



STUDENT HANDBOOK

2019-2020



PARKER UNIVERSITY

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Message from the President

It is my pleasure to welcome you to Parker University and to congratulate you on reaching this milestone.

Professional mastery, loving service, personal responsibility, passion, self-actualization, and a fulfilled life's journey, while these attributes are not overtly found in this catalog, it is my hope, desire, and intent that you will experience this unseen curriculum at Parker in a very real way.

Parker is a university built purposely to espouse a spirit, a soul, an underlying mission: service to others. This mission originated with our founder, Dr. James W. Parker, and has been the bedrock of Parker University since its inception.

My favorite quote comes from the famed humanitarian and theologian, Albert Schweitzer, "I don't know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who will have sought and found how to serve."

I truly believe that fulfillment in life only comes when you have discovered your unique gifts, talents, and place to serve. At Parker, we are here not just to teach, but to help you to discover where you can best serve humanity.

The faculty and staff of Parker University are now your partners in achieving not only your goal of a diploma, but also our goal of creating competent and confident professionals who are equipped for success in life. While there are several programs and degrees at Parker, a fundamental posit of our philosophy is that our bodies were created with an innate system of self-regulation. We respect and support that inborn system with a holistic evidence-based approach to healthcare.

I look forward to the day when you and I will share a special moment, a major milestone in your life, when I look you in the eyes, shake your hand, and present you with your hard-earned diploma. That moment will memorialize your achievement, sacrifice, and dedication, and you will be transformed from student to trusted colleague.

You have a journey ahead with plenty of hard work and sacrifice, but along the way you will make lifelong friends, many memories, and profound discoveries about yourself. Enjoy the journey.

Blessings,

William E. Morgan, DC
President

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 co-educational 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 certificates and associate, baccalaureate, masters, and doctorate degrees. 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 85th Way, Scottsdale, AZ 85258-4321 and can be reached by phone at 480.443.8877.

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

The 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.

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

Massage Therapy Licensing Program
Texas Department of State Health Services MC-1982
1100 West 49th Street
Austin, Texas 78756-3183, USA
E-mail: massage@dshs.state.tx.us
Telephone: (512) 834-6616
Fax: (512) 834-6677

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

Problems not resolved by internal mechanisms of Parker University may be expressed to the above entities. Inquiries or general questions about Parker University should be directed to the University main operator at the following phone number 972.438.6932.

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

IN CASE OF EMERGENCY CALL 911, then call Campus Security:

Security Cell Phone	214.837.8510
Security Office Extension	7911

Please note that all extensions must be preceded by **972.438.6932** if using a non-University phone.

Other Numbers:

DIRECTORY	OFFICE	EXT	LOCATION
Academic Records and Transcripts	Registrar	7120	S 102
Admissions	Enrollment	7000	S 100
Athletics and Recreation	Activity Center	7159	Activity Center
Calendar of Activities and Events	Student Affairs	7160	S 209
Career Placement	Student Affairs	7154	S 209
Check Cashing	Cashier	7046	S 101
Class Schedule	Registrar	7120	S 102
Counseling	Student Affairs	7155	S 209
Disability Services	Student Affairs	7156	S 209
Title IX / Discrimination Grievances	Student Affairs	7156	S 209
Emergency Care	Security	7911	2619 Electronic Lane
Emergency Loan	Financial Aid	7000	S 103
Employment	Human Resources	7065	S 218
Financial Aid	Financial Aid	7020	S 103
Housing Information	Student Affairs	7160	S 209
I.D. Cards	Bookstore	7075	South Building
International Student Advisor	Enrollment	7000	S 106
Licensure	Registrar	7120	S 102
Lockers	Student Affairs	7160	S 209
Lost and Found	Security	7911	2619 Electronic Lane
Massage Clinic	Massage School	7736	2560 Electronic Lane
National Board Exam	Registrar	7120	S 102
Parking Appeals	Student Affairs	7160	S 209
Parking Permits	Security	7911	2619 Electronic Lane
Scheduling Facilities	Student Affairs	7160	S 209
Security	Security	7911	2619 Electronic Lane
Student Activities	Student Affairs	7151	S 209
Student Organizations	Student Affairs	7151	S 209
Tuition and Fees	Cashier	7046	S 101
Tutoring	Center for Teaching and Learning	7421	E 200
Wellness Clinics	Dallas Wellness Clinic	7903	2600 Electronic Lane
	Irving Wellness Clinic	7604	111 Delaware Irving, TX 75060

Parking Regulations

Security Office

The security office is located at [2619 Electronic Ln Suite 102](#), the first building behind the Activity Center. Security on the main campus is available 24 hours a day, seven days a week.

Policy Statement

Vehicles parked on Parker University property by students, faculty or staff must have a current parking permit. Registration of motorcycles is required but no parking permit is required.

Parking Permits

All student permits are made available during orientation or can be obtained from the Security Department between the hours of 8am to 4 pm. Staff and faculty permits are available in the Human Resource Department during normal working hours. All vehicle registration forms are made available online at [parker.edu](#). You must show a current parker ID and proof of car ownership before a permit can be issued.

Temporary Parking Permit

Temporary parking permits are available in the Security 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 Security 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.

Replacement of a Parking Permit

If a parking permit is damaged/or a change in vehicle occurs, a replacement permit must be obtained from the Security 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.

Open Parking—All Students

Monday – Friday after 3 pm, Saturdays, Sundays and Holidays – Open parking, all students.

Please note, for security reasons, students are required to move their vehicles from the annex lots (Creek Lot and Bowling Alley Lot) to the main campus in any yellow line space after 5 pm. **Any vehicles remaining in these lots after 6 pm will be ticketed.**

Gate Schedule

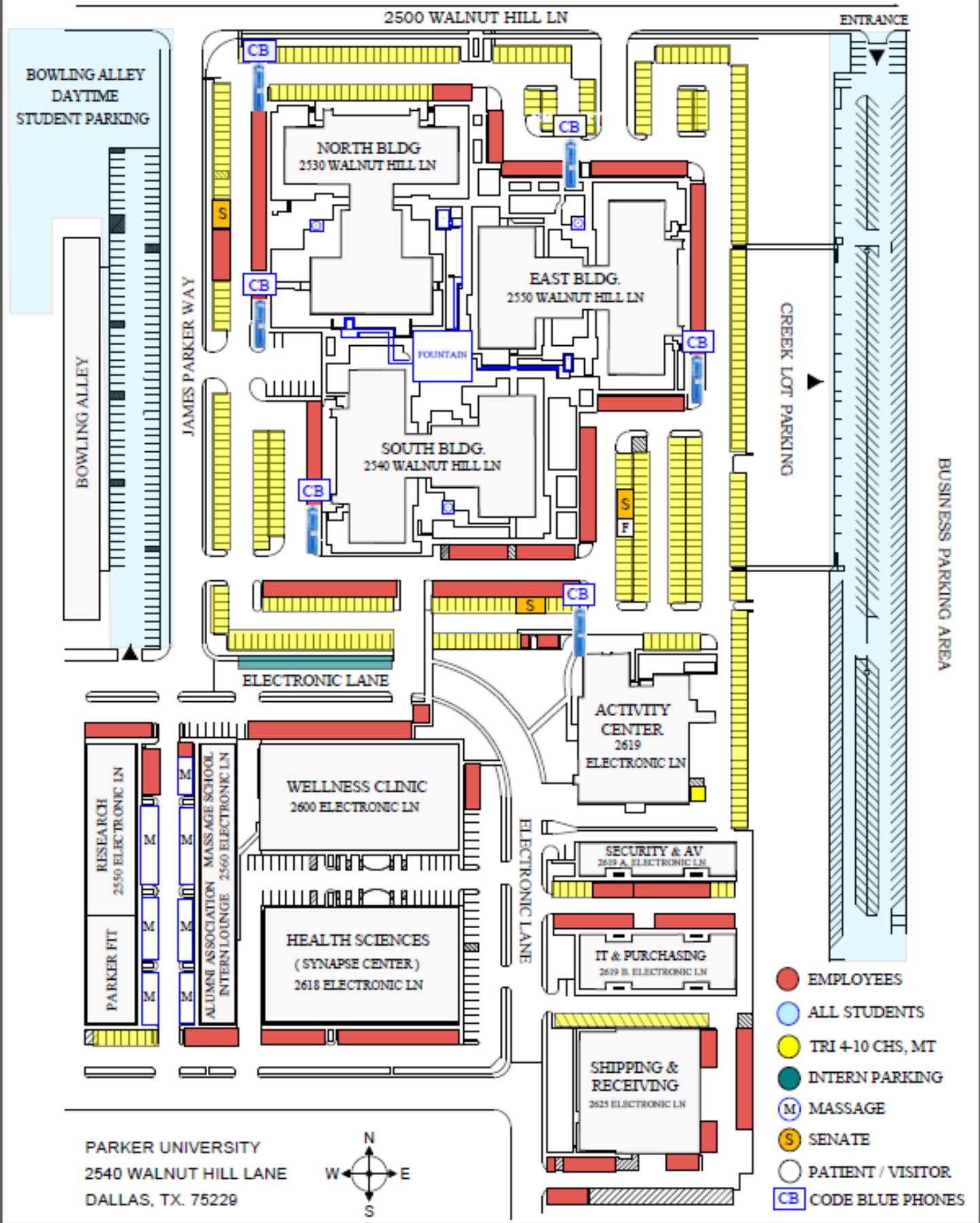
<u>GATE</u>	<u>OPEN</u>	<u>CLOSE</u>	<u>LOCATION</u>
MON.-FRI.			
North Gate	6:00 am	5:00 pm	Walnut Hill
Northwest Gate	5:00 am	6:30 pm	James Parker Way
Southwest Gate	5:00 am	Midnight	James Parker Way
Massage Gate	5:00 am	10:00 pm	Electronic Lane and James Parker Way
Bowling Alley Gate	5:00 am	6:00 pm	Electronic Lane
Creek Lot Bridges	5:00 am	6:00 pm	Walnut Hill
Sat & Sun.			
Southwest Gate	5:00 am	8:00 pm	James Parker Way

Parking Permits and Guidelines

- Students are not allowed to park in reserved spaces at any time (VIP, PRESIDENT, FLEET, OR WHITE LINE VISITOR/PATIENT SPACES).
- **Students are NOT allowed to park in the spaces surrounding the Dallas Clinic and CHS buildings at any time.** Clinic and patient parking spaces (adjacent to the clinic and CHS buildings) are marked with white lines and are reserved only for clinic faculty, staff and patients.
- All numbered spaces are reserved for faculty and staff. During open parking hours, students may park in yellow line numbered or un-numbered spaces. Students are never to park in white or blue line numbered spaces.
- The main campus refers to the entire gated area, excluding only the bowling alley and creek annex lots. The parking referred to on the main campus as open parking are numbered and unnumbered yellow line spaces only.

CLASSIFICATION	PERMITS	LOT/LINE COLOR	REQUIREMENTS & ALLOWANCES
UG Tri 1-Tri 3 DC Students	<u>Blue Permit</u>	Bowling Alley or Creek Lots: YELLOW LINE SPACES ONLY	Student vehicles with blue permits are required to park in the bowling alley or creek lots.
Tri 4-Tri 10 DC Students CHS Students (OTA, RT, & DS)	<u>Yellow Permit</u>	Main Campus, Bowling Alley or Creek Lots: YELLOW LINE SPACES ONLY	Student vehicles with a yellow permit may park on the main campus in unnumbered yellow line spaces or in the creek lot or bowling alley lot. No parking adjacent to clinic or CHS buildings.
Massage Therapy Students	<u>White Permit</u>	Main Campus, Bowling Alley or Creek Lots: YELLOW & BLUE LINE SPACES ONLY	Student vehicles with a white permit may park in unnumbered blue or yellow line spaces on the main campus, or in the creek lot or bowling alley lot.
Interns (DC Tri 8-10)	<u>Green</u>	Main Campus, Bowling Alley or Creek Lots: YELLOW LINE SPACES & DESIGNATED WHITE LINE INTERN PARKING	Interns may park in the designated intern parking only if they have received a green permit. With this permit, they may also park on the main campus in unnumbered yellow line spaces or in the creek lot or bowling alley lot. No parking adjacent to clinic or CHS buildings.
Faculty, Staff	<u>Red Permit</u>	Main Campus: YELLOW, WHITE, & BLUE LINE SPACES	Mon-Fri 4:30 am – 5 pm Employees are required to park in assigned numbered spaces on the main campus.

Campus Parking Map



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.
- 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:

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

Fines & Towing

All violations will result in a \$35 citation. It is the owner’s responsibility to pay the citation within 10 business days. After 10 business day, the citation will be considered “unpaid” and a one-time \$25 late fee will be assessed. Citations may be paid in person at the Parker University Business Office/Financial Services located on the first floor of the South Building S101.

While vehicles can be towed for many reasons, the following is a list of some of the most common infractions that cause a vehicle to be towed at the owner’s expense:

- Vehicles parked in the fire lanes
- Unauthorized vehicles parked in handicapped or maintenance spaces
- 3 or more unpaid parking tickets, even if the car is currently parked legally, including in visitor's spaces
- Parking in a closed lot
- Displaying a lost, stolen, altered or counterfeit parking permit
- Moving or removal of a barricade or cone placed by Security personnel

Parker University has a contract with a private towing company, “Parking Control” to enforce towing. Parking Control has been given authority by Parker University to enforce all towing from all properties controlled, leased or owned by the University. If your vehicle is towed from Parker University property, it will be taken to a storage lot operated by Parking Control. Parking Control contact info: 11240 Goodnight Ln. Dallas, TX 75229 972-872-8898/parkingcontrol.us

All tow fees are paid to Parking Control and all claims that could arise in the event of a vehicle being towed is between Parking Control and the vehicle owner. Parker University takes no liability for any damages or costs that could occur due to a state violation/Parker University policy violation.

Parking Committee

The purpose of the Parking Committee is to discuss parking issues and problems, make recommendations to the Dean of Student Development 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 Development will serve as chair of the committee. This Parking Committee meets twice each Trimester.

Parking Ticket Appeal Procedure

A student 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 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. 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.

DEPARTMENT OF STUDENT AFFAIRS

The mission of Student Affairs is to provide services and co-curricular opportunities that promote intellectual, emotional, physical, personal, and professional and leadership development while educating students on their rights and responsibilities as members of the Parker University community.

The Department of Student Affairs includes the Offices of Student Rights and Responsibilities (Administrative Services), Student Success and Retention, Student Programs and Traditions, Counseling Services, Career Services, Athletics and Recreation, and the Student Senate.

The University maintains an activities calendar on Events.Parker.edu which lists all meetings, activities, and events scheduled on campus. Any class or student organization wishing to schedule a meeting or event on campus should contact the Department of Student Affairs to schedule the meeting or event. Any faculty, staff or department wishing to reserve a room may do so on Events.Parker.edu using their Parker University log in credentials.

Office of Student Rights and Responsibilities

This office develops, disseminates and educates students on policies and procedures that highlight safety and students' rights and responsibilities as members of the campus community. This office provides joint management and supervision of Student Affairs programs and staff. In addition, this office publishes the Student Handbook, enforces the Code of Student Conduct, oversees the Academic and Professional Standards and Appeal Committee, Involuntary Withdrawal Committee, Student Complaint and Grievance Policy, Title IX Coordination, Alcohol and Drug Policy, Student Harassment Policy, Parking Committee, and serves as the Emergency Preparedness Coordinator.

Administrative Services

Administrative Services includes assisting with facility requests, locker registration, referrals for insurance and housing assistance, special projects and fundraising, as well as the approval and processing of student reimbursements for class expenses. Administrative Services also tracks students' assembly credits in the Doctor of Chiropractic program.

Student Employment

The Department of Student Affairs partners with the Financial Aid Office and Human Resources to provide students with a limited number of work opportunities on campus through the Federal Work Study Program. A student must be eligible for financial aid to qualify for this program. Jobs range from front office clerical work to assisting in the Student Activity Center and Parker Fit Gym.

Student Identification Cards

Student Identification cards are issued in the Bookstore for all students. There is no charge for the initial issue, but a replacement fee of \$10 must be paid prior to receiving a replacement card.

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 and is available on My.Parker.edu.

Licensure and State Boards

Information about the different state requirements for licensure and taking State Boards is available in the Registrar's Office. Students are also encouraged to access the governing state board for the area in which they wish to practice.

Assembly Credits

The Doctor of Chiropractic program requires that students participate in co-curricular activities as a component of their educational program. For the specifics of this requirement, please see the Parker University catalog. Doctor of Chiropractic students can monitor their progress by visiting My.Parker.edu.

Locker Registration

Lockers are available free of charge 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. Students may register for lockers on My.Parker.edu by clicking on the [Student Locker Registration](#) link on the Student Affairs page.

Locks should be provided by the student registering the locker. All lockers must be cleaned out and registered each trimester. Any locks left on lockers at the end of each trimester will be cut by Security and a \$25 citation will be issued and charged to the student's account.

Student Discounts

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

Office of Student Programs and Traditions

This office provides co-curricular opportunities which facilitate student development, highlight student leadership, and expose students to University Traditions and Rites of Passages, such as New Student Orientation, Welcome Week, Parker Serves, Talent Show and Talk-the-Tic. In addition, this office works directly with Registered Student Organizations and outside speaker requests.

Orientation (New Patriot Orientation)

New and transfer students are introduced to the many facets of life, policies and procedures at Parker through a student new orientation program, which is held online for programs with monthly starts and three times per year at the beginning of each trimester. Students, faculty, and administrators present information about student life and the academic process.

Students in the Doctor of Chiropractic Program have a two-day Orientation that is required. All other students will participate in a one-day Orientation that includes general information, resources on student services and academic success, and information about learning strategies and to help students meet the challenges of the academic program.

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 Engagement and recognized by Parker University.

Student organizations and clubs will conduct their activities and be held accountable to the policies and procedures detailed in the [Student Organization Handbook](#) available on My.Parker.edu.

Class Officers and Representatives

Students are also encouraged to serve their trimester class as a class officer or class representative. For the College of Chiropractic, officers for the following positions are elected by the class: President, Vice President, Secretary, Treasurer, and two Student Senators. Students in the Diagnostic Sonography Program elect a class President. School of Massage Therapy and the Online and General Education undergraduate programs elect one Senator per class.

Student Senate

The student senate is a body of student leaders representing 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 Committee (President, Vice President, Secretary, Treasurer, Events Coordinator, and Technology Coordinator) and the Class Officers of each class. The Senate Executive Committee shall be elected at large by the Student Body each summer.

All Student Senate meetings are open to the student body, faculty, and staff. Students may request, through their elected representatives, that issues and concerns be placed on the agenda for discussion and action. Only the elected representatives to the Student Senate may vote. Student participation on University committees is actively sought and encouraged. Student selection for service is made through the Student Senate. The Dean of Student Engagement is the advisor to the Student Senate.

Office of Athletics and Recreation

This office provides co-curricular athletic, fitness, and wellness programs that benefit and exceed the expectations of students. Parker University encourages students to maintain a healthy lifestyle, 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, softball, and volleyball. In addition, there are tournaments in table tennis, Wiffle ball, dodgeball and classes in aerobics, martial arts, self-defense and yoga. Parker has had several athletic club teams, such as basketball, ice hockey, flag football, bicycling and soccer. The men's basketball team also competes against colleges, universities, and other teams in the Metroplex. In addition, Parker University annually competes in the 14-sport Chiro Games against Wellness Institutions from coast-to-coast. Parker has claimed a record 16 overall team championships, including 11 of the last 14 and a record four-in-a-row heading into the 2019 national competition.

Standard Process Student Activity Center

The 30,000-square foot 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 with couches for students to use at their convenience. The school chapel is also located on the second floor.

Parker Fit Functional Performance Center

ParkerFIT is a 7,000 sqft facilities, equipment with more than \$70,000 of Rogue Fitness Equipment. The facility also includes high-level technology called Kinetisense, which is “computer vision and machine learning technology, designed to produce markerless motion capture data for rehab practitioners and fitness trainers.” ParkerFIT also includes AstroTurf for pushing sleds, 9 large flat-screen monitors and 8 JBL speaker audio system. There are lockers and benches to store your personal belongings while you work out. ParkerFIT is free and open to all members of the Parker University community. Classes are taught by student coaches/trainers and held throughout the day to meet the needs of the campus community.

Office of Student Success and Retention

This office provides students with individualized academic support programs and provides special accommodations for students with learning or physical disabilities, in order to ensure successful retention and matriculation throughout their academic careers. Student Success and Retention houses the Student Success Center and Disability Testing and Special Accommodation Services. The office provides academic support to students in all programs via workshops, advising, success coaching, and connecting students with the resource needed to be successful. 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.

Disability Services/Testing and Special Accommodations (Office of Student Success)

Parker University is committed to providing reasonable and appropriate accommodations to students with disabilities. Students who are in need of accommodations must notify the Department of Student Affairs, located in the South Building, Suite 209. The Department of Student Affairs can also be reached at (214) 902-2422.

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

The burden of proof lies with the student in order to show why a disability requires accommodation. The supporting documents must clearly show that the individual (1) has a disability, (2) is substantially limited by the disability, and (3) has an existing need for accommodation. Documentation requirements may include psycho-educational testing, history of prior disability services identifying specifically when, where, type, and for what disability the services were provided, official SAT/ACT results indicating that testing accommodations were provided, medical reports, audiology results, optometry results, and/or other documentary evidence as deemed relevant by the Department of Student Affairs.

Lawfully, accommodations may be granted if sufficient documentary evidence of disability is provided and if the circumstances imposed by the disability can be alleviated with the provision of reasonable accommodations. It is the responsibility of the Dean of Student Development to make a final determination of eligibility status and prescribed accommodations or services.

Office of Counseling Services

This office provides services that assist students with improving their personal well-being, resolving their crises, increasing their ability to solve problems and make sound decisions. Counselors enable and facilitate psychological growth and development by helping students better using existing resources and skills or by guiding them in developing new ways to help themselves.

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.

The Counseling office is located in the Department of Student Affairs. Counseling services are available Monday through Friday, 8:00 a.m. to 5:00 p.m. The Department of Student Affairs follows the University Calendar for closings/delays.

All information revealed by you to the counselor will be kept strictly confidential and will not be revealed to any other person or agency without your written permission except those situations which by law a counselor is required to report. These include:

- (1) if you threaten bodily harm or death to yourself or another person
- (2) if you report the physical or sexual abuse of a minor child
- (3) if you report the physical or sexual abuse of an elderly person
- (4) if you report sexual abuse or exploitation by a mental health provider

To schedule an appointment, fill out a Counseling Request Form available on My.Parker.edu or in the Department of Student Affairs. Students or spouses can call the counselor with any questions concerning counseling at 972-438-6932 x7155.

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 Parker students in crisis, assess behavioral and emotional health, and make referrals to providers for up to six free telephone or in-person counseling sessions. Through ComPsych, Parker University also offers legal assistance and financial planning sessions. To access this service, call 800-272-7255 or view online at guidanceresources.com. The web ID is PARKU.

Office of Career Services

This office provides students and alumni with career counseling, placement services, and career development opportunities. The office organizes three career fairs each year to allow current students and alumni the chance to meet with potential employers. Information about career opportunities such as practices for sale or lease, partnerships, associate or exam doctor positions is compiled on 360Parker.com/marketplace website where you can find your future career, buy a practice or equipment, and network with other professionals.

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.

Graduation Activities

Graduation ceremonies are held at the end of each trimester. Graduation ceremonies for Parker University are memorable events, meant to celebrate the completion of the all degree and certificate programs from Parker University.

LIBRARY RESOURCE CENTER

Parker University faculty, staff and students have access to the full services of the Library Resource Center. Library resources include 18,000 physical books, 33,000 eBooks, over 60 computers, Alexander Street streaming videos, journal and database packages, iPads, AV materials, headphones, anatomical models, printers, and copiers. Reserved textbooks for all on-ground classes are available in-house. Availability to materials requires Parker credentials on-campus and remotely.

Parker Library resources may be accessed through the web based SirsiDynix online catalog, Stacks Mobile app and website. EBSCO's Discovery Service, provides an integrated search that allows users to simultaneously search EBSCO databases as well as all other electronic resources. EBSCO's Full Text Finder supplies access to full-text journals and eBooks, and EBSCOhost searches databases. ProQuest databases provide a single source for scholarly journals, newspapers, and

reports with a concentration on business related topics. The Resource Center has 17 study rooms which are equipped with computers, monitors and black dry erase boards. The Library has an anatomical model room, two computer labs, and two large media rooms available through electronic scheduling for two hours.

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

Monday, Tuesday, Wednesday	6:30 am to 10:00 pm
Thursday	6:30 am to 9:00 pm
Friday	6:30 am to 5:00 pm
Saturday	10:00 am to 4:00 pm
Sunday	12:00 pm to 8:00 pm

A Reference Librarian is available for bibliographic instruction and support, and a Resource Sharing Specialist aids with interlibrary loan and research materials. Interlibrary Loan service is available when resources are not available through Parker's collection.

Parker University participates in cooperative agreements and shares resources with the following:

- OCLC- global library cooperative that provides shared technology services, original research and community programs.
- TexShare - a cooperative program that provides access to library holdings with member libraries.
- HealthLINE - which develops and maintains resource sharing between health science librarians in the Dallas metroplex.
- CLC (Chiropractic Library Collaboration)- allows the exchange of information in the U.S. and internationally.
- American Library Association
- Medical Library Association
- Southern Chapter of MLA
- Texas Library Association
- Association of Chiropractic Colleges Educational Conference and Research Agenda Conference.

Technical support is available through the Information Technology Helpdesk located near the Library entrance.

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.)

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 or ServiceDesk@parker.edu.

Class Syllabi

The provisions contained in the course syllabi do not constitute a binding contract between the student and Parker University. 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.

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, off-campus and through electronic communication, 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 have taken place off campus and/or are 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, non-interference 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:

- Adhere to all university policies, rules, regulations, and guidelines;
- Not violate any municipal, state, or federal laws;
- Not exhibit any conduct or behavior on or off campus or through electronic communication and social media which might have an adverse effect on the university, its faculty, staff and students or on the educational process;
- Not interfere with or disrupt the orderly educational processes of the university; and
- 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.

Written reprimand	A letter of reprimand is delivered to the student and placed in the student's official file.
Probation	The student is placed on notice that any future violation of policy or procedure could result in dismissal from the university.
Discretionary Sanctions	Failing grade on exam, lab practical, paper, project, or course. Work assignments, written apologies, written papers, service to the university or other related assignments. Exclusion from participation in extracurricular activities of the institution. Other sanctions deemed appropriate by the Office of Student Rights and Responsibilities.

Suspension	Prohibits a student from attending a class or classes and/or clinic duties or from being on campus or attending any school activities or events, for a specified period of time.
Dismissal	Permanent removal from Parker University.

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

- A. **Acts of Academic dishonesty.** Academic dishonesty is directly counter to the goals and ideals of every academic institution and will not be tolerated at Parker University. A substantiated allegation of academic dishonesty brought against a student may result in dismissal from the institution. Appropriate designated individuals within the Institution will judge cases of alleged academic dishonesty according to the principles, policies and procedures outlined in the Student Catalog and/or Handbook.

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

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

Acts of Academic Dishonesty include, but are not limited to:

1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work; or from another source including written/printed material or electronic devices
2. Taking into an exam, quiz, practical or capstone and/or using during an exam, quiz, practical or capstone, material, equipment, or electronic devices not authorized by the instructor administering the test;
3. Collaboration with another person during a written, oral or exam/practical examination or in preparing academic work for credit;
4. Collusion – unauthorized collaboration with another person in preparing written work for credit or allowing another to use one's work, copying from one's research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
5. Plagiarism –attempt to represent someone else's words or ideas (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to, the following:
 - a. Using the words of a published source in a written exercise without appropriate documentation.
 - b. Presenting as one's own original concepts, ideas, and/or arguments of another source.
 - c. Presenting as one's own another's scientific research, case studies, etc. without properly acknowledging the source of the material.
6. Knowingly possessing, using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting- using a proxy or acting as a proxy in an academic exercise. Examples include, but are not limited to the following:
 - 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.
 - d. Bribing another person to obtain confidential test material or information about confidential test material;
8. 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 academic exercise (or scantron sheet) without appropriate authorization.

- c. Altering entries in any way in any University record. Furnishing false information to any university office, staff or faculty member; and
 - d. Forgery, alteration, destruction or misuse of any university document, record or identification form.
- 9. Sabotage will not be tolerated. Examples include but are not limited to the following:
 - a. Stealing, destroying or altering another's academic work.
 - b. Obstruction or disruption of teaching, whether in the classroom, laboratories, clinics or other university facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture; reading materials not related to the course or lab; feet on desks; speaking to faculty, staff or students in a disrespectful aggressive manner, throwing paper or other items.
- 10. Any violation of policy or act of misconduct in the Dallas or Irving Chiropractic Clinic, Community Based Internships, Massage Therapy Clinic, externship site for students in the Colleges of Health Science programs. (Please see program specific handbooks for additional information.)
- 11. Failure to care adequately for clients/patients. A student who exposes a client/patient or other person to risk of harm may be dismissed from the institution. This include failure to conform to minimum standards of acceptable practice under the supervision of the faculty, university staff or official, or designee of a Parker University-affiliated facility;
- 12. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the university premises.
- 13. Damaging, defacing or destroying university property or the property of a student, faculty or staff member or a campus visitor.
- 14. Attempted or actual theft of the property of the university or property of any student, faculty, or staff member.
- 15. Misconduct which adversely affects the university community or which constitutes a violation of criminal laws of the federal, state or city governments.
- 16. Misconduct relating to student obligations with the university or university employees, including but not limited to:
 - a. Intentional issuance of a check without sufficient funds;
 - b. Failure to fulfill financial obligations to Parker University;
 - c. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
 - d. Failure to heed an official notice or summons by faculty, staff or administrators.
 - e. Failure to maintain a current mailing address and phone number in the Office of the Registrar or giving a false or fictitious address to the university.
- 17. Violation of federal copyright laws, including, but not limited to, copying textbooks, lab manuals or unauthorized computer programs.
- 18. Violation of the Parker University Title IX Policy.
- 19. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion, electronic bullying or harassment and/or other conduct which threatens or endangers the health or safety

of any person.

20. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, by one person alone or acting with others, done 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. Hazing also includes any "coercion" of a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe that the student is intoxicated. 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 Development.
21. Use or possession of ammunition, firearms, guns or other objects which are dangerous or flammable or which could cause damage by fire or explosion.
22. 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).
23. Unlawfully using, manufacturing, distributing, dispensing, possessing, selling, or purchasing controlled substances, and/or being under the influence of a controlled substance.
24. Smoking (include e-cigarettes, vapors and hookahs) and use of smokeless chewing tobacco is prohibited in all campus buildings, parking lots and campus facilities.
25. 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.
26. Use of foul unprofessional, inappropriate, prejudice or bigoted language on campus or at a university-sponsored event, using a telephone or electronic device in an obscene, mischievous, harassing, or malicious manner, or the wearing of inappropriate or offensive clothing.
27. Tampering with or vandalizing fire alarms or other safety devices or equipment.
28. Unauthorized solicitation, advertising or selling merchandise/services on campus.
29. 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.
30. Abuse of computers, technology or computer time, including but not limited to:
 1. Unauthorized entries into a file, to use, read or change the contents or for any other purpose including reading another person's e-mail.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of another individual's identification and password.
 4. Unauthorized access into network files.
 5. Use of computer facilities to interfere with the work of another student, faculty or staff member.
 6. Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography.
 7. Use of computing facilities to interfere with the normal operation of the university computing system.
31. 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.
- Y. 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).
- Z. Massage Therapy students will ensure clients will be properly draped during massage procedures. Full conservative draping is required at all times.

Charges of Misconduct

Faculty will, upon becoming aware of possible misconduct,

1. Notify the student of the charge against him/her.
2. Determine whether in the faculty member's view the student is guilty of the infraction; if so report the infraction to the appropriate Department Chair/Program Director 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 College Dean and/or Associate Provost, Academic Operations and/or or Associate Provost, College of Chiropractic where the case will be referred to the Dean of Student Development 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:

1. A written record of the infraction will be included in the student's permanent file.
2. A failing grade on the exam, lab practical, paper or project.
3. A failing grade in the course.
4. Suspension from the Institution.
5. Permanent dismissal from the Institution.
6. Exclusion from participation in any extra-curricular activities of the Institution
7. Other sanctions as deemed appropriate by the Office of Student Rights and Responsibilities

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

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 Development. The Dean of Student Development reserves the right to impose an immediate suspension to a student while an investigation is being conducted if the Dean of Student Development perceives the student to be a risk to the campus community.

The Dean of Student Development 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 an appropriate time period from the date of the reported violation. If a report is filed during the last two weeks of the term, it may be necessary to postpone the hearing until no later than the Friday of the first week of the following term.

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 Development. The student representatives on the committee will be appointed by the Student Body President and/or Dean of Student Development. The committee is chaired by the Dean of Student Development. For cases involving chiropractic interns, Clinic faculty doctors will serve as the faculty representatives on the committee.
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 committee 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 within five business days 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. Special permission may be given by the Dean of Student Development for the student to come on campus for a specific purpose.

Appeal Procedure

If the decision of the Academic and Professional Standards committee is an adverse decision (suspension or dismissal) the student may appeal the decision. The appeal will be submitted in writing within five business days of the receipt of the committee's decision to the Dean of Student Development. 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 Development 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 is chaired by the Dean of Student Development and consists of the Vice Provost, Associate Provost of Education and Research, Dean of the College of Health Sciences, Dean of Clinics, College of Chiropractic; and the Dean of Academics, College of Chiropractic. If one of the aforementioned members of the Appeals committee is unavailable, an alternate administration may be appointed to serve on the Appeals Committee. The Appeals Committee may uphold the appeal of the student, may affirm the committee's decision, or may modify the disciplinary action, by reducing the disciplinary action. The Dean of Student Development will notify the student of the decision within five business days of the Appeals Committee's decision. If the appeal is upheld, the student is immediately reinstated and may be allowed to make-up any missed course work during the suspension or dismissal. 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 and may only be overturned by the university Provost.

Problem Resolution Chain of Communication

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

- Academic issues such as academic dishonesty witnessed, or students being disruptive in classes, etc.: Student → Course Director/Instructor → Program Director/Department Chair → College Dean → Dean of Student Development → Vice Provost, → Provost
- Issues with an exam, exam questions, exam scheduling, etc.: Student → Course Director/Instructor → Program Director/Department Chair → College Dean → Vice Provost → Provost
- Grade disputes: Student → Course Director/Instructor → Grade Appeals Form → Program Director/Department Chair → College Dean → Vice Provost → Provost
- Issue with a faculty member: Student → Course Director/Instructor if possible, otherwise Program Director/Department Chair → College Dean → Vice Provost → Dean of Student Development (first point of contact for Title IX complaints) → Provost
- Issues with academic labs: Student → Lab Director/Instructor → Course Director/Instructor → Program Director/Department Chair → College Dean → Vice Provost → Provost

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

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 Title IX/ Discrimination/Harassment/ Code of Conduct Complaint Form which is available in paper and electronic anonymous form in the Department of Student Affairs, MyParker and university weblink. The Complaint Form consists of the following elements:

1. **Complaint** – separately list your complaint(s), with the relevant date(s), and identify the person(s) about whom you are complaining
2. **Evidence** – identify and attach copies of all letters, notes, memos, diaries, calendars, reports, or other documents or items that support your complaint(s)
3. **Witnesses** – identify all individuals who know about the incident(s)

4. **Describe Attempt to Solve as Informal Complaint** – identify steps taken in an attempt to resolve issue with the appropriate individual of direct supervisor
5. **Desired Outcome** – state what actions you feel are appropriate to address the concerns you identified

Once complete, the student must submit the form to the Department of Student Affairs. The Dean of Development will conduct an interview with the student to review the complaint and permit the student to provide additional relevant communication. The Dean of Student Development 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 an appropriate time of the completion of the investigation.

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

The Vice Provost will conduct an investigation and have a final decision within an appropriate time from completing their investigation. Should the original complaint involve the Vice Provost, the university Provost will render a final decision.

If the complaint involves the Dean of Student Development or a member of the Department of Student Affairs, the form may be submitted to the Vice Provost/ university Provost.

UNRESOLVED COMPLAINT(S)

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 at the following website:

<http://www.theccb.state.tx.us/studentcomplaints>.

The rules governing student complaints also are addressed in Title 19 of the Texas Administrative Code, Section 1.110-1.120 at the following website:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Resolution of Non-Academic Problems

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

POLICIES AND PROCEDURES

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.

Animals on Campus

Animals are not permitted in buildings or on campus. Only animals that provide assistance to the disabled are permitted on campus. Please refer any questions regarding animals on campus to the Student Affairs office.

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:

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

Student Organizations/Clubs and/ Groups that meet the above criteria must follow the guidelines as listed:

1. Schedule a meeting with the Coordinator of Student Programs/Traditions
2. Submit all required travel forms

Children on Campus

Students in need of a safe and secure place for nursing children should make arrangements with the Department of Student Affairs to use the Lactation Lounge (N100). Students should work with their course instructors to provide sufficient breaks in their schedule to allow nursing during or outside of class time.

While children are welcome to visit Parker University, students are prohibited from bringing children to the campus for extended periods of time and for the purpose of childcare or allowing other students to baby-sit. Children should never be left unattended while on the campus. Children are prohibited from being in labs, the library or the clinics (except when they are patients). Children should rarely be in classes or in the Student Activities Center (except when they are specifically invited or attending a university function), and must have prior approval from the faculty member or the director of the Student Activities Center. Children who become 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.

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 Dean of Student Development 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.

Food and Drink

Food and drink are permitted in The Café, in the South Building Student Lounge, and other student lounges. Generally, food and drink should not be taken into classrooms, laboratories, clinics, the Library and the Student Activity Center without permission or unless there is an official university function. All drinks in classrooms should be in a closed containers.

Personal Items

Personal furniture and appliances are prohibited in the classroom. This includes but is not limited to personal chairs, candles and other flammable items, personal desks, file cabinets, lockers, microwaves, coffee/tea pots and machines (Keurig's only are permitted), extension cords and other like appliances. 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.

Standing Desks- Any standing desk that has the ability to be folded flat as not to impede the normal desk function (such as being used as a desktop for writing) will be allowed. Standing desks should be approved by the Dean of Student Development prior to installation. Upon approval, a permit will be issued. Any desks without a permit will be removed from the classroom by Parker officials. Parker is not responsible for damage to or theft of personal items left in the classroom.

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 equipment, walls, counters, doors or windows and chalked on the sidewalks and parking lots. All posting must have prior approval from the Department of Student Affairs.

Audio / Video Taping

Since the courts have ruled a professor's voice and physical image are his/her 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.

Cell Phones and Electronic Devices

All cell phones / mobile devices must be turned off or placed on silent (with no vibration) 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:

1. turn off phones, laptops and other devices
2. place those devices away from the students' view
3. 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.

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 Engagement 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.

Fundraising

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

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.

All faculty and staff can submit requests via logging in with their MyParker credentials on events.parker.edu. Student Organization Presidents, and Student Senate Presidents can make requests as well by logging in with their MyParker credentials at events.parker.edu. All other inquiries can be emailed to events@parker.edu for consideration.

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 on windows. Prior to posting, all items must receive a stamp from the Department of Student Affairs. Please see the Department of Student Affairs for more details and restrictions.

Student Dress Policy

Parker University is committed to preparing qualified individuals to be competent providers in their respective healthcare fields. 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.

Due to the interactive nature of the curriculum of our health science programs, students are required to adhere to the guidelines listed below to remain in compliance with the student dress policy. Parker University reserves the right to make a determination regarding items deemed inappropriate that may not be included on this list, and to enforce disciplinary action for policy violations.

1. All articles of apparel are to be clean and neat.
2. Shoes and shirts must be worn at all times.
3. Athletic attire that may be appropriate in campus exercise facilities is considered inappropriate for the classroom. This includes: wide-armhole tank tops/muscle shirts that expose chest, back or midsection; sheer/see-through leggings/tights/yoga pants; sports bras; compression garments without appropriate cover; etc.
4. No revealing or suggestive attire, such as: sheer, see-through clothing; clothing that reveals excessive cleavage and/or undergarments
5. Shorts, skirts, or dresses should be of modest length; permitting comfortable bending, stooping, or movement without indecent exposure

6. No crop-tops and other bare midriff tops, tube tops, or halter tops
7. No items of clothing with indecent, obscene, or lewd messages. Clothing that promotes drug use is prohibited.

If for religious, medical or cultural reasons there is a need to deviate from this policy, the student must make a written request to the Dean of Student Development and receive written approval.

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. Students cannot attend work on the same day they are absent from a scheduled class without prior approval and documented extenuating circumstances.

Smoking

Parker University promotes a clean and healthy environment for learning and working. Therefore, Parker is a smoke-free campus. Students are prohibited from using cigarettes, e-cigarettes, vaping, and smokeless tobacco and/or like products on campus grounds including parking lots. This policy applies to students, employees and visitors.

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. All Parker University students must complete an online course in alcohol and drug prevention policy through EVERFI by an announced deadline. If a student is found in violation of the alcohol and drug policy prior to completion of the online course, they will received an elevated initial sanction.

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. As a matter of policy, Parker University prohibits its students, faculty, and staff from unlawfully manufacturing, distributing, dispensing, possessing, and using controlled substances (narcotics, cannabis, stimulants, depressants, hallucinogens) or consuming alcoholic beverages in any campus facility or property, as well as at any off-campus facility or activities, including but not limited to field trips, internships, rotations, and clinical assignments. Alcoholic beverages may be present on campus at an approved university event where prior authorization has been granted by the President’s Office. The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by state law and campus regulations. All federal and state drug laws will be enforced.

Any student found in violation of The Student Alcohol and Drug Policy will be subject to appropriate disciplinary actions up to and including expulsion, even for a first offense. Information about disciplinary actions is listed under the Student Conduct section. If a student has violated 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), the appropriate law enforcement authorities will be notified. Violation of this policy can result in institution, as well as, criminal sanctions. In certain cases, students may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program.

The most common legal violations and their consequences are listed below:

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

Other Drugs Drug Possession	Varies according to placement of drug on schedules and amount in possession	Up to \$50,000 fine and 5-99 years in jail
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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. For further clarification please refer to the Texas Health and Safety Code, Subtitle C.

<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.481.htm>

First Offense:	Clinic Interns and students on externship may be immediately suspended from clinic duties or externship sites and be 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 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 from Parker University.

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at <https://www.dea.gov/druginfo/factsheets.shtml>. Alcohol and other depressants (barbiturates, sedatives and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

1. Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.
2. Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
3. Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, and violent behavior, organic brain damage in heavy users, convulsions, and coma.
4. Narcotics (heroin, Demerol, morphine, codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
5. Inhalants (gas, aerosols, glue, nitrates, etc.): Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Several types of help are available on a voluntary basis. The Department of Student Affairs located at 2450 Walnut Hill Lane (South Building), Suite S209 will provide information about community resources for assessment, treatment and counseling. These resources can be best used voluntarily before problems occur on campus. The Department of Student Affairs, Office of Counseling provides all students access to in-person counseling sessions, 24/7 access to online counseling services through ComPsych or students can call toll free 1-877-541-7905 or 2-1-1 in Texas for immediate confidential help that is provided by the Texas Department of State Health Services or visit www.dshs.texas.gov/sa/OSAR/ for more information.

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 may result in disciplinary action,

up to and including permanent dismissal. This may affect federal financial aid. For information on how this could affect financial aid eligibility visit: <https://studentaid.ed.gov/sa/eligibility/criminal-convictions>

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 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 drug testing based upon reasonable suspicion or the unauthorized use of drugs on university property or the use or possession of illicit drugs at any time. Reasonable suspicion may be based on, but not limited to, the following criteria:

Direct observation of drug use or possession

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

Anyone who suspects that a student has violated a university drug policy should submit a written statement to the Dean of Student Development. The statement should include specific facts about the person's behavior indicating whether that person is using or is in the possession of illicit drugs. The emphasis should be placed on how the behavior is affecting his/her performance. If the Dean of Student Development determines there is reasonable suspicion, the student will be required to submit to an alcohol/drug test at his/her own expense.

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

LEGITIMATE REASONS

Medication prescribed to the student by a licensed physician is an exception.

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

POSITIVE DRUG SCREEN RESULT

Any student who receives a positive drug screen result may be subject to disciplinary action by the Academic and Professional Standards Committee. If it is determined the student has breached the Parker University Drug Policy the student may be immediately dismissed from the university and unable to re-apply for four months. In addition, a positive drug screen may result in subsequent dismissal from the university. If the test results are positive, the student may request testing at another facility within 24 hours of notification of a positive drug screen result. 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 Program Director, Dean of the College, VP, and Dean of Student Development. A student is prohibited from attending class or any university activity during the appeal. A second positive drug screen report will result in the student's dismissal from the university.

Any student who refuses to consent to a drug test will be dismissed immediately from the university. (Any additional costs incurred in this process are the sole responsibility of the student.)

RE-ADMISSION TO ANY MAJOR PROGRAM AFTER BEING DISMISSED DUE TO A POSITIVE DRUG SCREEN

Any student dismissed from a program due to a positive drug screen will have an opportunity to reapply to that program one time after a minimum of a four months from the initial dismissal. An individual who is being considered for re-entry may be required by his/her respective licensing board(s) to obtain an Ethics Review Pre-Application to determine eligibility to sit for the examination. Please note that there are costs to the student associated with this review.

The following steps must be completed by the student in order to be considered for readmission:

1. Submit a re-application letter which includes; why the student should be reinstated into the program, what steps have been taken to address the problem and supporting documentation, (i.e. provide verification of completion of a treatment program).
2. Be screened and cleared by the certified/licensed drug company at the student's expense.
3. Complete a panel interview with the Program Director, Academic Fieldwork Coordinator and/or Clinical Coordinator, Dean of Student Development and Dean or VP of the College.
4. Submit to random/unannounced drug screening at the discretion of the program faculty.
5. Meet all current program admission requirements.

A positive drug screen after readmission to the major program will result in permanent dismissal from the university. All information related to the alcohol and drug testing of a student will be held in strict confidence and will be maintained in the Program Director's Office, College Dean, VP's, and the Department of Student Affairs.

Policy for Self-Harming or Suicidal Students

Students who are disruptive should be offered the option of off-campus screening for the identification and treatment of underlying emotional/psychological disorders.

If any employee of the university becomes aware of a student's suicidal ideas or self-harming behaviors they should contact the Dean of Student Development or file an "early alert" (The employee **may**, but does not have to tell the student that they will do so. The emphasis will be on the desire to keep them safe and help them get the treatment they need). The student should be asked to come to the office of the Dean of Student Development. There they should be told of the observed behavior or verbalizations, the concern Parker University has for their well-being, and the resources available to help them. The student can be encouraged to set up an appointment for on-campus counseling, given the ComPsych number, and/or given a psychological treatment referral list for other agencies/professionals in the community. The student can be offered a follow-up contact to verify that they were able to schedule an appointment for assessment/treatment. If the student needs and seeks hospitalization they can be offered a medical leave of absence for the trimester. The conversation around these issues would work best if they were compassionate versus punitive.

Care should also be offered to those who were involved/affected by the distressed or suicidal student (friends or classmates). If a student commits suicide, open sessions facilitated by counselors to help those close to the student process their emotions about this. The group processing can help clear up misconceptions about the event (through the other students' experiences with the person—not by releasing confidential information about the student). The community will be reminded of psychological care available on campus and through ComPsych.

If the student asks to be hospitalized or for psychiatric care they should be asked to contact their insurance company to plan care based on their coverage. If the student does not have insurance coverage, the Parkland Hospital system, Dallas Metrocare Services (214) 331-0148, or ValueOptions/NorthSTAR are sources for help: (888) 800-6799 or northstarcustomer@valueoptions.com. If the student does not believe they can get themselves to the hospital on their own, 911 and a psychiatric emergency team can be called. Any hospital must admit a person threatening suicide and hold them until they are stable.

Typically, if the student voluntarily withdraws or admits themselves to the hospital, they have control over reentering the institution. If, however, they are deemed by a committee to be a danger to others and are put on leave, they must meet

the conditions set by the committee for remittance (which would include mandated assessment and treatment prior to application for readmission).

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 Title IX 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. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities and /or disciplinary action by the institution.

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. For more information see www.copyright.gov

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.

REVOCAION 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*.

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.

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 disability. 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 disability may submit a Request for a Grievance Hearing to the Vice Provost. For further information consult the procedures indicated under Grievance Committee.

University Title IX / Harassment / Discrimination Policy

For additional information, please visit: https://my.parker.edu/ICS/icsfs/mm/title_ix-policy-parker-university.pdf?target=134ecc40-c1fb-4740-b1c5-736cb9b1fac3

SEXUAL MISCONDUCT POLICY & COMPLAINT RESOLUTION PROCEDURES

I. POLICY STATEMENT

Parker University (the "University") is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

II. SCOPE

This policy applies to all University employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's educational programs and activities, including third-party visitors on campus (the "University Community"). This policy prohibits sex

discrimination, sexual harassment, and sexual violence even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. The University's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, and student services.

The University has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official University program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The University will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

III. TITLE IX STATEMENT

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The University has designated the following Title IX Coordinators (VP of Human Resources and the Dean of Student Development) to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

- Sandra McLean, Vice President of Human Resources and Organization Development; Title IX Coordinator; 972-438-6932 x 7060 smclean@parker.edu
- Alaina Mount, Dean of Student Development; Title IX Coordinator 972-438-6932 x7156 or amount@parker.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

IV. SEXUAL MISCONDUCT

A. Sexual Misconduct

"Sexual misconduct" is an umbrella term covering sex discrimination, sexual harassment, and sexual violence and this term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

B. Sexual Harassment

1. Definition of Sexual Harassment - Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

2. Examples of Sexual Harassment - Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos or posters

- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined below)

C. Sexual Violence

1. Definition of Sexual Violence

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol.

2. Examples of Sexual Violence. Some Examples of Sexual Violence Include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following:
- Sexual voyeurism
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping or photographing sexual activity where the other party has not consented
- Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
- Prostituting another person

3. Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent
- Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting

- If a person is asleep or unconscious, there is no consent
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Consent can be withdrawn; a person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee)

D. Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

1. Domestic Violence

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Texas law does not specifically discuss domestic violence, but conduct of this nature is defined as "family violence" in Section 71.004 of the Texas Family Code

2. Dating Violence

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

The definition of dating violence under Texas law can be found in Section 71.0021 of the Texas Family Code

3. Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

The definition of stalking under Texas law can be found in Section 42.072 of the Texas Penal Code

V. ROLES AND RESPONSIBILITIES

A. Title IX Coordinator (Dean of Student Development)

It is the responsibility of the Title IX Coordinator (Dean of Student Development) to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the University Community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) ensure that students are aware of the procedures for reporting and addressing complaints of sexual misconduct; (6) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures; and (7) identify and address any patterns or systemic problems regarding sexual misconduct at the University.

B. Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy

- Work with the Title IX Coordinator (Dean of Student Development) and/or Chief HR Officer to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

C. Employees

Throughout this policy, the term “employees” includes all faculty, staff, and administrators. It is the responsibility of employees to review this policy and comply with it.

D. Students

It is the responsibility of students to review this policy and comply with it.

E. The University

When the University is aware that a member of the University Community may have been subjected to or affected by conduct that violates this policy, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The University will act in accordance with its Complaint Resolution Procedures.

VI. COMPLAINTS

A. Making a Complaint

1. Employees

All University employees have a duty to report sexual misconduct to the Chief HR Officer/Employee Title IX Coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination.

2. Students

Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator (Dean of Student Development) or a Deputy Title IX Coordinator (from the Department of Student Affairs). Students should be aware that all employees at the University have an obligation to report sexual misconduct that they become aware of or witness.

Students may also file a complaint with the United States Department of Education’s Office for Civil Rights, as set forth in Section III above.

3. Other Persons

Any other persons who are involved in the University’s programs and activities, including visitors on campus, who wish to report sexual misconduct should file a complaint with the Title IX Coordinator (Dean of Student Development) or Chief HR Officer. They may also file a complaint with the United States Department of Education’s Office for Civil Rights, as set forth in Section III above.

4. Confidential Discussions

If a victim desires to talk confidentially about his or her situation, there are resources available. The following resources are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

Department of Student Affairs

Counselor and/or Retention Coordinator:

2540 Walnut Hill Lane

South Building 201

Dallas, TX 75229

214-902-2422

ComPsych

Phone: 800-272-7255

TDD: 800-697-0353

Online: www.guidanceresources.com, WebID: PARKU.

5. Content of the Complaint

So that the University has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the University may follow up appropriately.

6. Information Provided to Complainant and Respondent

A complainant who makes a claim of sexual misconduct to the University will be given a copy of the document titled "Explanation of Rights and Options after Filing a Complaint under the Sexual Misconduct Policy." This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

7. Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

8. Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice

- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the University
- Requesting that no further action be taken
- Requesting further information about the University's policy and procedures for addressing sexual misconduct
- Requesting further information about available victim resources

9. Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Members of the University Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

10. Retaliation

It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

11. Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, or work situation, to the extent that the University has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Requests to change an academic, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator (Dean of Student Development).

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator (Dean of Student Development). The University will take all reasonable and legal action to implement the order.

B. Timing of Complaints

The University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained of.

C. Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances.

involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

The Title IX Coordinator (Dean of Student Development) is the person responsible for evaluating requests for confidentiality.

D. Resolution

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, or work accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

E. Bad Faith Complaints

While the University encourages all good faith complaints of sexual misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

VII. ACADEMIC FREEDOM

While the University is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

VIII. EDUCATION

Because the University recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, students should contact the Title IX Coordinator (Dean of Student Development) and employees should contact the Chief HR Officer.

SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES

I. GENERAL PRINCIPLES

A. Applicability

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

B. Administration

For purposes of these Complaint Resolution Procedures, "Investigating Officer" means the Title IX Coordinator (Dean of Student Development) and/or designee(s). The Investigating Officer shall have responsibility for administering these Complaint Resolution Procedures.

C. Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these Complaint Resolution Procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a

complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

D. Training

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

II. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A. Preliminary Matters

1. Timing of the Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) business days.

2. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is attempted:

- It can only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator (Dean of Student Development)
- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence

3. Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

4. Support Person/Advisor

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

5. Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its

responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

6. Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer
- Equal opportunity to appeal determinations pursuant to Section III, below

B. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from University administrators, the University's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

C. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

D. Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that sexual misconduct occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the University Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) business days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

The written report of the Investigating Officer shall be final subject only to the right of appeal set forth in Section III, below.

E. Special Procedure Concerning Complaints Against the President, the Title IX Coordinator (Dean of Student Development), or Other Administrators Ranked Higher than the Title IX Coordinator (Dean of Student Development)

If a complaint involves alleged conduct on the part of the University's President the University's Board of Trustees ("Board") will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining the complaint. The determination of the Board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator (Dean of Student Development) or any administrator ranked higher than the Title IX Coordinator (Dean of Student Development), the President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

III. APPEALS

A. Grounds for Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

B. Method of Appeal

Appeals of decisions affecting students must be filed with the College Vice President or Dean, while appeals of decisions related to employees must be filled with the Vice President of Human Resources, ("Appellate Officer") within seven (7) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

The appellant may request a meeting with the Appellate Officer, but the decision to grant a meeting is within the Appellate Officer's discretion. However, if a meeting is granted the other party will be granted a similar opportunity.

C. Resolution of the Appeal

The Appellate Officer will resolve the appeal within ten (10) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator (Dean of Student Development) within three (3) business days of the resolution.

IV. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator (Dean of Student Development), and the Appellate Officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

V. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

CAMPUS SAFETY 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:

1. Report criminal incident in an accurate and timely manner.
2. Security will prepare and complete a written crime report of the incident.
3. In the event an individual cannot get in touch with security call 911.
4. Assist in notifying the appropriate law enforcement agency.
5. Reports will be forwarded to the appropriate offices, for review and potential action.
6. 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

Campus Security Phone Numbers are as follows: 214.837.8510 or EXT 7911
Emergency-- 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.

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 Frontline Protection once a year and repaired as needed.
- All fire extinguishers are checked by Frontline Protection Service once a year and replaced if needed.
- All smoke detectors are checked by Frontline Protection 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 Chief Marketing Officer, 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 President, Security Director, Provost, or Chief Operating Officer 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	214.837.8510
Provost	Provost Office	South Building	211	214.902.3486
Human Resources	Human Resources	South Building	218	214.902.2450
Dean of Student Development	Student Affairs	South Building	209	214.902.2422
Clinic Director	Academics	Dallas Clinic	Office	972.438.9355

The decision to issue a campus wide evacuation is delegated to one of the following: Security Director, President, Provost, and Chief Operating Officer.

Inclement Weather

The *BlackBoard Connect* notification system will send alerts via 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 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 Dean of the 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, and 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 Dean 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:

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 Department 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 Provost- 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.

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.