

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

Massage School students may use lockers in the Massage School and Dallas Clinic Interns may use the lockers in the Dallas clinic. Lockers must be cleaned out and registered each trimester. Locks should be provided by the student registering the locker.

## **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.

## **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.

## **Student Employment**

Parker provides a limited number of work opportunities on campus through the College Work Study program. A student must be eligible for financial aid to qualify for this program. Jobs range from clerical to teaching and lab assistants.

## **Student Handbook**

The Student Handbook is revised and distributed each year by the Student Affairs Office. Each student is individually responsible for knowledge of current policies, regulations and procedures as contained in the Student Handbook, the Catalog and other documents.

## **Student Identification Cards**

Student Identification cards are issued in the Bookstore for all students. There is a replacement fee of \$10 that must be paid prior to receiving the new card.

## **Who's Who Among Students in American Colleges and Universities**

Parker University participates in a program involving over 2300 colleges, to recognize academic excellence and service. A committee composed of faculty and students selects candidates from those students who have maintained a 3.0 CGPA and have been of service to the school and/or the community. The students selected for this honor are announced at Commencement programs.

## CODE OF 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.

### 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.

<b>Written reprimand</b>	A letter of reprimand is delivered to the student and placed in the student's official file
<b>Probation</b>	The student is placed on notice that any future violation of policy or procedure could result in dismissal from the University
<b>Discretionary Sanctions</b>	Work assignments, written apologies, written papers, service to the University or other related assignments.
<b>Suspension</b>	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.
<b>Dismissal</b>	Permanent removal from Parker University.

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

- A. Acts of dishonesty, such as:

1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work;
  2. Taking into an exam or using during an exam, material not authorized by the instructor administering the test;
  3. Collaboration with another person during a written, oral or practical examination or in preparing academic work for credit;
  4. Collusion – unauthorized collaboration with another person in preparing written work for credit or allowing another to use one's work, copying from one's research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
  5. Plagiarism – appropriation of another's work and the unacknowledged incorporation of that work in written form for credit;
  6. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
  7. Substituting for another student, or permitting another student to take a test or exam in your place;
  8. Bribing another person to obtain confidential test material or information about confidential test material;
  9. Signing for another student or asking another student to sign attendance sheets or other University forms for another student;
  10. Furnishing false information to any University office, staff or faculty member; and
  11. Forgery, alteration, destruction or misuse of any University document, record or identification form.
- 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:
1. Issuance of a check without sufficient funds;
  2. Failure to fulfill financial obligations to Parker University;
  3. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
  4. Failure to heed an official notice or summons by faculty, staff or administrators.
  5. 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, purchasing drugs, narcotics, or hallucinogens.
- N. Smoking and use of tobacco on campus.
- O. Unauthorized consumption of 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 entry into a file, to use, read or change the contents or for any other purpose including reading another person's E-mail.
  - 2. Unauthorized transfer of a file.
  - 3. Unauthorized use of another individual's identification and password.
  - 4. Unauthorized access into network files.
  - 5. Use of computer facilities to interfere with the work of another student, faculty or staff member.
  - 6. Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography.
  - 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).

## 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.

### 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, which consists of the Dean of Research, Vice President of Academics, and Director of Clinics, 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.

## **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 or 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.

### **Additional Procedures**

If an issue cannot be resolved internally after all avenues for resolution are exhausted, students may file a complaint with the [Texas Higher Education Coordinating Board](#). The rules governing student complaints also are addressed in [Title 19 of the Texas Administrative Code, Section 1.110-1.120](#).

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Certificate, Associate of Applied Science, Bachelor of Science, Master degrees, and the Doctor of Chiropractic degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Parker University.

### **Involuntary Withdrawal**

A student's continuing enrollment at Parker University is a privilege based on satisfactory academic progress and professional conduct and behavior. In the event that a student demonstrates evidence of an emotional problem as reported by two or more members of the faculty, staff or student body, the Involuntary Withdrawal Committee will meet to investigate the allegation. The members of the committee consist of the Dean of Student Affairs as Chair of the committee, a faculty representative, a student representative and a representative from the Counseling Office.

The committee chair will notify the student to appear before the committee. The student will be advised of the inappropriate or unprofessional behavior and will have the opportunity to respond to the allegations and may provide evidence or witnesses in responding to the allegations. After consideration of all information presented, the committee will determine if a psychological/psychiatric evaluation or leave of absence is warranted. The committee chair will notify the student in writing of the committee's decision. The student may appeal the decision in writing to the Dean of Student Affairs within three working days who will forward this appeal to the Appeals Committee. The Appeals Committee may affirm, modify or reject the decision of the Involuntary Withdrawal Committee and will notify the student of his/her decision in writing within three working days. If the decision is for a psychological or psychiatric evaluation, the student is responsible for the expense of the evaluation.

At any time during this process, if the Involuntary Withdrawal Committee, or the Appeals Committee, believes that the student poses a threat to their health or safety, or the health and safety of others, the student may be immediately suspended from the University pending a psychological or psychiatric evaluation by a licensed psychologist or psychiatrist.

If the student is required to obtain an evaluation and refuses to do so, or if the results of the evaluation indicate that withdrawal from the school would be in the best interest of the student and the University, the student will be withdrawn from the University.

Involuntary withdrawal will normally incur no academic penalty for the trimester in which the student is enrolled and any tuition refund will be based on the Tuition Refund Policy.

A student seeking readmission, at his/her own expense, must submit a written report from a licensed practitioner acceptable to the University, to the Involuntary Withdrawal Committee. Approval of the Involuntary Withdrawal Committee is required for readmission.

## Resolution of Non-Academic Problems

To ensure the proper resolution of non-academic problems, the following channel of communication should be followed.

1. If a student has a problem with another student, he/she should discuss it with the student involved. If the problem is not resolved, submit a written statement of the problem to the Dean of Student Affairs. The Dean will meet with the parties involved and attempt to resolve the issue. If the issue is not resolved and there has been a violation of University policy, the matter will be referred to the Academic and Professional Standards Committee. If the issue is not resolved and it does not involve a violation of University policy or procedures, the student may request a Grievance Committee Hearing.
2. If a student has problem with a staff member or faculty member, he/she should discuss it with that individual. If the problem is not resolved, the student should follow the Student Complaint Policy.

## ACADEMIC AFFAIRS

The academic regulations and procedures are set forth in the University catalog, including student academic rights and responsibilities. Every student is responsible for being aware of all academic policies and regulations. Being unaware of policies and regulations is not an excuse for noncompliance.

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. (Please see the University catalog for additional information)

## Library Resource Center

Parker University students have access to the full services of the Library Resource Center. Library resources include 17,000 books, 33,000 eBooks, 50 computers, journal and database packages, iPads, AV materials, anatomical models, printers, copiers, and faxing services.

Parker Library resources may be searched through the Web-based Sirsi online catalog, and through EBSCO's Discovery Service, an integrated search. Library information and resources are available on the Library webpage and Facebook. A-to-Z Electronic Resources provides access to full-text journals and eBooks. Library tutorials, orientation, the Library catalog, and "Ask a Librarian" are available on the Library page. Resources are available remotely using the Parker ID and password. A Parker ID is required to check out materials. The Resource Center has 17 study rooms which are equipped for audiovisual viewing including LCD monitors with VGA input for laptop and iPad monitor support. The Library has an anatomical model room, a large study room equipped with a plasma screen for group projects and a media room with an overhead projector is available for two hour intervals.

The Library is located in Suite N100. The current Library hours are:

Monday	6:30 am to 10:00 pm
Tuesday	6:30 am to 10:00 pm
Wednesday	6:30 am to 10:00 pm
Thursday	6:30 am to 9:00 pm
Friday	6:30 am to 4:00 pm
Saturday	Noon to 4:00 pm
Sunday	Noon to 4:00 pm

A Reference Librarian is available for bibliographic instruction and support, and a Resource Sharing Specialist provides assistance with interlibrary loan. Free Interlibrary Loan service is available to faculty and students unless charged by another library.

Parker University participates in cooperative agreements and shares resources through OCLC and TexShare member libraries. The Library Resource Center is also a member of HealthLINE which develops and maintains resource sharing between health science librarians in the Dallas metroplex. TexShare is a

cooperative program that provides access to library holdings with Texas libraries. Librarian participation in a chiropractic listserv allows the exchange of information throughout the U.S. and internationally.

Other Parker Library memberships include the American Library Association, Medical Library Association, Southern Chapter of MLA, Texas Library Association, and Association of Chiropractic Colleges Educational Conference and Research Agenda Conference

The computers in the Library have Internet/Intranet access, and each workstation has Microsoft Office and supplementary programs, as well as access to the Chiropractic Green Books. Headsets and additional media are available at the circulation desk for check-out. The labs are equipped with four HP9050 printers and wireless capabilities. Technical support is provided by the Computer Lab Supervisor and student workers.

## POLICIES AND PROCEDURES

### Alcohol and Drug Policy

It is the policy of Parker University to promote a safe, healthy and productive learning and working environment free from the influences of alcohol and drugs. Alcohol and drugs are a danger to everyone. They impair safety, health, promote crime, lower productivity and quality, and undermine public confidence in the institution.

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, an alcohol and drug-free school and workplace is established at Parker University.

All students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using controlled substances (narcotics, cannabis, stimulants, depressants, hallucinogens) or consuming alcoholic beverages in any campus facility or property of Parker University.

Students found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C, Substance Abuse Regulations and Crimes) may receive the full legal penalty in addition to any appropriate disciplinary action by the University (information about disciplinary actions is listed under the Student Conduct section). The most common legal violations and their consequences are:

<b>Alcohol</b>	<b>Class</b>	<b>Penalty</b>
Minor in possession	Class C Misdemeanor	Up to \$200 fine
	Class B Misdemeanor	Up to \$1000 fine and six months jail
Contributing to the delinquency of a minor	Class C Misdemeanor	Up to \$200 fine
	Class B Misdemeanor	Up to \$1000 fine and six months jail
Public Intoxication	Class C Misdemeanor	Up to \$200 fine

<b>Other Drugs</b>	<b>Class</b>	<b>Penalty</b>
Drug possession	Varies according to placement of drug and amount in possession	Up to \$50,000 fine and 5-99 years jail

Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C. Specific penalties vary depending on the type of drug and amount. Any student violating the alcohol and drug policy of this University is subject to disciplinary action.

First Offense:	Interns will be immediately suspended from clinic duties and reported to the Academic and Professional Standards Committee for disciplinary action. All other students will be reported to the Academic and Professional Standards Committee for disciplinary
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	action. A student who is found guilty of violating the alcohol and drug policy of the University may be suspended and required, at the student's own expense, to participate in an alcohol or drug abuse assistance or rehabilitation program, approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency. Periodic reports of satisfactory progress will be required. Upon a written report of satisfactory completion of the program, the student may be readmitted to the University. Failure to satisfactorily complete the program will result in dismissal from the University.
Second Offense:	Immediate dismissal

Drug and alcohol use, misuse, and abuse are complex behaviors with many determinants at both the cultural and individual level. Awareness of the deleterious effects of any alcohol/drug is imperative for an individual's well-being or survival.

Negative consequences may be exhibited through 1) physical dependence - abuse of alcohol or any drug whether licit or illicit may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death and 2) psychological dependence - the experiencing of persistent craving for alcohol or the drug and/or a feeling that the alcohol or drug is a requirement for functioning.

Regardless of the type of drug used, a perceived need for the continued use of the drug will very likely result in dependence.

Dependence on alcohol or drugs alters psychological functioning. The acquisition of alcohol and drugs becomes the primary focus of the drug dependent individual and often results in reduced performance and jeopardizes family and other personal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly alcohol/drug dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in alcohol/drug dependence.

Several types of help are available on a voluntary basis. The Student Affairs Office can provide information about community resources for assessment and treatment and counseling. These resources can be best used voluntarily before problems occur on campus. However, if a student fails to avail himself/herself of such help and problems do occur, the University will have little choice but to take action against the individual(s) in the interest of protecting other students.

Any student who is convicted of violating a criminal drug statute must notify the University within five days of the conviction (including pleas of guilty or nolo contendere). Failure to notify the University can result in disciplinary action, up to and including permanent dismissal.

On notice of such conviction, the University must either discipline the student or offer participation in an approved rehabilitation or alcohol or drug abuse assistance program. If such help is offered and accepted, the student must satisfactorily take part in the program, at their own expense, to continue their education at this institution.

This policy is established as part of the University's commitment to the health, safety and well-being of students, their families and the University family.

## Alcohol and Drug Testing

The procedure for alcohol and drug testing is established to ensure a healthy and safe environment and is not intended to be used for criminal prosecution. However, this intent does not preclude criminal action if violation of state/federal law occurs.

Parker University may require students to submit to alcohol and/or drug testing based upon reasonable suspicion or the unauthorized use of alcohol on University property or the use or possession of illicit alcohol and drugs at any time. Reasonable suspicion may be based on, but not limited to:

1. Direct observation of alcohol or drug use or possession;
2. Direct observation of physical symptoms;
3. A pattern of abnormal or erratic behavior, which is consistent with alcohol or drug use;
4. Arrest or conviction for an alcohol or drug related offense;
5. Possession of drug paraphernalia.

Anyone who suspects that a student has violated a University alcohol and/or drug policy should submit a written report to the Dean of Student Affairs. The report should include specific facts about the person's behavior indicating whether that person is using or in the possession of illicit drugs or unauthorized alcohol. The emphasis should be placed on how the behavior is affecting his/her performance.

If in the opinion of the Dean of Student Affairs, there is a reasonable suspicion, the student will be escorted to the Chiropractic Wellness Clinics for collection of a urine specimen and/or a blood sample to test for alcohol or drugs. The student will be asked to complete a consent and release form. All tests will be conducted at University expense. Each specimen will be analyzed in accordance with the United States Department of Health and Human Services (DHHS) guidelines.

The test results will be reported to the Dean of Student Affairs for review. The Dean of Student Affairs will give the student the opportunity to discuss the test results. If the Dean of Student Affairs determines that there is a legitimate reason for the positive test results, no further action will be taken.

If the test results are positive, the student has the right to have a second test performed at a certified laboratory of his/her choice at his/her expense. The results of the second test will be reported to the Dean of Student Affairs.

Any student who fails an alcohol or drug test will be subject to disciplinary action by the Academic and Professional Standards Committee.

Any student who refuses to consent to an alcohol or drug test will be subject to disciplinary action by the Academic and Professional Standards Committee.

All information related to the alcohol and drug testing of a student will be held in strict confidence and will be maintained in the Student Affairs Office.

## **Animals on Campus**

Animals are not permitted in buildings or on campus, except in two instances. First, animals may be brought to the University for Treatment in the Animal Clinic. Prior arrangements must be made with the Animal Clinic Director for treatment and for boarding the animal at the Animal Clinic. Second, animals that provide assistance to the disabled are permitted on campus.

## **Campus Crime and Security**

Parker University has contracted with Universal Protection Service to provide the University with a full line of security services within the Security Department. The Security Department responsible for providing the safest educational environment possible to our students, staff, and faculty. The Security Department strives to accomplish its goals through various methods and resources including around the clock armed and unarmed uniformed security officers, interior and exterior cameras along with a six-foot-high perimeter fence to promote a physical and mental barrier.

Security also manages the property by enforcing parking regulations, making frequent patrols, assisting students with reports of any emergencies or criminal acts, providing requested escorts, conducting investigations and supporting local law enforcement with major events or incidents on campus.

### **Crime Reporting**

When security personnel are notified of an emergency situation or criminal activity, the Security Officer or Director will determine whether local law enforcement will be needed to assist or if the Security Department will provide the full service.

For the safety of all, we strongly encourage our students, staff, and faculty to immediately report all suspicious activity and/or criminal acts. As an alternative you may also report criminal activity to deans, directors, student organizations, and local law enforcement but please ensure that Security is notified as soon as possible.

For accurate and prompt reporting of all crimes:

- Report criminal incident in an accurate and timely manner.
- Security will prepare and complete a written crime report of the incident.
- In the event an individual cannot get in touch with security call 7911.
- Assist in notifying the appropriate law enforcement agency.
- Reports will be forwarded to the appropriate offices, for review and potential action.
- Be prepared to provide as much information about the incident as possible to Security, including suspect and vehicle descriptions and details of the event.

The Security Department is located at:  
2619 Electronic Ln Suite 102

Security Phone Numbers are as follows:

- O) 214.902.2405
- C) 214.837.8510
- E) Campus Security - 7911
- E) Dallas Police – 911

In compliance with the Jeanne Clery Disclosure and the Annual Security Report, the Security Department compiles and maintains the incident reports for public view; that report is maintained at the Security Department for review as well as found in MyParker.com under "Campus Life". In addition, the Report may be distributed by e-mail.

### **Access to Campus Facilities**

Parker University facilities are open to students, employees, visitors and contractors. There are four gated entrances to the main campus. The accessibility to the property will vary due to safety and security measures with individual buildings open for study, activities, seminars, and scheduled classes.

[https://myparker.parkercc.edu/ics/Campus\\_Life/Security/Parking\\_Maps/](https://myparker.parkercc.edu/ics/Campus_Life/Security/Parking_Maps/)

Many of our staff and faculty are assigned keys to enter their area of need with limited access during non-business hours, this requires prior notification, or by admittance of the Security Department. Security Officers use the traditional lock and key to secure buildings and gates. The majority of our campus entrances are equipped with CCTV, in addition to intrusion and fire protection systems. There are additional properties adjacent to the main campus. These properties are also gated, protected, and patrolled by campus security.

## Gate Location & Hours

### Main Gates

<u>Monday – Friday</u>	<u>Times</u>	<u>Locations</u>
North Gate	7:00 am – 6:00 pm	Walnut Hill Ln
Northwest Gate	7:00 am – 6:00 pm	Ables Ln.
Southwest Gate	6:00 am – 5:30 pm	Ables Ln.
South Gate	4:30 am – Midnight	Electronic Ln
<u>Weekends</u>	<u>Times</u>	<u>Locations</u>
South Gate	6:00 am – 8:00 pm	Electronic Ln
All other gates closed.		

### Pedestrian Bridge Gates

<u>Monday – Thursday</u>	<u>Times</u>	<u>Locations</u>	
North Bridge	5:00 am – 6:00 pm	Main Campus/Creek lot	
South Bridge	5:00 am – 6:00 pm	Main Campus/Creek lot	
<u>Friday</u>	Bridge Gates	5:00 am – 3:00 pm	Main Campus/Creek lot
Closed on weekends			

### Clinic Gates (South Western Portion of the Campus)

<u>Monday – Friday</u>	<u>Times</u>	<u>Locations</u>
North Gates (2)	7:00 am – 8:00 pm	Electronic Ln
West Gates (2)	7:00 am – 8:00 pm	Electronic Ln
<u>Saturday</u>	<u>Times</u>	<u>Locations</u>
North Gate	9:00 am – 1:00 pm	Electronic Ln
West Gate	9:00 am – 1:00 pm	Electronic Ln
Closed on Sunday		

### Building Opening & Closing Schedules

North Building	6:00 am – 10:00 pm	Monday, Tuesday, Thursday
	6:00 am – 9:00 pm	Wednesday
	6:00 am – 6:00 pm	Fridays
	9:00 am – 4:30 am	Saturday
	12:00 pm – 6:00 pm	Sunday
South Building	4:30 am – 12:00 am	Monday - Friday
	6:00 am – 8:00 pm	Saturday - Sunday
East Building	6:00 am – 7:00 pm	Monday - Friday
Activity Center	5:00 am – 9:00 pm	Monday – Friday
	10:00 am – 5:00 pm	Saturday
	10:00 am – 5:00 pm	Sunday

### Campus Safety Inspections

Security officers routinely report lighting outages and safety concerns to the campus Facilities Department for repair and replacement.

- All outside lights are checked by Security each evening, and bulbs replaced by Facilities as needed;

- All fire exit lights are checked by Security once a week and replaced as needed;
- Sprinkler systems are checked by Texas Fire Alarm once a year and repaired as needed;
- All fire extinguishers are checked by EJ Fire Protection Service once a year and replaced if needed;
- All smoke detectors are checked by the LifeProtection Maintenance Company once a year and replaced as needed;
- All classrooms, their doors and all rooms are checked after closing each night by security;
- Motion detectors are installed in most hallways.

### **Safety Awareness**

The following programs will be utilized to inform students about campus security procedures and practices, to encourage students to be responsible for their own security and the security of others and to inform students about the prevention of crimes as well as safety awareness.

1. Student orientation program
2. Student Handbook
3. Safety awareness information is broadcast on PIN (Parker Information Network-TV Monitors) on a periodic basis.
4. Programs may be given during an Assembly, which all students may attend.

### **Timely Warning / Emergency Notifications**

Parker University has a number of ways to communicate an immediate threat to the health and safety of our students and employees. In the event of an actual emergency, the Security Department will initiate the emergency response. The Incident Commander, Security Director, and IT Department will all have access to the *BlackBoard Connect* Notification System. The notification options will allow for alerts to be sent through phone messages, emails, and phone texts.

Additionally, a new system called "*ALERTUS*" has been integrated into Parker's notification system, which during an emergency situation, takes over all campus computers to provide notification of the emergency and a short message on how to respond to the situation.

The decision for the method of notification depends on the type of threat it presents to the campus. Additional methods used for dissemination of information are the public address system and assemblies. The notifications are conducted without delay upon receiving confirmation from security or another appropriate entity, unless it is determined that such information will adversely impact the outcome of the event, victim, or compromise law enforcement efforts.

A notification of a significant emergency will be sent to the entire campus due to the close proximity of the buildings and the regular interaction of all members of the campus community.

### **Emergency Response**

The moment of an "Emergency Notification" or "Timely Warning" will activate the Response Team Members to the designated command center. The Security Director, Incident Commander, and Provost will determine an appropriate response.

The Parker Executive Team will coordinate with the Incident Commander, Marketing Team, Human Resource, and IT Department in order to formulate and disseminate current information to the local news media, radio, and MyParker.

If either of the emergency alerts is deemed necessary and local law enforcement is called to the campus, they will take over the command and determine the course of action as deemed necessary.

It is also important to know the difference between an "Emergency Notification" and "Timely Warnings". A Timely warning can be used for crimes described in the Clery Act such as criminal homicide, aggravated assaults, sexual assaults, robbery, etc. The Emergency Notification is much broader and applies to an ongoing emergency that may have a prolonged and dangerous consequence to health and safety of others. Some examples used for the notification would be severe weather, gas leaks, hazardous chemical spills, active shooter, etc.

Anyone with information warranting a “Timely Warning” or “Emergency Notification” can contact one of the following numbers.

Name	Department	Location	Suite	Phone Number
Security	Security Office	Electronic Ln	102	O) 214.902.2405 C) 214.837.8510
Provost	Provost Office	South Building	211	214.902.3486
Vice President College of Chiropractic	Academic Office	South Building	215	214.902.3447
Human Resources	Human Resources	South Building	102	214.902.2450
Dean of Student Affairs	Student Affairs	South Building	201	214.902.2422
Clinic Director	Academics	Irving Clinic	Office	214.902.3410

The decision to issue a campus wide evacuation is delegated to one of the following: Security Director, President, Provost, and Vice President of Business Affairs.

## Children on Campus

Children are welcome to visit the University, however, bringing children to the campus to baby-sit, bringing them to campus for extended periods of time, and frequently bringing them to campus disrupts educational activities and is therefore prohibited.

Children should never be left unattended while on the campus. Children should never be in labs, the library or the clinics (except when they are patients). Children should rarely be in classes or in the Student Activities Center, occurring only under extraordinary circumstances and with the approval of the faculty member or the director of the Student Activities Center. Children who are noisy or disruptive in a class should be immediately taken outside and should not be brought back into the class. The student responsible for the child may be counted absent for that class.

Students who are breast-feeding children should make arrangements to use the Family Lounge and should work with the Registrar's Office to provide sufficient breaks in their schedule to allow breast-feeding outside of class time.

## Classroom Decorum and Policies

We expect our students and faculty to conduct themselves with honesty and integrity. Therefore, each student is expected to uphold high ethical standards both inside and outside of the classroom. The classroom should be an environment for learning. Behavior which is considered disruptive by the course director, behavior which in the eyes of the receiver belittles another, or behavior which discourages others from achieving their academic goals will not be tolerated in the classroom. Individuals engaging in this type of behavior will be asked to leave the classroom. Repeat offenders will be referred to the Office of Student Affairs and may face penalties which could include suspension from the institution. Positive contributions to the learning environment and participation in classroom learning activities are expected. Students should demonstrate courtesy to the instructor, to special guest speakers, and to other classmates. Focusing your attention on anything other than pertinent classroom material could be

considered discourteous. Any person who is discourteous or disrupts the class with unprofessional conduct may be asked to leave the classroom and will be counted absent for that class period.

### **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.

Cheating on quizzes, assignments, exams, and/or lab practicals will not be tolerated. Cheating is defined as an individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to:

- a. Looking at an examination paper or answer sheet of another student during the course of an examination.
- b. Obtaining unauthorized information about the exam prior to the administration of the exam.
- c. Possessing or distributing an exam prior to its administration, without the express written permission of the instructor.
- d. Using any unauthorized materials or equipment during an examination.
- e. Giving or receiving any form of unauthorized aid while completing any of the requirements for a course.
- f. Giving answers to other students during an exam.
- g. Cooperating or aiding in any of the above

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.

Plagiarism will not be tolerated. Plagiarism is defined as any 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.
- d. Any student(s) violating this policy will be subject to the policy on academic dishonesty.

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.

Sabotage will not be tolerated.

Examples include but are not limited to the following: Stealing, destroying or altering another's academic work.

Substitution will not be tolerated.

Substitution is defined as using a proxy or acting as a proxy in an academic exercise. Examples include, but are not limited to the following:

- a. Taking an examination for another student.

- b. Doing homework assignments for another student.
- c. Using someone else's homework assignment and substituting it for your own original work.

The course director, upon becoming aware of a possible instance of academic dishonesty shall:

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 appropriate Vice President or Dean, where the case may be referred to the Dean of Student Affairs 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

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.

### **Audio / Video Taping**

Since the courts have ruled a professor's voice and physical image are their personal property, the prerogative of the audio taping and/or video recording of lectures/laboratories is a right specifically reserved to faculty. Should you wish to record, using any type of audio or visual recording device, you must obtain the written permission of the respective instructor in all classes.

### **Chair Policy**

The University provides a chair for each student in each classroom. No personal chairs are allowed in the classroom, without approval.

### **Cell Phones and Electronic Devices**

All cell phones must be turned off while students are in class. Other personal electronic devices (PDAs, pagers, iPods, MP3 players, instant message devices, games, pagers, and other handheld devices) should be turned off and placed out of sight during class. Faculty members have the right to instruct students to:

- turn off phones, laptops and other devices
- place those devices away from the students' view, and
- leave the classroom.

Faculty members may allow students to use electronic devices for academic purposes related to the class. For example, faculty members may permit the use of laptop computers to take notes or access materials related to the class. Faculty members may also make exceptions when students need to use their cell phones in anticipation of a pending emergency (like a spouse going into labor).

During quizzes, practicals, and exams, all cell phones and other electronic devices must be turned OFF and kept away from the student's immediate view. Students who violate this rule may receive a zero for that exam. If a student's cell phone rings, buzzes or makes any noise during the administration of an

exam – even if the cell phone is in a purse or backpack, on the side of the room, or under a desk or table – the faculty member has the discretion to reduce the student's grade to zero on that exam. Students who fail to turn off those devices, fail to keep those devices outside their view, or refuse to follow the directions of a faculty member in class may incur disciplinary action, up to and including suspension and dismissal.

Academic dishonesty will not be tolerated. Academic dishonesty includes the use of electronic devices for improper sharing of information about tests, including sending text messages to or from an exam room, photographing or scanning a quiz or exam, recording or transcribing exam questions, sending e-mails to or from an exam room, sending voicemail messages to or from an exam room, or any similar use of technology.

### **Computer Usage**

Students are encouraged to utilize personal computers in the classroom for taking notes, following the lecture outlines or reference materials, etc. Other uses unrelated to the lecture topic are not allowed. As an example, surfing the Internet or playing games during lecture or lab time is strictly prohibited and will result in the student being asked to discontinue use of their computers. Also, the student may be asked to leave the classroom and will be counted absent for that class period.

### **Communications**

When a faculty member or the University needs to transmit important information to the class or an individual student, they will contact the student via their Parker email address. Parker students are responsible to periodically check their email. If a student does not know their Parker email address, or how to log on to collect their email messages, they should contact Information Services at ext. 7450.

### **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.

### **Chain of communication for Students to follow in Problem Resolution**

Academic issues such as academic dishonesty witnessed, or students being disruptive in classes, etc.:

Student – Course Director/Instructor – Department Chair/Director – appropriate Vice President or Dean

Issues with an exam, exam questions, exam scheduling, etc.:

Student – class rep – Course Director/Instructor – Department Chair/Director – appropriate Vice President or Dean

Grade disputes:

Student – Course Director/Instructor – Grade Appeals Form – Department Chair/Director – appropriate Vice President or Dean

Issue with a faculty member:

Student – Course Director/Instructor if possible, otherwise Department Chair/Director – appropriate Vice President or Dean

Issues with academic labs:

Student – Lab Director/Instructor – Course Director/Instructor – Department Chair/Director – appropriate Vice President or Dean

### **Food and Drink**

Generally, food and drink should not be taken into classrooms, laboratories, clinics, the Library and the Student Activity Center. Drinks in closed containers are allowed in classrooms. Food and drink is permitted in The Café, in the South Building Student Lounge, and other student lounges.

### **Personal Items**

Personal furniture and appliances that are prohibited in the classroom include, but are not limited to: desks, file cabinets, lockers, microwaves, coffee pots, and extension cords. Personal property left in a classroom overnight will be considered abandoned. That abandoned property may be discarded or taken without any liability. If the University takes possession of that property to hold for the owner, the University will not be liable for any loss, theft, or damage that may occur while the property is in the University's possession.

### **Posting Information**

Information such as calendars, schedules, notices, or drawings may be posted on bulletin boards provided in each classroom, but are prohibited from being taped or affixed to walls, counters, doors or windows, without approval of the Dean of Student Affairs.

### **Computer Policies**

Parker has embarked on a long term effort to convert much of the existing curriculum into a digital format. The primary goal of this new technology is to supply many more ways for students to access information. This allows the student to optimize their education by tailoring the curriculum to their own personal style of learning. Therefore, each student is required to have access to a computer. Federal financial aid funds are available to assist any qualifying student who might wish to purchase their own computer.

### **Purpose of Accounts**

Parker University believes that all students, faculty and staff should have an opportunity to become computer literate, that students, faculty and staff should have access to the vast resources available through personal computers and the Internet, and that those resources should be used to further the public service goals of this institution. As a consequence of that belief, Parker is providing computer facilities on campus to support the educational, research and public service missions of Parker. Access accounts are supplied for your personal educational use. As a responsible member of the Parker community, you are expected to act in accord with the following terms and conditions based on common sense, common decency, and civility applied to the computer environment, and you are expected to use these resources in a responsible and ethical manner.

### **Eligibility**

Applicants must be full-time or part-time students, alumni, or employees of Parker. Accounts will only be supplied to those individuals with a current Parker ID.

### **Privacy**

You are responsible for your personal account and should take appropriate precautions to safeguard against unauthorized access to your account. The system will automatically prompt you for a new password every 90 days. You will not share your username and/or password with any other individuals or groups. Anyone using someone else's account, or sharing their account with others may lose their account privileges or be subject to other discipline. Accounts will be monitored on a regular basis for unauthorized use.

### **Disclaimers**

Parker will make every effort to provide a secure computing environment. However, no computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Parker cannot guarantee the privacy or confidentiality of electronic documents.

Parker will not be liable in any way for any damages caused by delays in furnishing services under this agreement. You hereby agree to indemnify and hold Parker harmless for any damage or loss as a result of the use of the campus computing facilities.

### **Memory Management**

From time to time the Parker Information Services Department network administrators may delete various files or e-mail messages. Do not depend on electronic documents stored in Parker's Computer Facilities. Parker is not responsible for any damages caused by such a deletion.

### **Acceptable Use of Laptops in Class**

Instructors reserve the right to prohibit use of laptops during class time. The use of the network and/or Internet connections within the classrooms is reserved for educational purposes only. Use of computers in class must respect the rights of others, in so that you do not offend others or inhibit another's education. Remember that your laptop is visible and audible to others in the class. Any misuse may result in disciplinary action. Computer ports have been installed in one or more rows in each classroom. Priority seating is established for students who wish to use wired network connections, in those rows in each classroom in which computer ports have been installed. Extending access to any seats other than rows cabled for computer ports, which includes running and taping extension cords and cables to floors or ceilings, is prohibited.

### **Acceptable Use of Computer Labs**

You may use the computer labs for academic purposes. The services available may include e-mail, web browsing, word processing, problem solving, information gathering, preparation of assignments and tutorials. Computer lab resources should not be used for extended periods of time for private or personal business.

### **Personal Information**

Personal messages and electronic documents may be accessed by the administration and Information Services department of Parker. Do not transmit any messages or create any documents that you do not want to be read by a third party. For example, do not use the e-mail system for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass anyone, or for emotional responses to academic or school situations.

### **Informality is Deceptive**

Computers are often used to create less formal e-mail correspondence and documents, because the communication is not face-to-face and seems to be private. Do not be deceived by such informality. Remember, such documents may be read by other persons.

### **Commercial Use Prohibited**

Accounts may not be used for any kind of commercial activities, such as consulting, computing for commercial organizations, advertising, soliciting, fund-raising, or proselytizing for commercial ventures, religious or personal causes, unless such activity is pre-approved by the appropriate Department at Parker. This rule does not prohibit the use of computer resources to investigate or support vendors' products, such as the discussion of a product's relative advantages and disadvantages by users of the product, the distribution of information or technical support material by request, or vendor's responses to questions about their products, as long as the responses are not in the nature of a solicitation.

### **Internet/Intranet Site Hosting**

The University will not provide computer space for hosting Internet sites of a personal or commercial nature. Space will be provided for educational sites on a limited basis depending upon disk space and manpower availability to monitor and update such sites. Intranet sites may be created which support classroom activities or approved school organizations.

### **Harassment Prohibited**

It is the policy of Parker to provide and maintain an environment in which students, faculty and staff may pursue their studies and career with a maximum of productivity and enjoyment. Harassment in any form will not be condoned or tolerated. (See Student Handbook, Faculty Handbook or Personnel Manual).

### **Respect the Rights of Others**

E-mail which harasses, libels, abuses, or in any way harms another individual is strictly prohibited. Civil discourse is the heart of an academic community free of intimidation and harassment and based upon a

respect for individuals, as well as a desire to learn from others. While debate on controversial issues is inevitable and essential, bear in mind that you are responsible to do so in a way that actually advances the cause of learning and mutual understanding.

### **Illegal Uses Prohibited**

You will not use Parker's computer facilities for any activity that violates any federal, state or local law, statute or ordinance, or for any activity that violates any Parker policies.

The United States Copyright Law prohibits the use, or copying of unauthorized software on any computer. Failure to comply can result in large fines and a possible jail term. Therefore, you may not install or use any personal software on the Parker Computer Facilities, unless such use is in compliance with the license agreement for that software. You may not make copies of existing software on the Parker Computer Facilities for personal use.

The ability to attach a document to an e-mail message for distribution greatly enhances the risk of copyright infringement. You may be liable for the unauthorized copying and distribution of copyrighted material through the Parker Computer Facilities. Accordingly, you should not copy or distribute through the Parker Computer Facilities any copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) unless you have confirmed in advance from appropriate sources that you or Parker has the right to copy or distribute such material.

### **Pornography is Prohibited**

Parker's computer facilities may not be used to obtain or display graphics or documents that are pornographic.

### **Misrepresentation Prohibited**

Users may not misrepresent themselves or Parker while using their school accounts.

### **Chain Letters Prohibited**

The sending of chain letters is strictly prohibited because such letters can clog existing resources so that those resources are not available to others who need them. You are expected to promote efficient use of network resources consistent with the instructional, research, public service and administrative goals of Parker. Show consideration for others and refrain from engaging in any use that could interfere with their work or disrupt the intended use of network resources. You should especially avoid wasteful and disruptive practices such as sending broadcast messages or unwanted material.

### **Viruses Prohibited**

The introduction of computer viruses or malware, intentionally or negligently, or other attempts to damage or interfere with the operation of Parker's computing facilities is strictly prohibited.

### **Right of Access**

Although Parker respects each individual's right to privacy, you are waiving any right to privacy as to any e-mail or electronic document created or stored on Parker's computer facilities. Such documents are not private and may be read by others at Parker or outside of Parker under the appropriate circumstances. Parker wants to make all users aware that such documents may be read by others. Additionally, users should be aware that even though a message may be deleted from the e-mail system, a record of it may remain on the computer system either on the daily backups of all data or in other ways. You should keep those facts in mind and exercise the appropriate discretion in using the Parker computer facilities.

Parker reserves the right to examine any accounts in the investigation of possible misuse of privileges. Parker reserves the right to monitor and audit use of any and all computer resources at any time in their discretion.

### **Unauthorized Access**

All electronic files belong to somebody. You should assume that they are private and confidential unless the owner has explicitly made them available to others, or placed them in an area available to you. You are strictly prohibited from entering or attempting to enter, or aiding anyone who is entering or is attempting to enter any records or files that you know or could reasonably be expected to know are private, confidential or privileged, and are not normally available for your use. For example, unauthorized users will not enter the Registrar's records, student records, or employee records. This prohibition is not limited to those files, and they are provided only as examples.

### **Revocation of Rights**

The use of Parker's computer facilities is a privilege and not a right. Parker reserves the right to restrict access to any user who misuses any computing resources, violates any of these terms and conditions, or otherwise abuses their privilege to use the computer facilities.

### **Violation of these terms and conditions**

Disciplinary action for violations of these terms and conditions will be determined in the manner prescribed in the Student Handbook, Employee Handbook, or Faculty Handbook.

### **Disabilities**

Parker University does not discriminate on the basis of disabilities, and consistent with Section 504 of the Rehabilitation Act of 1973, no qualified handicapped student is denied the benefits of, or excluded from, any educational program or activity of Parker University because of the absence of reasonable accommodations or of auxiliary aids for students with disabilities.

Information concerning services for disabled students may be obtained from the Student Affairs Office. Any student, who believes he/she meets the qualifications for a handicapped person under Section 504 of the Rehabilitation Act of 1973, and wishes to request assistance, is encouraged to submit a Request for Accommodations to Student Affairs. The student requesting accommodations must document the kind and degree of handicap. After evaluation of the request, the student will be notified in writing of the accommodations which the University will provide.

A student who has a complaint which alleges discrimination based on handicap may submit a Request for a Grievance Hearing to the Dean of Student Affairs. For further information consult the procedures indicated under Grievance Committee.

### **Facilities Procedures**

Parker University facilities may be used for activities, events and meetings by students, faculty and staff, nonprofit professional and community groups, and profit organizations, subject to certain guidelines, conditions and approval. In some cases, fees may be charged to help defray expenses of utilities, cleaning, maintenance and security. A Request for Facilities Use must be submitted to the Department of Student Affairs for approval, at least 10 working days prior to the event or activity.

### **Fund Raising**

Conducting any fund raising activities which contribute to the financial benefit of any person or private business or organization is prohibited. Classes and student organizations may conduct fund raising activities, if approved by the Dean of Student Affairs.

### **Harassment Policy**

It is the policy of Parker University to provide and maintain an environment in which students, faculty and staff may pursue their studies and career with a maximum of productivity and enjoyment. Harassment in any form will not be condoned or tolerated. One of the objectives of the University is to develop individuals capable of applying enlightened judgment in their professional, personal and social lives, for the benefit of their patients, the public and the professional.

Parker University does not condone sexual harassment, in any form, at any time and will take appropriate action to educate, train or discipline any student who engages in any form of harassment against any member of the University community. In addition, Federal law prohibits harassment and the consequences may include individual liability for damages, the intentional infliction of emotional distress, assault and battery or negligence.

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, age, disability, sexual orientation, 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.

In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity
- Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student.
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

### **Scope of Policy**

Parker University does not condone or tolerate harassment, in any form, at any time. Parker University will take reasonable actions to protect its administrators, faculty, staff and students, from harassment:

1. By any member of the University community (i.e., students, faculty, staff or administrators), at any time or place and,
2. 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. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, the frequency of such conduct, any repetition of such conduct, and the credibility of the witnesses. The action may include intervention, mediation, investigation and the initiation of grievance and disciplinary processes as discussed more fully below. Where harassment is found to have occurred, Parker University will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

In determining whether alleged conduct constitutes harassment, the University will consider the totality of the circumstances, such as the context in which the alleged incidents occurred. In assessing whether a particular act constitutes harassment, the standard will be the perspective of a reasonable man/woman. The rules of common sense and reason will prevail. The determination of whether particular conduct is prohibited harassment will be made from the facts, on a case by case basis.

### **Isolated and Inadvertent Offenses**

Even an isolated or inadvertent event is a serious offense and is prohibited harassment. A single incident of such conduct is grounds for severe disciplinary action, including suspension or dismissal.

Occasionally, members of the University community, through their ignorance, may unknowingly or unintentionally engage in isolated events without establishing a pattern of engaging in such conduct. In addition, members of the University community may exhibit a pattern of engaging in such conduct by failing to realize that their actions discomfort or humiliate other persons. Such isolated or inadvertent conduct may not constitute harassment; however, the University may privately reprimand such persons, may instruct them to refrain from such conduct, or require that they undertake an educational program designed to help them understand the damage caused by their conduct.

If a person continues to engage in such conduct after receiving a reprimand, instruction or educational program, their continuation of such conduct may be deemed to be an intentional pattern of conduct intended to discomfort or humiliate other persons. Thus, the continuation of such conduct may be prohibited harassment and may subject that person to severe disciplinary action.

### **General Procedures**

Persons who believe they are being harassed are encouraged to react to the harassment by taking direct action. Direct action may include any of the following:

1. Saying "No" to the harasser. Ignoring the situation will not make it go away. An unequivocal response will help prevent any misunderstanding about whether the behavior is welcome. Be direct. If you know of others who have had similar experiences, you may approach the offender together. You may also approach the offender with a friend or advisor to provide you with moral support.
2. Writing a letter to the harasser. Describe the offensive behavior and why you object to it. State clearly that you want the harassment to stop. Keep a copy.
3. Keeping a record of what happened. Include the date, time, place, names of the people involved and of witnesses, and who said what to whom. Keep all documents and recordings, such as text messages, emails, answering machine tapes and telephone records.

While direct action is encouraged and can, in some cases, stop the harassment, no one is obligated to pursue direct action before filing a complaint or pursuing any of the other actions.

### **Filing a Complaint**

Any student who believes she/he has been victimized by harassment is encouraged to promptly confer with and report any harassment to a department chair or any of the following:

Dean of Student Affairs  
Director of Clinics  
Director of Security  
Vice President of College of Chiropractic  
Vice President of Human Resources

If any other administrator, faculty member or any employee in a supervisory position receives a report from a student who believes they have been victimized by harassment, the person receiving the report should forward that information to one of the persons listed above.

### **When to File**

Prompt reporting of harassment is strongly encouraged, as it allows for rapid response to and resolution of objectionable behavior. Complaints should be made within ten working days of the alleged harassment.

### **Confidentiality**

All individuals who are involved in the complaint reporting, mediation and/or investigation process are obligated to maintain confidentiality of the proceedings. Breaches of confidentiality may lead to disciplinary action. However, the University cannot and does not guarantee that confidentiality will be maintained by the various parties and witnesses. The investigator may need to disclose some details of

the complaint in connection with the investigation and interviews of the parties and witnesses. In addition, the University may disclose or publish the outcome of the procedures in appropriate circumstances, such as: 1) to rehabilitate the reputation of the charged party; 2) to respond to public statements or rumors made by the parties, or 3) to respond to a lawsuit or subpoena.

### **Retaliation Prohibited**

The University (and federal law) prohibits any form of retaliation against a person who files a discrimination complaint, including a charge of harassment, or against any person who participates as a witness. Examples of retaliation include discriminatory grading or testing; unequal treatment with respect to class participation or student's response to any class participation; bias in making assignments or selecting test questions; or staring, glaring or otherwise attempting to intimidate or harass such a person.

Regardless of the outcome of the harassment complaint, any retaliation will be treated as a separate violation of University policies and will result in serious disciplinary action.

### **Frivolous Complaints**

If a complaint is 1) filed maliciously, 2) groundless and brought in bad faith, or 3) groundless and brought solely for the purpose of harassment, the complaint will be dismissed and the investigation will be promptly terminated. In addition, the person who filed the complaint may be subject to disciplinary action, and the University may take action to rehabilitate the reputation of the charged party and to protect the charged party from any further frivolous complaints.

For more information concerning the investigation of complaints, mediation, and the procedures for resolution of complaints, you should obtain a complete copy of the Sexual Harassment Policy from the Dean of Student Affairs.

### **Inclement Weather**

Each student will be notified of the cancellation of classes due to inclement weather through the campus alerting system. The *BlackBoard Connect* notification system will send an e-mail, voice mail, call, and/or text message with details regarding class cancellation. The Parker University main phone line will also have a pre-recorded message to inform students with school opening, class cancellations, and delays.

If the University closes for inclement weather, it will be broadcasted on the major four television stations, ABC - Channel 8 (WFAA), Fox - Channel 4 (KDFW), NBC - Channel 5 (KXAS) and CBS - Channel 11 (KTXA) by 5:00 AM.

Students may also visit [www.parker.edu](http://www.parker.edu) or social media (Facebook) where additional information will be posted.

### **Infectious Diseases**

Parker University does not discriminate on the basis of disability in admission, administration of policies and procedures, scholarships or loan programs, student activities and organizations, employment practices or any University administered program.

Students or employees who are infected with the HIV virus, Hepatitis, Tuberculosis or other infectious diseases will not be denied access to activities, services or facilities, unless deemed necessary by the Director of Clinics or Vice President of College of Chiropractic. The University will make all reasonable accommodations for students and employees as long as they can perform their essential activities.

Health care providers, students, employees will be restricted from working with patients only when the health of the provider does not permit him/her to work or the health of the provider may harm the patient.

In accordance with the recommendations of the Centers for Disease Control, the following conditions will restrict a person from working with patients: infectious diarrhea, contagious skin lesions, acute pulmonary infections or other contagious diseases, which might pose a health risk. The individual must obtain clearance from the Director of Clinics or Vice President of College of Chiropractic before returning to work. The Safety Officer will counsel students and employees with asymptomatic HIV infection, AIDS, Hepatitis, Tuberculosis or other infectious diseases to minimize the potential risks.

Confidentiality - The University will comply with Federal and State laws, regulations and policies to protect the confidentiality of medical and educational records. Students or employees, with knowledge of infected individuals, should not identify those individuals to others, except as provided by law or regulation.

## Education

1. The Human Resources Department will distribute a job description to all new employees that involves potential exposure to blood borne pathogens, an educational pamphlet which describes the method of transmission, and the methods of preventing HIV infection or infection from other infectious diseases.
  - a. The Office of Student Affairs will make available to all new students an educational pamphlet which describes the method of transmission, and the methods of preventing HIV infection or infection from other infectious diseases.
  - b. An education and training program will be coordinated by the Safety Officer, Director of Clinics or Vice President of Academics for all individuals with responsibilities for patient care or who handle human blood, tissue, or secretions.
  - c. Because a risk to personnel exists, precautions for preventing the spread of an infectious disease from or to patients, students and other personnel will be followed as recommended by the Centers for Disease Control.
2. Director of Clinics or Vice President of Academics- will be responsible for all cases of infectious diseases. The doctor(s) will:
  - a. Determine the fitness of health care workers to perform clinical duties and will have final authority to determine restriction from clinical activities.
  - b. Provide supervision of all personnel who are infected.
  - c. Provide or make arrangements for psychological counseling for all health care workers who have the HIV virus, Aids, or Hepatitis or other infectious diseases, if deemed necessary by the Doctor.
  - d. Provide an education program for all health care workers who work with patients or specimens or perform invasive procedures regarding the epidemiology, modes of transmission and the prevention of infection and the need for routine precautions.
3. Parker University will observe the following guidelines for preventing the spread of AIDS, Hepatitis, Tuberculosis and other infectious diseases, as recommended by the Centers for Disease Control:
  - a. All health care workers who perform invasive procedures must be educated regarding the epidemiology, modes of transmission, prevention of infection and the need for routine precautions.
  - b. All health care workers who perform or assist in drawing blood and processing blood and urine specimens must wear latex or vinyl gloves and use other appropriate precautions when indicated, mask, eye coverings and gowns. "Needless" systems will be used if available. If a glove is torn or penetrated by a needle stick or other injury, the glove will be removed, the hands washed and a glove used as promptly as patient safety permits. The Safety Officer will be notified to complete a needle stick form required by the Texas Department of Health. After contact with each person, gloves are to be discarded in the biohazard bag and hands washed. After specimens are processed, gloves are to be discarded in the biohazard bag and hands washed. A new glove is to be used with each patient. Do not wash, disinfect, or reuse gloves.
  - c. All health care workers who perform or assist in invasive procedures must use extraordinary care to prevent injuries to hands caused by needles during disposal of

- needles, or during procedures. Needles and disposable syringes are not to be recapped, purposefully bent or broken, removed from disposable syringes or manipulated by hand. Used disposable syringes and needles will be placed in Biohazard Sharps containers for disposal. These containers will be placed as close as is practical to where needles or items are being used.
- d. Laboratory work surfaces and scientific equipment will be cleaned and then disinfected with an appropriate chemical germicide after a spill of blood or urine, as well as when work activities are completed. Gloves will be worn during the cleaning and disinfecting procedures.
  - e. If an incident occurs during an invasive procedure that results in exposure of a patient to the blood of a health care worker or any other person, the Director of Clinics and the Safety Officer should be informed immediately. A needle stick report will be necessary if a sharp object is involved per the Texas Department of Health rule.
  - f. All health care workers and interns with evidence of any illness that may compromise their ability to adequately and safely perform invasive procedures should be evaluated.
4. Housekeeping Procedures
- a. Disposal procedures for syringes and scalpels – all contaminated syringes and instruments in patient treatment areas and laboratories will be placed in Biohazard Sharps containers which are marked with the biohazard symbol. Only individuals who are knowledgeable of the hazards will transport containers to a designated pick up point.
  - b. Disposal procedures for paper, plastic and unbroken glass objects contaminated with human secretions or blood - patient treatment areas will have on hand a supply of heavy plastic bags which are designated for placing infectious human waste, blood or secretions and articles contaminated with infectious materials. An employee will be designated to close the bags of contaminated materials at the end of each work day. The bags will be transported to the designated pick up point by an individual who is knowledgeable of the hazards.
  - c. Control of infection in the event of accidental spills of human secretions, blood or wastes in patient areas.
    - 1) In the event that non disposable items, such as a chiropractic adjustment table becomes contaminated, all items will be disinfected with a 1:10 solution of chlorine bleach or an approved commercial disinfectant spray (let sit for 10 minutes, then wipe dry). All wiping materials should be placed in the biohazard bag or box located in the blood lab.
    - 2) In the event that a bag of infectious waste breaks during transport, the transporter will wear double gloves and transfer the spilled articles into another bag. This bag will be placed inside of another bag along with the outer pair of gloves and the outer bag secured.
    - 3) If spills occur inside a building, the transporter will thoroughly soak the area of the spill with a 1:10 dilution of chlorine bleach or approved commercial disinfectant spray for ten minutes, followed by wiping the area clean, and transferring the contaminated articles to biohazard bag. During cleanup, disposable gloves will be worn.
    - 4) Reporting exposures - all accidents or incidents that result in exposure to human blood or secretions must be documented with the Accident/Injury Report.

## **Parking Regulations**

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 lower left side (passenger side) windshield of the vehicle.

Students must register their vehicles within twenty-four hours of parking on campus. Students are required to furnish vehicle information at each Registration along with proper photo identification. If the information is unattainable, the Security Director will verify the vehicle information to issue a parking permit. Parking permits must be used to register and could be denied if the student fails to provide the requested information.

The permit must be affixed to the passenger lower inside corner of the front windshield. Registration of motorcycles is required but no parking permit is required.

- Trimester I – II will receive a blue parking permit for the East Annex parking lot.
- Trimester III and above will receive a yellow parking permit for the Main Campus.
- Trimester VIII and above receive a green parking permit for the Main Campus.

### **Replacement of a Parking Permit**

If a parking permit is damaged/or a change in vehicle occurs; a replacement permit may be obtained in the Cashier's Office. The replacement permit is required on the first day the vehicle is on campus. Failure to do so will result in issuance of a parking ticket.

### **Temporary Parking Permit**

Temporary parking permits are available in the Cashier's Office. This parking permit allows a person who has borrowed or rented a vehicle to park on campus. The permit will indicate the number of days a vehicle may park with the temporary parking permit. The temporary permit is required on the first day the vehicle is on campus.

### **Handicapped Permit**

Handicapped parking permits are available in the Cashier's Office. This permit may be assigned to a person with an injury or medical condition. The handicap permit is required on the first day the vehicle is on campus.

### **Parking Guidelines**

Tri I-II Students (East Annex Parking Lot; aka: "Creek Lot")

Monday – Thursday

- 5:00 am to 6:00 pm / park in East Annex Parking Lot
- 3:00 pm to 6:00 pm / students may move their vehicle to the main campus.

Friday

- 5:00 am to 3:00 pm / park in East Annex Parking Lot
- 12:00 pm to 3:00 pm / students may move their vehicle to the main campus.

Saturday – Sunday

East Parking Lot Annex is closed on the weekends. All parking spaces are available on the main campus.

Tri III and Above Students

Monday – Friday

- 4:30 am – 6:00 pm / park on main campus in yellow unnumbered spaces or on the East Annex Parking Lot
- 6 pm – Midnight students may park in any numbered or unnumbered spaces

Saturdays, Sundays and Holidays

All parking spaces are available on the main campus.

Clinic Parking: Parking is available to student spouses, immediate family members, and dependents with a clinic parking permit. The parking permit can be picked up at the Clinic front desk.

### **Parking Costs**

The parking fee for students is \$25 per trimester (bicycles excluded). All students must register their vehicle with the University.

### **Parking Violations**

Students, faculty and staff parking in other than designated parking locations without a permit will result in a parking violation.

All members of the University will adhere to the rules outlined in the Parking Guidelines "unless" otherwise directed by the Security Director.

Vehicles may not park overnight or for the entire weekend without prior approval from the Security Director. An overnight form can be picked up in the Security Department.

Vehicles parked in the fire lanes are subject to being booted and/or towed at the owner's expense.

Vehicles parked in handicapped or maintenance spaces without a permit are subject to being booted and/or towed at the owner's expense.

It will also be a violation of parking regulations to not properly display a parking permit, temporary permit or clinic permit.

Providing false or misleading information concerning motor vehicles will result in a parking ticket with a fine of \$50.

### **Moving Violations**

It will be a moving violation for any student, faculty, staff member or their spouses or dependents to:

1. Exceed speeds of 10 mph on University property.
2. Operate a vehicle or bicycle in an unsafe manner.
3. Fail to report a collision with another vehicle on University property to Security or the Student Affairs office within one working day of the incident.
4. Fail to stop at a stop sign.

### **Fines for Vehicle Violations**

1. Vehicle which must be identified through the Department of Motor Vehicles - \$15
2. Ticket fines (number of tickets accumulate):
  - First Ticket - \$5
  - Second Ticket - \$10
  - Third Ticket - \$20
  - Fourth Ticket - \$30
  - Fifth Ticket - \$50
  - Sixth Ticket - \$100
  - Each Additional Ticket - \$100

NOTE: Vehicle may be booted upon receiving three tickets for not having a valid parking permit. The fine is the cost of the car boot \$50 and the accumulative cost of the three previous parking tickets.

3. Students must clear all tickets before they may register for the next trimester, obtain transcripts, grades, or graduate.
4. Employees will clear all tickets within 30 days or a written report will be placed in their Personnel file.

### **Parking Committee**

The purpose of the Parking Committee is to discuss parking issues and problems, make recommendations to the Dean of Student Affairs for resolving parking issues, and to hear appeals of parking tickets.

The Parking Committee includes student representatives recommended by the Student Senate President and faculty representatives recommended by the Faculty Senate President. The Dean of Student Affairs will serve as chair of the committee. This Parking Committee meets twice each Trimester.

### **Parking Ticket Appeal Procedure**

A University member that receives a vehicle violation may appeal to the Parking Committee. The appeal must be submitted within ten working days from the date of the ticket, or the right to appeal is waived.

The Appeal Form and a copy of the ticket must be submitted to the Department of Student Affairs. After consideration of the appeal, the committee will inform the student, faculty, or staff member in writing, of its decision. If the decision is to waive the ticket, the Business Office will be notified to credit the student's account or the amount will be refunded to a faculty or staff member. The decision of the Parking Committee is final. It is up to the recipient of the ticket to pay the fine prior to the fine deadline. Reimbursement will be made in the event the committee decides in favor of the ticket recipient.

## **Policy on Student Intellectual Property**

Parker University is dedicated to teaching, research, and dissemination of knowledge generated within the University community. Thus, the basic goal is to promote the progress of the chiropractic profession and to ensure that discoveries, inventions, and creations generated by our students are utilized in ways most likely to benefit the public. The University also assists its students in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under United States laws governing patents.

The Student Intellectual Property policy applies to all Parker University students. A creative work developed by a student using University resources for which the student has paid tuition and fees to access or using resources available to the public, is the property of the student.

## **Policy on Student Employee Intellectual Property**

The rights to intellectual property created by a student employee during the course and scope of their employment at the University belongs to the University.

### **General policy**

Parker University shall have the first option to pursue a patent for any inventions developed by any University student employee during the course of University activity. The activities of the University include all scholarly research conducted in the course of the inventor's University employment, including performance of research sponsored by the University, research sponsored by an external agency or corporation, and research conducted with University facilities or resources. Any revenue from those patents will be shared as described below.

### **Invention disclosures**

All potentially patentable inventions conceived or first reduced to practice in whole or in part by University employees in the course of their University responsibilities shall be disclosed in a timely manner to the University regardless of the source of funding. Disclosure to the University shall be made to the President,

the Provost, and the Vice President of Academics. The disclosure must include all relevant data and other information. The inventors shall assign all intellectual property rights to the invention to the University at the time of the disclosure. The University, in turn, will be responsible for notification to sponsors of invention disclosures.

### **Rights to ownership**

The rights to ownership will vary depending on the nature of the University activities. Activities leading to the development of patentable inventions and ideas may be 1) University-supported activities, 2) Sponsor-supported activities, 3) Individual activities of the inventor, or 4) Jointly-supported activities.

### **University-supported activities**

Rights to inventions developed by University student employees shall vest in the University when the inventor's efforts were supported by the use of University funds, facilities, personnel or other resources. In this case the inventor will share in University-earned income according to the allocation formula described below, unless the University waives its right to pursue a patent.

### **Sponsor-supported activities**

A grant or contract between a sponsor and the University usually contains specific provisions with respect to the disposition of rights to patentable inventions and other intellectual property. Those contractual obligations determine the disposition of intellectual property produced during those projects.

In the case of Government-supported research, the Bayh-Dole Act and subsequent amendments and federal regulations provide the basis for current University technology transfer practices. Accordingly, while the University is assigned the rights to intellectual property generated during the course of federally-sponsored research activities, the Government retains the option to claim ownership under certain circumstances. Even if the Government does not exercise its option, the Government retains a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to the invention or to copyrightable material produced under Government sponsorship.

If any patent rights are vested in the University or the University receives any income from the patent or invention, the inventors will share in the income received by the University according to the allocation formula described below.

### **Individual activities**

All rights to inventions made by individuals on their own time and without the use of University resources belong to the inventor. In such cases the University shall have no right to any royalties.

### **Jointly-supported activities**

If a University student employee is co-inventor with an individual from another institution or business entity, then any portion of the revenue received by Parker University will be shared according to the allocation formula described below.

### **First Option of Parker University**

#### *University decisions on disclosed inventions*

A Patent Committee, appointed by the President, will decide for the University whether to seek intellectual property protection on disclosed inventions. This committee will make every effort to make prompt decisions, consistent with faculty publication and other obligations. The University will decide within 30 days of the disclosure whether to pursue a patent.

#### *Assignment of right of ownership to inventor(s)*

If the University does not decide to pursue patent protection within that time limit, the University will assign to the inventors the rights of the University to the invention.

If the invention is assigned to the inventor: 1) those rights may be subject to contractual or other sponsor restrictions, and 2) the University will retain the rights to a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to use the invention for research and educational purposes.

If the Federal Government sponsored the research, ownership does not automatically revert to the inventors. In such cases, the Government retains the option to claim ownership of the invention. In the event the Government does not exercise its option, ownership will revert to the inventors. However, regardless of ownership status, the Government will retain a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to practice the invention.

If it benefits both the University and the inventors, the University may retain ownership of the invention, but grant a license to the inventor(s).

### **Distribution of Income**

Revenue received by the University generated through income or other exploitation of University owned patents shall be distributed in a manner that recognizes the efforts and contributions of the inventors. The Business Office will maintain a detailed accounting for all expenditures and receipts associated with each disclosed invention or software program and will manage the distribution of income according to this policy.

Income shall be distributed as follows.

100% to the University until all its out-of-pocket expenses associated with the protection and exploitation of the patent or software have been reimbursed. These expenses include fees associated with patent filing and any other continuing costs associated with the licensing or other commercialization of the intellectual property.

After the University has been reimbursed for its expenses, income received by the University is distributed as follows:

50 % to the inventor(s) (or their heirs). Income will be split equally among multiple inventors, unless the inventors have agreed otherwise. If the inventors enter into an agreement, they should submit a copy of that agreement to the Business Office.

15% to the organizational unit (the department and/or Center/Institute) listed as the sponsoring unit by the University student at the time of invention disclosure or software registration.

35% to the University, those terms for the income distribution may be replaced by other terms mutually agreed upon in writing by the inventor(s), the organizational unit, the University, and the external sponsor or a potential business partner. If the University receives equity, the participation of the inventors in the equity will be negotiated on a case by case basis.

### **Posting Notices on Campus**

All students, faculty, and staff are expected to assist in maintaining a clean campus. All notices will be posted only on bulletin boards, which are available around the campus. Notices or other kinds of paper, such as drawings, calendars, and schedules are not to be posted on doors, walls, in classrooms, or windows. Prior to posting, all items but receive a stamp from the Department of Student Affairs. Please see the Department of Student Affairs for more details and restrictions.

### **Request for Grievance Hearing**

See the section entitled "Grievance Committee" under Hearing and Appeal Procedures.

## **Security on Campus**

Security on the main campus is available 24 hours a day, seven days a week. The East Annex Lot is patrolled by Security from 7:00 am to 5:00 pm, Monday through Friday.

## **Smoking**

Parker University promotes a clean and healthy environment for learning and working. Therefore, Parker is a smoke-free campus.

## **Solicitation on Campus**

Selling merchandise on campus by students is prohibited. Students may obtain permission in the Student Affairs Office to display notices or ads on bulletin boards for sale or trade of items.

Approved student organizations, clubs, and classes may obtain approval from the Dean of Student Affairs to conduct fund raising activities on campus.

## **Students Acting as Agents**

Students are prohibited from receiving any remuneration for advertising or acting as an agent for business enterprises who wish to give presentations, seminars, workshops, teach courses, etc., for entrepreneurial purposes or for faculty/staff who wish to advertise products or seminars.

## **Student Dress Policy**

The purpose of Parker University is to prepare qualified men and women to be primary health care providers through the medium of chiropractic care. Parker University believes that the educational process involves not only the acquisition of knowledge and skills, but also the development of professional pride, image, attitude and behavior.

Students are expected to maintain the following high standards of personal grooming and hygiene in the classroom, laboratories and on campus:

- All articles of apparel are to be clean and neat without holes, rips, tear and/or stains.
- Acceptable footwear includes boots, shoes, tennis shoes and sandals.
- Accepted attire for men is, shirts and pants, walking shorts, tennis shorts, coaches shorts and tee-shirts.
- Unacceptable attire for men is gym shorts, muscle shirts and undershirts.
- Acceptable attire for women is blouses, shirts, slacks, dresses, walking shorts, tennis shorts, coach's shorts and tee-shirts.
- Unacceptable attire for women is gym shorts, cut-offs, tank tops or tube tops.
- Clothing with inappropriate or offensive sayings will be unacceptable.

## **Student Employment**

Students who are employed in some capacity for Parker University are prohibited from performing job duties during the time they are scheduled for classes or labs or clocked in at the Clinic.

## **Weapons on Campus**

While on Parker University property, no student is permitted to possess a firearm, a weapon, instrument, or any material or device which could be used to inflict bodily harm or death against any person. This policy includes any individuals possessing a valid permit to carry a firearm or weapon.

Concealed Carry of a firearm is not permitted by any student while on Parker University property, even if the firearms bearer has been issued a Concealed Carry license by the State of Texas or by any another state.

Students who are licensed and commissioned peace officers as defined by Texas Code of Criminal Procedure Art. 2.12 are NOT exempt from this policy unless they are performing their department-assigned official duties under the color of law in official capacity and at which time, must notify the Director of Security prior to arriving or upon arriving on Campus to perform such duty.

## **MISCELLANEOUS INFORMATION**

### **Rights Reserved**

Parker University reserves the right to modify requirements for admission or graduation with due notice; to change the arrangement or content of courses, instructional methods used or tuition and fees charged; to change or modify any regulations(s) affecting the student body; to refuse admission or re-admission to any person at any time, or to suspend or dismiss any student at any time, if it is deemed to be in the best interest of the University or of the student.

The policies, regulations and procedures listed in this handbook 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 policies, regulations or procedures, which may arise as a result of errors in the preparation of this handbook.

Each student is individually responsible for knowledge of the current academic policies and regulations, general and specific policies and procedures that apply to all facets of student life, as contained in this Student Handbook, the University Catalog, other official documents and publications of the University, and postings on bulletin boards.

### **Statement of Non-Discrimination**

Parker University does not discriminate on the basis of race, color, sex, nationality, ethnic origin, age, sexual orientation, religion, or disability, in admissions, administration of education policies and procedures, scholarship and loan programs, student activities and organizations, student job opportunities and other University administered programs. If you believe you have been discriminated against because of race, color, sex, nationality ethnic origin, age or disability, please contact the Human Resources.



# Student Handbook Addendum I

## 2014-2015

Campus Crime and Security Plan – Revision of Page 31

### Campus Crime and Security Plan

Parker University has a campus Security Department responsible for providing a safe educational environment to our students, staff, and faculty. Security strives to accomplish this through various methods and resources; by using around the clock uniformed security officers, aided by interior and exterior cameras, with a six-foot-high perimeter fence to promote a physical and mental barrier.

Security also manages the property by enforcing parking regulations, making frequent patrols, assisting students with reports of any emergencies or criminal acts, and support local law enforcement with major events.

### Crime Reporting

When security personnel are notified of an emergency or criminal act, the Security Officer or Director will determine whether local law enforcement will be needed to assist or if the Security Department will provide the full service.

For the safety of all, we strongly encourage our students, staff, and faculty to immediately report all suspicious activity and/or criminal acts. As an alternative you may also report criminal activity to deans, directors, student organizations, and local law enforcement but please ensure that Security is notified.

For accurate and prompt reporting of all crimes:

- Report criminal incident in an accurate and timely manner.
- Security will prepare and complete a written crime report of the incident.
- In the event an individual cannot get in touch with security call 7911.
- Assist in notifying the appropriate law enforcement agency.
- Reports will be forwarded to the appropriate offices, for review and potential action.

Security Department  
2619 Electronic Ln Suite 102

O) 214.902.2405  
C) 214.902.3440  
E) Campus Security - 7911  
E) Dallas Police – 911

In compliance with the Jeanne Clery Disclosure and Annual Security Report, the Security Department will compile and maintain the incident reports for public view; that report is maintained at the Security Department for review. In addition, the Report is distributed by e-mail and can be accessed on MyParker under the Student Life tab.

### Access to Campus Facilities

Parker University facilities are open to students, employees, visitors and contractors. There are four gated entrances to the main campus. The accessibility to the property will vary due to safety and security measures with individual buildings open for study, activities, seminars, and scheduled classes.

[https://myparker.parkercc.edu/ics/Campus\\_Life/Security/Parking\\_Maps/](https://myparker.parkercc.edu/ics/Campus_Life/Security/Parking_Maps/)

Many of our staff and faculty are assigned keys to enter their area of need with limited access during non-business hours, this requires prior notification, or by admittance of the Security Department. Security Officers use the traditional lock and key to secure buildings and gates. The majority of our campus entrances are equipped with CCTV, in addition to intrusion and fire protection systems. There are additional properties adjacent to the main campus. These properties are also gated, protected, and patrolled by campus security.

## Gate Location & Hours

### Main Gates

<u>Monday – Friday</u>	<u>Times</u>	<u>Locations</u>
North Gate	7:00 am – 6:00 pm	Walnut Hill Ln
Northwest Gate	7:00 am – 6:00 pm	Ables Ln.
Southwest Gate	6:00 am – 5:30 pm	Ables Ln.
South Gate	4:30 am – Midnight	Electronic Ln

<u>Weekends</u>	<u>Times</u>	<u>Locations</u>
South Gate	6:00 am – 8:00 pm	Electronic Ln
All other gates closed.		

### Bridge Gates

<u>Monday – Thursday</u>	<u>Times</u>	<u>Locations</u>
North Bridge	5:00 am – 6:00 pm	Main Campus/Creek lot
South Bridge	5:00 am – 6:00 pm	Main Campus/Creek lot

<u>Friday</u>	<u>Times</u>	<u>Locations</u>
Bridge Gates	5:00 am – 3:00 pm	Main Campus/Creek lot
Closed on weekends		

### Clinic Gates

<u>Monday – Friday</u>	<u>Times</u>	<u>Locations</u>
North Gates (2)	7:00 am – 8:00 pm	Electronic Ln
West Gates (2)	7:00 am – 8:00 pm	Electronic Ln

<u>Saturday</u>	<u>Times</u>	<u>Locations</u>
North Gate	9:00 am – 1:00 pm	Electronic Ln
West Gate	9:00 am – 1:00 pm	Electronic Ln
Closed on Sunday		

### Building Schedules

North Building	6:00 am – 10:00 pm 6:00 am – 9:00 pm 6:00 am – 6:00 pm 9:00 am – 4:30 am 12:00 pm – 6:00 pm	Monday, Tuesday, Thursday Wednesday Fridays Saturday Sunday
South Building	4:30 am – 12:00 am 6:00 am – 8:00 pm	Monday - Friday Saturday - Sunday
East Building	6:00 am – 7:00 pm	Monday - Friday
Activity Center	5:00 am – 9:00 pm 10:00 am – 5:00 pm 10:00 am – 5:00 pm	Monday – Friday Saturday Sunday

### Campus Safety Inspections

- All outside lights are checked by security each evening, and bulbs replaced as needed;
- All fire exit lights are checked by security once a week and replaced as needed;
- Sprinkler systems are checked by Facilities Maintenance once a year and repaired as needed;
- All fire extinguishers are checked by the Maintenance Department once a year and replaced if needed;

- All smoke detectors are checked by the Life Protection Company once a year and replaced as needed;
- All classrooms, their doors and all rooms are checked after closing each night by security;
- Motion detectors are installed in most hallways.

### **Safety Awareness**

The following programs will be utilized to inform students about campus security procedures and practices, to encourage students to be responsible for their own security and the security of others and to inform students about the prevention of crimes as well as safety awareness.

5. Student orientation program
6. Student Handbook
7. Safety awareness information is broadcast on PIN (Parker Information Network-TV Monitors) on a periodic basis.
8. Programs may be given during an Assembly, which all students may attend.

### **Timely Warning / Emergency Notifications**

Parker University has a number of ways to communicate an immediate threat to the health and safety of our students and employees. In the event of an actual emergency, the Security Department will initiate the emergency response. The Incident Commander, Security Director, and IT Department will all have access to the BlackBoard Connect Notification System. The notification options will allow for alerts to be sent through phone messages, emails, and phone texts.

The decision for the method of notification depends on the type of threat it presents to the campus. Additional methods used for dissemination of information are the public address system and assemblies. The notifications are conducted without delay upon receiving confirmation from security or another appropriate entity; unless it is determined that such information will adversely impact the outcome of the event, victim, or compromise law enforcement efforts.

A notification of a significant emergency will be sent to the entire campus due to the close proximity of the buildings and the regular interaction of all members of the campus community.

### **Emergency Response**

The moment of an "Emergency Notification" or "Timely Warning" will activate the Response Team Members to the designated command center. The Security Director, Incident Commander, and Provost will determine an appropriate response.

The Parker Executive Team will coordinate with the Incident Commander, Marketing Team, Human Resource, and IT Department in order to formulate and disseminate current information to the local news media, radio, and MyParker.

If either of the emergency alerts is deemed necessary and local law enforcement is called to the campus, they will take over the command and determine the course of action as deemed necessary.

It is also important to know the difference between an "Emergency Notification" and "Timely Warnings". A Timely warning can be used for crimes described in the Clery Act such as criminal homicide, aggravated assaults, sexual assaults, robbery, etc. The Emergency Notification is much broader and applies to an ongoing emergency that may have a prolonged and dangerous consequence to health and safety of others. Some examples used for the notification would be severe weather, gas leaks, hazardous chemical spills, active shooter, etc.

Anyone with information warranting a "Timely Warning" or "Emergency Notification" can contact one of the following numbers.

Name	Department	Location	Suite	Phone Number
Security	Security Office	Electronic Ln	102	214.902.2405
Provost	Provost Office	South Building	211	214.902.3486
Vice President College of Chiropractic	Academic Office	South Building	215	214.902.3447
Human Resources	Human Resources	South Building	102	214.902.2450
Dean of Student Affairs	Student Affairs	South Building	201	214.902.2422
Clinic Director	Academics	Irving Clinic	Office	214.902.3410

The decision to issue a campus wide evacuation is delegated to one of the following: Security Department, President, Provost, and Vice President of Business Affairs.

## **Inclement Weather**

Each student will be notified of the cancellation of classes due to inclement weather through the campus alerting system. The BlackBoard Connect notification system will send an e-mail, voice mail, call, and text message with details regarding class cancellation. The Parker University main phone line will also have a pre-recorded message to inform students with school opening, class cancellations, and delays.

If the University closes for inclement weather, it will be broadcasted on radio stations KVIL (FM 103.7), Channel 8 (WFAA) or Channel 4 (KDFW) before 7:00 am. Students may also visit [www.parker.edu](http://www.parker.edu) where additional information will be posted.

## **Parking Regulations**

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 on campus. Students are required to furnish vehicle information at each Registration. If the information is unattainable, the Security Director will verify the vehicle information to issue a parking permit. Parking permits could be denied due to lack of information provided by a student.

The permit must be affixed to the passenger lower inside corner of the front windshield. Registration of motorcycles is required but no parking permit is required.

- Trimester I – II will receive a blue parking permit for the East Annex parking lot.
- Trimester III and above will receive a yellow parking permit for the Main Campus.

## **Replacement of a Parking Permit**

If a parking permit is damaged/or a change in vehicle occurs; a replacement permit may be obtained in the Cashier's Office. The replacement permit is required on the first day the vehicle is on campus. Failure to do so will result in issuance of a parking ticket.

### **Temporary Parking Permit**

Temporary parking permits are available in the Cashier's Office. This parking permit allows a person who has borrowed or rented a vehicle to park on campus. The permit will indicate the number of days a vehicle may park with the temporary parking permit. The temporary permit is required on the first day the vehicle is on campus.

### **Handicapped Permit**

Handicapped parking permits are available in the Cashier's Office. This permit may be assigned to a person with an injury or medical condition. The handicap permit is required on the first day the vehicle is on campus.

### **Spouse of Dependent Parking**

When parking at the Chiropractic Wellness Clinics, a spouse/dependent must obtain a permit at the front desk of the respective clinic. The student of the spouse/dependent may obtain a permit up to one week in advance in the Cashier's Office. The student is responsible for violations of parking regulations by their spouse or dependent.

### **Parking Guidelines**

Tri I-II Students (East Annex Parking Lot; AKA: "Creek Lot")

Monday – Thursday

- 5:00 am to 6:00 pm / park in East Annex Parking Lot
- 3:00 pm to 6:00 pm / students may move their vehicle to the main campus.

Friday

- 5:00 am to 3:00 pm / park in East Annex Parking Lot
- 12:00 pm to 3:00 pm / students may move their vehicle to the main campus.

Saturday – Sunday

East Parking Lot Annex is closed on the weekends. All parking spaces are available on the main campus.

Tri III and Above Students

Monday – Friday

- 4:30 am – 6:00 pm / park on main campus in yellow unnumbered spaces or on the East Annex Parking Lot
- 6 pm – Midnight students may park in any numbered or unnumbered spaces

Saturday and Sunday

All parking spaces are available on the main campus.

Clinic Parking: Parking is available to student spouses, immediate family members, and dependents with a clinic parking permit. The parking permit can be picked up at the clinic front desk.

### **Parking Costs**

The parking fee for students is \$25 per trimester (bicycles excluded). All students must register their vehicle with the University.

### **Parking Violations**

Students, faculty and staff parking in other than designated parking locations without a permit will result in a parking violation.

All members of the University will adhere to the rules outlined in the Parking Guidelines "unless" otherwise directed by the Security Director.

Vehicles may not park overnight or for the entire weekend without prior approval from the Security Director. An overnight form can be picked up in the Security Department.

Vehicles parked in the fire lanes are subject to being booted and/or towed at the owner's expense.

Vehicles parked in handicapped or maintenance spaces without a permit are subject to being booted and/or towed at the owner's expense.

It will also be a violation of parking regulations to not properly display a parking permit, temporary permit or clinic permit.

Providing false or misleading information concerning motor vehicles will result in a parking ticket with a fine of \$50.

### **Moving Violations**

It will be a moving violation for any student, faculty, staff member or their spouses or dependents to:

5. Exceed speeds of 10 mph on University property.
6. Operate a vehicle or bicycle in an unsafe manner.
7. Fail to report a collision with another vehicle on University property to Security or the Student Affairs office within one working day of the incident.
8. Fail to stop at a stop sign.

### **Fines for Vehicle Violations**

5. Vehicle which must be identified through the Department of Motor Vehicles - \$15
6. Ticket fines (number of tickets accumulate):
  - First Ticket - \$5
  - Second Ticket - \$10
  - Third Ticket - \$20
  - Fourth Ticket - \$30
  - Fifth Ticket - \$50
  - Sixth Ticket - \$100
  - Each Additional Ticket - \$100

NOTE: Vehicle may be booted upon receiving three tickets for not having a valid parking permit. The fine is the cost of the car boot \$50 and the accumulative cost of the three previous parking tickets.

7. Students must clear all tickets before they may register for the next trimester, obtain transcripts, grades, or graduate.
8. Employees will clear all tickets within 30 days or a written report will be placed in their Personnel file.

### **Weapons on Campus**

While on Parker University property, no student is permitted to possess a firearm or weapon, instrument, or any material or device which could be used to inflict bodily harm or death against any person. This policy includes any individuals possessing a valid permit to carry a firearm or weapon.

Concealed Carry of a firearm is not permitted by any student while on Parker University property.