



# LIFE CHIROPRACTIC

COLLEGE WEST

## *Catalog & Student Handbook*



2013 - 2015



25001 Industrial Blvd.

Hayward, CA 94545

800-788-4476

[admissions@lifewest.edu](mailto:admissions@lifewest.edu)

[www.lifewest.edu](http://www.lifewest.edu)

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

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# *Message from the President*

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

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

We are living in a time of great change, and this presents even further opportunities for the chiropractic profession in the future. A growing number of people are moving towards a wellness approach to health care, and there is nothing as unique as a chiropractic adjustment that influences the nervous system and every aspect of human performance and wellbeing.



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

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

Yours in Life,

A handwritten signature in black ink, appearing to read 'Brian D. Kelly', with a long horizontal flourish extending to the right.

**Dr. Brian D. Kelly**  
**President**



# *Introduction to the College Catalog*

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

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



## Today's Doctor of Chiropractic

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

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

An individual's health is either directly or indirectly controlled by the nervous system. Interference within this system impairs normal function and lowers resistance to disease. Nervous system interference due to abnormalities in the musculoskeletal relationships of the vertebrae (called subluxations) and the management of these problems through the chiropractic adjustment are at the heart of the chiropractor's clinical concepts and skill. Chiropractors are highly skilled in the art of adjusting the articulations of the body, thereby reducing or minimizing the effects of neurological interference. Chiropractic adjustments are gentle, specific maneuvers which can be applied effectively and safely to people no matter their age.

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

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

## Life West: Our History

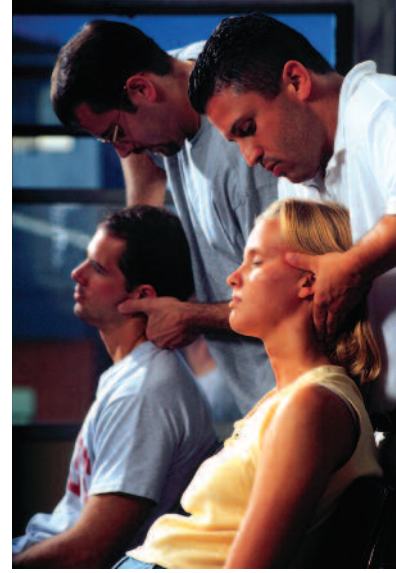
Life Chiropractic College West traces its founding date to 1976, when the institution was known as Pacific States Chiropractic College. During 1976 and 1977, Pacific States began the process of developing an educational institution and preparing the College to receive its first class of students.

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

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

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

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





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

## Our Vision

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

## Institutional Mission Statement

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

## Doctor of Chiropractic Program Mission Statement

Life Chiropractic College West offers a leading edge curriculum and clinical training experience to provide graduate chiropractors with the knowledge, skills, philosophies, attitudes and competencies to serve the health care needs of the public in the 21st century.

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

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

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

## Life West Values

### We value

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

## Institutional Goals

*Life Chiropractic College West embraces the following goals:*

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

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

## The Principle of Service

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

### Service through the Health Center

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

### Service to the chiropractic profession

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

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

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



## College Crest

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



## College Colors

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

## Chiropractic Oath

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

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



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

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

I shall regard and refer to my fellow chiropractor with honor, giving credit where it is due.

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

## Accreditation

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



# Admissions

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

## Campus Visit

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

## Notice Regarding Requirement Changes

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

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

## Admissions Requirements

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

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

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

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

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

### Recommended courses:

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

### Also accepted: (but not limited to)

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

**Recommended courses:**

English	Rhetoric	Philosophy	Ethics
Human Development	Psychology	Business	Communication
Information Systems	Speech	Math	

**State Requirements for Licensure:**

Each state and country compiles and enforces a unique set of requirements of coursework necessary for students to complete prior to gaining licensure. Some of these requirements pertain to coursework that is typically taken prior to entering a chiropractic college. Each applicant will be personally responsible to ascertain the requirement of the state licensing board for any state or country they may be considering practicing in upon completion of their chiropractic education. Applicants can review current state requirements at [www.fclb.org](http://www.fclb.org).

It is strongly recommended that all applicants complete a bachelor's degree while enrolled in undergraduate coursework.

**Transfer Students**

Transfer students must submit the following additional documents:

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

**International Students**

International students must submit the following additional documents:

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

**Application Process**

Students may begin the application process prior to completing the required coursework. We recommend that students apply about one year prior to the intended start term.

A complete application requires the following elements:

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

**Application Deadlines**

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

**Application Process**

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

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

### **Official Acceptance**

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

### **Full Acceptance**

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

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

### **Provisional Acceptance**

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

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

### **Denial of Admission**

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

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

## **Repeat Applicants**

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

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

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

## **Deferring Admission**

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

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

## Re-Admission Applicants

Students who have either withdrawn or been dismissed from the College, and who wish to return to Life West within one year of departure, need to submit a letter of request to the admissions office and be cleared by the Dean of Students. Those who wish to return to Life West more than one academic year from departure, or those who originally transferred-out of Life West and wish to re-enter the College, must apply for re-admission by submitting the following materials:

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

The application file, along with documents in the candidate's existing Life West record, will be forwarded to the admissions committee for review.

For students who were dismissed, substantive change must be documented in the student's academic and/or behavioral record. Following review by the admissions committee, the student's file must be reviewed by the academic standards committee, as well as being cleared by the Registrar and Dean of Students.

Denials of applications for re-admission cannot be appealed.

Should a re-admission applicant be accepted, that student must meet all academic and other requirements in place at the College at the time of readmission.

## Non-Degree Applicants

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

## Second D.C. Degree Applicants

Current doctors of chiropractic sometimes wish to seek a second D.C. degree from an institution such as Life West. Second D.C. degree applicants must submit to the Office of Admissions an application for admission, the application fee, a letter outlining the reasons for pursuing a second D.C. degree, and official transcripts from the student's prior chiropractic College indicating completion of the doctor of chiropractic degree.

It should be noted that candidates wishing to pursue a second D.C. degree are required by the Council on Chiropractic Education to surrender their first degree and must maintain enrollment for the second degree at the accredited Doctor of Chiropractic Program for a minimum of one academic year. This requirement may not be substituted, either by waiver, exemption or equivalency.

## Intent to Enroll Form and Matriculation Fee

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



## Orientation

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

During orientation, new students will:

- have an opportunity to familiarize themselves with College facilities
- meet key College personnel
- learn more about scholastic requirements and student conduct
- be introduced to various student organizations
- review the curriculum
- understand student policies and procedures
- understand testing and licensing procedures
- become familiar with various professional chiropractic associations
- begin to understand the role and purpose of the doctor of chiropractic as a professional member of society

# *Tuition & Fees*

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

A student is ineligible to attend classes if payment of tuition and late fees is not made by the fifth regular class day of each quarter.

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

Current full time tuition credit unit and fee information is available from the admissions, financial aid, and business offices. For students carrying an academic load of less than 20 units, tuition will be billed by the credit unit. The cost of required text and instruments can be found on the College's website.

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



# *Financial Aid*

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

## **Required Documents/Steps**

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

## **Helpful Websites**

FAFSA ON-LINE    [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)  
File the Free Application for Federal Student Aid (FAFSA) on-line.

FASTWEB    [www.fastweb.org](http://www.fastweb.org)  
Database of 1.5 million private scholarships with matching of scholarships to student profiles.

FEDERAL DIRECT CONSOLIDATION LOANS    [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov)  
Information center on loan consolidation including help organizing your records, application process and more.

FEDERAL STUDENT AID    [www.studentloans.gov](http://www.studentloans.gov)  
Complete promissory notes, online entrance counseling along with resources & tools on financial aid programs including repayment information.

FINANCIAL AID INFORMATION PAGE    [www.finaid.org](http://www.finaid.org)  
General financial information and numerous on-line calculators.

INCOME-BASED REPAYMENT    [www.ibrinfo.org](http://www.ibrinfo.org)  
An independent, non-profit source of information about new federal student loan repayment (IBR) and loan forgiveness (PSLF) programs.

NSLDS (National Student Loan Data System)    [www.nsls.ed.gov](http://www.nsls.ed.gov)  
National database of your federal loans – Direct Loans - subsidized, unsubsidized, graduate PLUS and Perkins loan programs (interest rate, loan amount, lender and servicer name, etc).

SCHOLARSHIP SCAM ALERT    [www.finaid.org/finaid/scams.html](http://www.finaid.org/finaid/scams.html)  
Information on scholarship scams and ways to protect yourself.

STUDENT AID ON THE WEB    [www.studentaid.ed.gov](http://www.studentaid.ed.gov)  
Provides a current list of federal loan servicers, information on Public Service Loan Forgiveness (PSLF), on Loan Consolidation, on Income Based Repayment (IBR) and other repayment plans. Also provides general information on financial aid programs.

## Types of Financial Aid

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

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

### *Federal Loan Programs*

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

#### **Unsubsidized Federal Direct Stafford Student Loan**

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

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

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

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

Interest rate: The fixed interest rate for all federal Direct Stafford loans first disbursed on or after July 1, 2006 is 6.8 percent during in-school, deferment and repayment.

Loan fees: The government charges a 1% origination fee (effective 7/1/12) of the loan amount.

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

#### **Credit-based Federal graduate PLUS Loan**

The Federal graduate PLUS loan is a credit based federally guaranteed loan available to graduate and professional students.

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

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

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

Interest rate: For loans disbursed on or after July 1, 2006 the interest rate is fixed at 7.9. Interest is capitalized once, at repayment.

Loan fees: The government charges a 4% origination fee (effective 7/1/12) of the loan amount.

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

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

## *Life West Student Scholarships*

### **Incoming Students**

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

### **Current Students**

Life West sponsored scholarships are available for currently enrolled students.

The Commitment to Excellence Scholarship is to acknowledge and honor students at Life West who have demonstrated their commitment to excellence in life and/or chiropractic (GPA, community service, campus activities, research, etc.) and the Life Assistance Scholarship is based on financial hardship.

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

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

## *Student Employment*

### **Federal and Institutional Work-Study**

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

### **JLD – Job Location and Development Program**

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

## *Government Programs*

### **Veterans Educational Benefits**

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

## **Bureau of Indian Affairs (BIA)**

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

## **Eligibility Requirements**

### ***General Requirements***

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

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

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

### **Satisfactory Academic Progress**

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

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

### **Standards of Satisfactory Academic Progress**

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

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

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

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

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

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

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

## Student Budget/Sample Aid Package(s)

### 2012-13 STUDENT BUDGET

Tuition (\$7,940/qtr)	\$23,820
Room & Board	\$ 9,945
Books & Supplies	\$ 1,650
Transportation	\$ 4,095
Miscellaneous	\$ 5,490
Direct Loan Fees	\$ 549
<b>Total</b>	<b>\$45,549</b>

The above referenced budget is for an academic year (three quarters). All financial aid is packaged for one academic year at a time. A student may apply for financial aid every three quarters as long as he/she is part time and making academic progress. A sample aid package is listed below and it assumes the student qualifies for the maximum aid available. \*Tuition figures (subject to change) used are as of October 2012.

### SAMPLE AID PACKAGES

#### EXAMPLE WITH DIRECT UNSUBSIDIZED & GRADUATE PLUS

Direct Unsubsidized Loan	\$33,000
*Credit based Graduate PLUS	\$12,549
<b>Total</b>	<b>\$45,549</b>
Minus government loan fees	-\$330 (Stafford)
	-\$501 (Graduate PLUS)

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

Direct Unsubsidized Loan	\$33,000
**Federal Work Study award	\$ 4,500
<b>Total</b>	<b>\$37,500</b>

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

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

If a student borrows the maximum in the Federal Direct Stafford Loan program (\$33,000), after paying tuition and taking into consideration the loan fees, he/she would have approximately \$2,950 per quarter for books, supplies and living expenses. Students needing additional assistance beyond the Direct Stafford Loan program may use the Federal Work-Study program and/or the \*Credit based Graduate PLUS loan program thereby increasing the amount of funds available from \$2,950 to \$6,966 per quarter.

# Debt Management Outreach

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

## Tuition Refund Policies

### *Return of Title IV Refund Policy*

This policy is based on federal regulations and determines the percent of return of federal (i.e. Direct Stafford Loan) funds should a student withdraw.

A student will be charged tuition and fees based upon the percentage of time he/she attended classes for the quarter. A student will earn federal financial aid funds based upon the percentage of time he/she attended classes for the quarter. Any funds in excess of the percentage earned must be returned to the federal financial aid programs. The percent of return of federal funds will be determined by the number of calendar days not completed within a quarter divided by the total number of calendar days within that quarter.

If a student attends classes for 60% or more of the quarter before withdrawing, all federal funds have been earned; however, the Institutional Tuition Refund Policy may still be in place. In a few cases, the student may withdraw and the institutional tuition refund amount may be smaller than the amount determined by the Federal Return of Title IV Aid Calculation Policy. In those instances, the student will have a negative balance in their account as maintained by the College finance office.

### *Institutional Tuition Refund Policy*

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

Week 1	100%
Week 2	100%
Week 3	80%
Week 4	70%
Week 5	60%
Week 6	50%
Week 7	40%
Week 8	30%
After the 8th Week	0%

Refund examples are available on the College’s website.

### *Default Rate*

The United States Department of Education provides Life Chiropractic College West with its annual Official Cohort Default Rate (CDR) Notification Letter (for the most recent available). The Title IV Federal Student Loan CDR for Life Chiropractic College West graduates for 2010 is 3.6% (the average for all U.S. institutions of higher education is 9.1%, for California institutions of higher education is 7.4%, and for all four-year private institutions of higher education it is 5.1%).



# *Academic Policies & Procedures*

## **Registration Policies & Procedures**

### ***REGISTRATION***

#### **New/Transfer Students:**

Registration must be completed prior to or during new student orientation for both freshman and transfer students. Class schedules will be ready on orientation day provided all registration paperwork is complete.

#### **Regular Schedule Continuing Students:**

Registration for an upcoming term begins with week 7 of the previous term. Students who are on regular schedules will receive registration materials through their class representatives. Students will have until 3pm, the Friday of week 7 to submit registration materials to the Registrar's Office (Rooms 122 or 123). Any regular student registration turned in after week 7 will be subject to a late registration fee.

#### **Special Schedule Continuing Students:**

All current/potential special schedule students are required to have their schedule approved and planned with the Office of Academic Affairs prior to the first day of final exams for the current quarter. Special schedule students who do not register for the next quarter by this specified date will be subject to a late registration fee. Late registration fees: Registration on the first day of final exams is \$25.00 with an additional \$10.00/day for each additional day (maximum \$200.00). Late fees must be paid (in full) with all other tuition charges or a hold will be placed on the student record.

Schedules will be available for viewing via WebAdvisor as of the first day of break for the next quarter. **Please Note:** If a student registers late for a course that has already commenced, any day missed will be counted as an absence.

### ***BLOCKS TO REGISTRATION***

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

### ***FULL-TIME STATUS***

Students are considered to be full-time when their schedule includes a minimum of 20 quarter units. Students carrying less than a full load are considered part-time, with fees adjusted accordingly.

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

### ***SPECIAL SCHEDULE STUDENT REGISTRATION:***

All current/potential special schedule students are required to have their schedule approved by an academic advisor in the Academic Affairs Office prior to the first day of final exams of the current quarter. Special schedule students who do not register for the next quarter classes by the end of the previous quarter classes will be subject to a late registration fee. Late registration fees: Registering during the first day of final exams is \$25 with additional fee of \$10/day for each additional day to a maximum of \$200. Fees must be paid in full prior to the registration paper work submission to the Registrar.

## ADDING A CLASS FROM AN ADVANCED QUARTER

The quarter schedules have been designed to permit students to complete coursework while fulfilling Health Center and National Board Exam requirements. It has been a long-standing rule that students may not modify the quarter schedule without significant justification.

The Academic Affairs Office and the Academic Planning Group have decided that a student will be permitted to add courses from a more advanced quarter under the following conditions:

1. The student has a cumulative GPA of 2.8 or above.
2. The student is on PACE and progressing reasonably in the Health Center.
3. The courses added do not overlap with the standard schedule.
4. The total number of units does not exceed 30 units.
5. The course has available space.

### PROCEDURES:

1. Requests must be made to the Academic Affairs Office.
2. The students may indicate choices for additions.
3. Requests will be reviewed by the Scheduling Advisor.
4. A request will be denied if the class is full or if it involves an overlap.

### WARNINGS:

1. You must consult the Financial Aid Office if you decide to participate in this program to determine if you will be eligible for financial aid in your final quarter.
2. This program will not speed up your graduation date. It is designed to allow more flexibility to schedule patients and to meet outside obligations.

## ELECTIVES

Quarter	Elective Offered
SUMMER / WINTER	ADVANCED ELECTIVES: NUCCA, KNEE-CHEST, BIOPHYSICS, BLAIR, GONSTEAD
FALL / SPRING	ADVANCED ELECTIVES : ACTIVATOR, SOT, BIOPHYSICS, ORTHOGONAL, EXT. ADJUST SPORT INJURIES

Assignment priority for electives will be based on your class standing (Sr.3, Sr.2, Sr.1, Jr.3) for all registrations received within the week of registration. Registrations turned in late will be assigned on the basis of availability. It does not matter if you have taken any electives previously.

Note the following:

- 1) Anyone who registers late, but before the first class meeting, will be eligible to enroll, if space is available.
- 2) Anyone who is enrolled for an elective and misses **any** portion of class during the first week may be dropped from the roster.
- 3) Any waiting list created will be at the sole discretion of the Registrar's Office. Please indicate a second choice if you have one.
- 4) A student must take one **technique** elective prior to graduation. Students may take two electives free of charge. Any additional (three or more) are \$150.00 each. Classes must be officially dropped in the Office of Academic Affairs to avoid these fees.

- 5) ATTENTION: SOPH 1,2,3,1,B,C,D,JUNIOR 1. In an effort to make technique electives available as early as possible in the curriculum, Technique Survey was dropped from Sophomore3/D, Junior 1 and Junior 2. Instead, any student who hasn't taken Upper Cervical, Instrument Assisted Adjusting, **or** Technique Survey, will need to take a total of two (2) technique electives in order to meet the hour requirements for graduation. Both electives are included in your tuition.
- 6) A student can take no more than two electives in any one quarter. If a student wants to enroll in more than one elective in a quarter, please indicate 'both' on your registration form. Electives may not be audited. They may not overlap regular classes in which the student is enrolled.
- 7) Students that are completing their Health Center requirements by directed study may not add electives.

### ***REGISTRATION FOR DIRECTED STUDIES:***

Students wishing to take a Directed Studies course must have the Directed Studies form signed by all parties and approved by the Academic Affairs Office **before** they can register.

### ***PRECEPTORSHIPS:***

Interns that have advanced through the Health Center are eligible for a Preceptorship towards the end of their internship. Refer to the Health Center manual or on-line at <http://www.lifewest.edu/current/services-academicresources-preceptorship.shtml> for more information.

### ***CANCELLATION OF ADMISSION OR REGISTRATION:***

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

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

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

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

### ***TRANSFER CREDIT/ADVANCED STANDING***

The Academic Affairs Office evaluates transcripts for transfer credit and advance standing. Only individuals who have begun the application process may have transcripts evaluated. Once a transcript has been evaluated and transfer credit assigned, students may request no more than two (2) meetings after the first scheduling conference, over a period of no more than six (6) months, to appeal the evaluation. To ensure timely evaluation of these transcripts, they must be submitted via the Admissions Office at least 8 weeks prior to the beginning of the anticipated term of entry.

Students who have completed graduate level course work at an accredited College may be considered for advanced standing. Courses must be equivalent in content and quality to those taught at Life West. Credits considered for transfer must have been awarded for courses taken in a program accredited as a first professional degree in one of the health sciences by a recognized accrediting agency. Credit accepted for transfer must have been awarded within five (5) years of the date of admission. Some students will have taken a course that is substantially the same as one offered at LCCW but lacks the full number of hours. In such a case, a unit completion project may be assigned. This project must be finished **within two (2) quarters** of the date on which it is assigned; otherwise the student will have to **enroll in the class** for which the hours are needed.

Applicants who have earned first professional degrees such as an M.D. or D. D. S. may be required to provide documentation of good standing in their field as part of their application. Regardless of the degree for which advanced standing is obtained, all candidates accepted for the doctor of chiropractic program must earn not less than the final 25% of the total credits required for the degree at Life West.

## ***WITHDRAWING***

If you will not be returning to LCCW next quarter for any reason you must notify the Academic Affairs Office and Registrar's Office prior to the first day of registration.

If you're undecided about returning, we suggest you register to avoid a late registration fee. You can withdraw up to the end of the second week of classes without any tuition penalty.

To withdraw from classes, you must contact the Academic Affairs Office immediately. Any delay in notifying the Academic Affairs Office of your intent to withdraw from classes will result in a deduction of your refund.

## ***LATE REGISTRATION FEE***

Any 12 quarter or 14 quarter student who does not register before 3:00 p.m., Friday of week seven will be assessed a late fee.

## ***TUITION***

### **Late Tuition Payment Fees:**

\$25.00 for the first late day and an additional \$10 for each business day thereafter, up to a maximum of \$200. You can avoid paying additional fees by paying your tuition by the posted due date.

For your convenience, tuition can be paid/deferred at registration. If you wish to defer payment you will need to bring a copy of your bank promissory note.

# **Academic Policies & Requirements & Services**

## ***ACADEMIC ADVISING***

The Academic Affairs Office provides academic advice to students. All transfer students and other special schedule students need to schedule classes with a representative of the Academic Affairs Office before registration each quarter.

## ***ATTENDANCE***

Instructors are required to record student attendance. Roll can be taken at any time during the class period. The instructor may call names, pass a roll sheet, use submitted classroom assignments, or observe the students. If the instructor calls roll, a student who is not present when his or her name is called is absent. If the instructor uses a roll sheet, students have 20 minutes to sign in.

If a student arrives after attendance has been taken but within the first 20 minutes of the start of the class session, the student must see the instructor at the end of the class hour to request that his or her absence be changed to a tardy. Three tardies constitute one hour of absence. Failure to notify the instructor will result in the absence mark remaining on the attendance sheet. This cannot be changed later. No additional assignments can be used to compensate for absences except as outlined in the College course overlap policy.

If a student leaves after attendance has been taken, the instructor can change the attendance record to indicate an absence for the class period. Any request to leave class early must be approved by the instructor before the class session.

If a student arrives later than 15 minutes of the start of the class session, or misses more than 15 minutes of class after attendance is taken, the student is considered absent for the whole class hour.

A student who misses more than 10% of the class hours is over-cut from the class. If the student presents

documentation to the Dean of Students verifying a documented emergency or other excusable reason that prevented attendance for 10% of the class hours, the Dean of Students may permit the student to continue attending the class. In determining whether or not to permit a student to continue attending a class, the Dean of Students will consider the student's overall attendance record and academic standing.

Under no circumstances, regardless of any personal situation, will a student who misses 20% of the class hours receive course credit. Excused absences still count toward total absences; they only entitle a student to make-up assignments and examination when/if they are offered.

After the seventh week of the quarter, a student with excessive absences will receive a WF unless the faculty member verifies that the student was passing at the time of the overcut, in which case the student will receive a WO. Students who become over-cut in a failing class will receive the failing grade in place of the overcut (WO)

Documented emergencies include hospitalization, accidents, or death in the family. Undocumented illness, not "feeling well", weddings, events, extended vacations, non-school scheduled seminars, etc., are not considered excusable reasons for missing class.

## ***OVERCUTTING A CLASS***

To stay in compliance with California state law, the College is required to record student attendance and provide the Registrar with the attendance documentation. A student is responsible for keeping track of their own attendance and absences. Instructors may, but are not required to, provide courtesy notices indicating that a student is approaching or has reached over-cut status.

Check with your instructor for the total number of hours that have been recorded absent (or tardy).

- 1) Absences totaling 10% of the **total** course hours: Faculty must notify the Academic Affairs Office about any student whose absences total 10% or more — An Overcut Form for reporting purposes is required. This form can be obtained from the Academic Affairs Office. If a student is notified that they have missed 10% of the total course hours, the student must meet with an academic advisor in the Academic Affairs Office within three days. Failure to do so may result in the student being dropped from the course.
- 2) Absences totaling 15% or more of the **total** course hours: Student will be withdrawn from the course. Faculty are requested to notify the Academic Affairs Office of any student whose absences total 15%.  
Note: Faculty should provide the student who has reached 10% or 15% absences with a copy of the OVERCUT FORM which was sent to the Academic Affairs Office.
- 3.) Class time missed due to late registering is still considered an absence.

Students who are withdrawn from a class due to absences will receive one of the following grades:

WF: Withdrawn Failing (failing at the time of the overcut)

WO: Withdrawn Overcut (passing at the time of the overcut)

Inconsistent attendance is a matter of serious concern to the faculty and administration because it jeopardizes a student's eligibility to obtain licensure in many states, restricts the depth and scope of individual educational progress, and often results in entrance to the profession of doctors who have met the institution's minimum requirements but have achieved levels of professional development below their potential.

## ***COURSE OVERLAP POLICY***

There are no overlaps allowed in two or three-hour classes.

All overlaps **MUST** be approved by the academic advisor.

Technique classes and lab sections of any class may not be overlapped.

National Board-related classes may not be overlapped in a Boards quarter.

Courses where the student received an F may not be overlapped.

Overlaps are designed to facilitate progress through the curriculum for those students who find themselves, for various reasons, off-track from the regular schedule. They were not designed to speed up or create a "better" schedule.

No class may be completely skipped.

**No exceptions will be made in the next-to-the-last quarter.**

**Only** students in their last quarter may overlap more than one hour of class. No more than a total of two (2) hours of class or a total of two (2) classes may be overlapped in that last quarter. If three (3) classes remain to be taken, the student must attend school for another quarter.

If two two-hour classes are involved, the student must alternate attendance, and do a project in each class.

Students may not drop a class in advance that will result in a two-hour overlap in the last quarter if the motivation is solely to create a "better" schedule of having a day off.

Schedules made for upcoming terms are projections only, and subject to change. There is no guarantee any will remain in its current day or time; this may result in a student having to attend one or more additional terms.

*An overlap project request must be presented to and signed by the instructor no later than the second week of the quarter. After the second week, it's too late and the student must drop the overlapped class and fit it into their schedule at a later date.*

Overlap projects must be completed within the time frame indicated on the form. Failure to complete the project may result in the student having to attend a class instead, or in being assigned another overlap project that differs significantly from the first.

## ***DROPPING AND ADDING A COURSE***

Students have five College working days from the beginning of the quarter in which to make any necessary schedule changes. A student will not be allowed to add a course after this date. The only change that will be accepted will be to drop the course. Students wishing to change their schedules should contact the Academic Affairs Office.

NOTE: Requests to switch lab sections will not be considered after the end of week two.

## ***WITHDRAWAL FROM A CLASS***

In the event that a student finds it necessary to withdraw from the class, the Academic Affairs Office must be notified by the student. A student who withdraws from a class within the first seven weeks will receive a WP, unless that student is on an academic plan with the Academic Affairs Office. A WP in any core course must be taken with 2 quarters of the WP. Any student who withdraws from a class after the seventh week, or withdraws from a class they are repeating, will receive a grade of WF. A student who withdraws from a class that made him/her eligible for an NBCE examination, will receive a grade of WF regardless of when the drop is completed.

A grade of WF has a negative impact upon grade point average. With extreme mitigating circumstances, a student may appeal a grade of WF to the course instructor and Dean of Students.

The student will obtain a withdrawal form from the Academic Affairs Office. A STUDENT MAY NOT WITHDRAW FROM ANY CLASS THAT IS BEING REPEATED. A grade of WF will be assigned for any overcuts in a repeated class. A student may appeal a grade of WF to the Dean of Students. (See section entitled Academic Calendar for last date to receive a Withdraw/Passing).

## ***FAILURE OR ADMINISTRATIVE WITHDRAWAL OF COURSES***

Students who have:

- 1) received a grade of F in a course
- 2) received a WO (overcut)
- 3) withdrawn from a NBCE required course
- 4) withdrawn from a class which is being repeated because of a previously earned grade of F

Must see an academic advisor to adjust his/her schedule. Failure to do so will affect the student's graduation date. All F grades must be remediated by repeating the class the following quarter, but no more than 2 quarters later with the approval of the Dean of Students.

The F grade will remain on the transcript, however, the new grade will also be recorded. Both grades will be used in calculating the cumulative GPA.

A grade of WF will automatically be awarded for the following reasons:

1. Withdrawing from a class which is being repeated because of a previously earned grade of F.
2. For any overcut of a repeated class.

## ***VOLUNTARY WITHDRAWAL FROM THE COLLEGE***

Should it become necessary for a student to withdraw from the College, he/she must notify the Academic Affairs Office of intent to withdraw by completing a withdrawal notice form and withdrawal checklist.

A student in good academic standing who withdraws from the College during the first seven weeks of any quarter will receive grades of WF (Withdraw/Passing) unless the student is repeating a class, in which case the student will receive a WF. A student, who withdraws from the College after the seventh week of classes, will be subject to a Withdraw/Passing or Withdraw/Failing which will be determined by an assessment of the student's academic status at the time of withdrawal by the Dean of Students. A WF will not have an affect on grade point average; whereas, a WF has a negative impact on grade point average.

If a student fails to notify the Registrar of his/her withdrawal from the College, all courses in which the student registered will be given WF grades. The date on which a student withdraws will determine the amount of refund, which will be due the student by the College.

If a student fails to notify the College of his/her withdrawal, all courses in which the student is registered will be given WF grades. The date on which a student withdraws will determine the amount of tuition refund from the College.

## ***ADMINISTRATIVE/INVOLUNTARY WITHDRAWAL***

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

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

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

Normally, no academic penalties result from involuntary withdrawal, and tuition shall be refunded according to the College refund schedule.

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

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

## ***INTERRUPTION OF STUDY***

If a student discontinues chiropractic education for a period of more than five years, from the start of his/her first quarter classes, he/she will not be able to receive credit for previous coursework. The student will be considered for re-admission as a freshman and must meet all current entrance requirements.

## ***PETITION FOR WAIVER OF COLLEGE REGULATIONS***

All petitions for waiver of College Regulations (i.e., overlaps, course sequencing, course or clinic requirements, etc.) must be submitted by the deadline posted (see front page) to be considered by the Academic Planning Group. For petitions involving courses, the petition must be approved before the student may register for that course.

## ***GENERAL GUIDELINES FOR NATIONAL BOARDS***

In an effort to ease your way through this process, we will try to answer some common questions. We ask that you take the time to read this information carefully. **\*\*Also go to the Life West website – click on Current Students, then click on the drop down menu for NBCE Information and you will find additional information that will help you through the process.**

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

- **PART I** – An applicant must be enrolled in 5th REGULAR OR 7th EXTENDED or the equivalent in the quarter you'll be taking the exam.
- **PART II** – The applicant must be enrolled in Junior II or the equivalent in the quarter you'll be taking the exam.
- **Part III** – The applicant must be within 9 months of graduation and be enrolled in a minimum of Clinic I on the date of the exam and have successfully passed all of Part I.
  - If you are "special schedule" fill out and submit your application to the Registrar in room 123 and she will determine your eligibility.
  - In order to take the Physiotherapy exam, must have completed and passed Physiotherapy I and II classes before the quarter you will be taking the exam.
- **Part IV Offered in May & November** – The applicant must have passed NBCE Part I by the Part IV application deadline date and **must be within six months of graduation (including Health Center hours)** at the time of the Part IV examination administration.

**Where do I get information on individual State Regulations?** Candidates must contact the licensing board of the state(s) in which you plan to practice. A good source for this information is <http://www.fclb.org>

**What should I do if I'm unsure of my eligibility and/or only missing one class?** When in doubt, applicants should complete the application and the Registrar's Office will check all student transcripts for verification and eligibility. If you are missing only one board requirement class, you can usually petition to take the exam without the class. Any deficits will be referred to the Academic Affairs Office for a recommendation.



**Where do I get my forms?** Forms should be available **after May 25th** online. Check [www.nbce.org](http://www.nbce.org) for more information.

**Do I have to turn in my money when I submit my form for verification?** It is recommended that you turn your fee in at the time you submit your form for verification of eligibility. (**Money Order or Cashier's Check ONLY**). We can then mail your application for you with the fees attached directly to the National Board.

However, if you are waiting for funds, or want to be certain what part(s) you qualify for prior to purchasing your money order, you **must attach a self-addressed/stamped envelope to your form**. Your application will be sent to you in this envelope once verified and it will become your responsibility to send in your application and money order by the mailing deadline.

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

**For Verification – all applications MUST be verified and signed off before sending to NBCE.** *All completed applications must be turned in to the Registrar in the Registrar's Office with 1 picture attached (\$1), signature of notary completed (fees below) and money order/cashier's check or self addressed, stamped envelope.*

Notary will be available during 9:20 breaks, student lunches and during final exams.

Additional pictures can be taken in the Library as needed.

- **Part VI** Notary (\$10) will be provided in Student Services on a drop in basis during summer quarter, you will also need 1 picture (\$1) on your Part IV App. Applications will need a Registrar signature – Please note that spaces to test at LCCW are limited – Submit your application with cashier's check as early as you can to avoid having to travel to another testing site.

## **LATE INSTRUCTORS**

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

## **CLASSROOM**

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

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

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

## **GRADES AND THE GRADING SYSTEM**

Final grades are available through the Registrar's office. Grade reports are mailed to students approximately five to ten working days after the last day of the quarter. If there are any questions on grading procedures, computation of grade point average, or the accuracy of the grade report, the Registrar's office should be contacted.

Grades will be reported and evaluation will be based on the following system:

A	4.0	Superior work.
B	3.0	Above average work.
C	2.0	Average work.
F	0.0	Failure. The student must repeat the course.
I	0.0	Incomplete. The student has failed to take all required examinations and/or has failed to turn in other required work.
WP		Withdraw-passing. The student has withdrawn but was in good academic standing at the time of withdrawal. WP has no effect on GPA.

- WF Withdraw-failing. The student has withdrawn while in poor academic standing, after the 7th week of classes or if the class is being repeated. WF has a negative effect on GPA.
- WO Withdraw-overcut. The student was withdrawn having exceeded the absence allowance for the course.
- CR Credit. The student has received credit for the course. The grade is not used in computation of GPA.
- P Passed. Student passed the course and received credit. The grade is not used in the calculation of GPA.
- NP Not passed. The student did not pass the course. The grade is not used in the calculation of GPA.
- X Audit. No credit is awarded and grade is not used in the calculation of GPA.  
A student may audit any lecture course that the College offers. Students may not audit technique classes, clinic classes, or lab classes. Students will be charged \$150 to audit a course. An audit grade has no effect on a grade point average as credit is not posted on the transcript.
- I Incomplete. The student fails to take required examinations or complete other assignments. An Incomplete not remedied during the first week of the following quarter automatically revert to an F.

## ***INCOMPLETE GRADES***

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

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

## ***GRADE CHANGES***

All grades are final (with the exception of an error in the calculation of a grade by an instructor) and will remain as reported on a student's transcript.

A grade of F must be remediated by repeating the course. When a student fails a class, and subsequently re-takes the class and gets a passing grade, both grades will be used in calculating the cumulative grade point average. The quarterly grade point average for the quarter in which the F was received will stay the same, and the F grade will show on the transcript, but with the notation that the course was remediated.

A student may, upon the recommendation of the department chair and the Dean of Students, repeat any course.

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

## ***STUDENT /FACULTY CONFLICT RESOLUTION AND GRADE APPEALS***

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

It is usually appropriate to first discuss concerns directly with the faculty member involved.

- If resolution has not been reached after it is brought to the attention of the faculty member, the student should discuss the concern with the appropriate department chair. Courses, the department, and department chairperson they fall under, are listed in this catalog and in the course syllabus.
- If, after discussion with the faculty member and the department chair, the concern remains unresolved, the student should discuss the concern with the Dean of Students.
- If no decision can be reached, extramural counsel may be sought and the entire matter placed before the Vice President of Academic Affairs.
- A suitable record shall be made of the proceedings, exclusive of deliberation, to arrive at a decision

## ***ACADEMIC COUNSELING***

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

Often students access counseling services only after their circumstances become acute. Counseling offers techniques and strategies for avoiding personal crises and learning how to maintain psychological, emotional, and social wellness. Here are some areas where the Academic Counselor can assist you:

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

## ***TUTORING***

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

## ***ACADEMIC DISTINCTION***

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

## ***INDEPENDENT STUDENT WORK***

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

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

## ***PROCEDURE FOR REVIEWING EXAMS***

The instructor may either conduct review sessions in class or may meet with a student to review his or her exam during office hours for two weeks following the exam (unless there is a shorter time period until the last scheduled office hour during the last week of classes). Students may not review mid-term exams during final exam week. The possession of any exam other than during a review session constitutes unprofessional conduct.

## ***ARRIVING LATE TO AN EXAM***

A student who arrives late to an examination or quiz is considered absent for that examination or quiz if the first student who has completed the examination or quiz has left the classroom. The tardy student may be eligible for a make-up examination providing they meet the criteria established in the Makeup Exam Policy.

## ***MAKE-UP EXAM POLICY & PROCEDURES***

A student is expected to take all examinations and complete assignments as scheduled. Students who have missed an exam due to a documented emergency or other excusable reason must complete and submit a "Request for Alternative Testing" form to the Academic Affairs Office. At that time they will be expected to explain the circumstances of their emergency and provide documentation to the Dean of Students. If the Dean of Students authorizes the exam, the student must then present the form to his/her instructor to complete the necessary information and pay the appropriate make-up fee at the Business Office. The student must then take the completed and signed request to the Academic Affairs Office to schedule a time for the exam to be administered. As indicated near the top of the form, the Academic Affairs Office requires a minimum of 5 working days to set up and schedule the approved exam.

Documented emergencies include hospitalization, accidents or death in the family. Undocumented illness, not "feeling well", weddings, extended vacations, non-school seminar, events, etc., are not excusable reasons for making-up an exam or assignment.

The Dean of Students and instructor approval must be obtained prior to the scheduling and taking of the first three (3) make-up exams. Not all instructors allow make-up examinations. A fee of \$20 is charged for the first make-up examination. Each subsequent make-up exam will be charged an additional fee of increasing \$10 increments. The additional make-up exams after the 3rd make-up exam will require the additional approval of the APG and VPAA.

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

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

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

All make-up Quizzes, Midterm Exams must be scheduled and administered prior to the beginning of Finals Week. No make-ups will be administered during Finals Week.

## ***MAKE-UP EXAM PROCEDURES***

1. Pick up form in the Academic Affairs Office and receive necessary signature from the Dean of Students and approval to proceed.
2. Fill out top portion with your name and information.
3. Get your instructor's approval (instructor sections need to be filled in completely).
4. If you have received a letter indicating that you must have the permission of the appropriate Department Chair or the APG, also get those necessary approvals and signatures.
5. Pay the appropriate make-up exam fee in the Business Office as required.
6. Bring the completed form with all signatures and proof of payment back to the Academic Affairs Office to schedule the date and time for the make-up exam. ***All approved make-up exams will be proctored on Tuesday and Thursday afternoons between the hours of 3:00 and 6:00 p.m. in room 154b.***
7. A **five (5) day notice** is required for all make-up exams. Showing up to take an exam without notice will result in rescheduling and the possible forfeiture of being able to take the exam.
8. **Rescheduling and no-shows:** It may be possible to reschedule the exam once, with prior approval of your instructor as indicated on the exam form. You must pay an additional \$25 rescheduling fee.

## ***REQUEST FOR SPECIAL TESTING***

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

The student must notify the instructor of any schedule conflicts during final exam week at least one week prior to the beginning of final exams. Appropriate paperwork must be completed and submitted to the Office of Student Services. Once arrangements have been made, they cannot be changed without approval from the instructor and the Office of Student Services.

### **ACCOMMODATED TESTING**

To schedule accommodated exams:

1. Pick-up a make-up form from the Student Services Office.
2. Have the instructor fill out Instructor Section on the form.
3. Return the make-up exam form to the Student Services Office.
4. Sign-up for date and time.

Allow at least one week to make these arrangements.

### **FINAL EXAMINATIONS – OVERLAPS**

If two of your final examinations are scheduled for the same time, you must take both exams sequentially in the Overlap Testing Room. You will begin the exams at the same time as the class. You will have four hours to complete the two exams. To schedule overlapping exams:

1. Pick-up TWO make-up forms from Student Services.
2. Have each instructor fill out Instructor Section on the form.
3. Return both make-up exam forms to Student Services.
4. Sign-up for date and time.

Allow at least one week to make these arrangements.

### **MULTIPLE FINALS ON THE SAME DAY**

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

TO REQUEST AN EXCEPTION TO SEQUENTIAL TESTING, YOU MUST RECEIVE APPROVAL FROM THE DEAN OF STUDENTS.

## ***CHALLENGE BY EXAMINATION***

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

Challenge examination procedures are available from the Academic Affairs Office.

In order to challenge a course, the student must meet the following criteria:

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

## DEPARTMENTAL REQUIREMENTS:

**Anatomy/Chemistry department:** All courses can be challenged. Note: Any LCCW course with both lecture and lab components can be challenged only with a course with both lecture and lab components.

**Physiology/Pathology department:** All courses can be challenged except Pathology Laboratory. Note: Any LCCW course with both lecture and lab components can be challenged only with a course with both lecture and lab components.

**Philosophy/Principles department:** Introduction to Research Methodology can be challenged with a graduate level course in statistical analysis and research methods.

Fundamentals of Business Practices can be challenged with a relevant course taken in an MBA or equivalent program.

**Technique/Analysis department:** No course can be challenged.

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

**Associated Clinical Sciences department:** Physical Therapy I or II can be challenged with a graduate level course taken in a program leading to a degree in physical therapy.

## *COURSE CHALLENGE POLICY*

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

## CHALLENGE EXAMINATION PROCEDURES:

1. The quarter before the desired course challenge obtain "Course Challenge Request" form from Academic Affairs Office.
2. Complete form and return to the Academic Affairs Office by the deadline that is published in "Schedule of Classes".

**No late applications will be accepted.**

3. Student must be registered for the class to be eligible to challenge it.
4. Student should check with the Academic Affairs Office on the notification date published in "Schedule of Classes" to find out whether the request was denied or approved.
5. If the course that the student is requesting to challenge has a laboratory section as part of the class, then the student should expect that they must take the lab final with the class of the quarter preceding the quarter of the challenge. Only Microbiology challenge exam includes the lab portion.
6. The student will be directed to the chairperson of the appropriate department for information about the content of the challenge exam and to make arrangements for that exam
7. The student takes the test the first Thursday of the quarter, at 3:00 p.m.
8. The test results will be available in the Academic Affairs Office after grading by the instructor and the appropriate department chair.
9. Students who successfully pass the challenge examination will not have to sit the course and a grade of CR will be posted to their academic transcript. Students who do not pass the challenge examination will remain in the course and earn a grade in the normal fashion.

## **SATISFACTORY ACADEMIC PROGRESS**

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

The following definitions apply to terms used in this policy.

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

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

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

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

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

Enrollment in the program cannot continue for an indefinite period of time. Students are expected to complete their degree in the 12 (accelerated) or 14 (regular) terms scheduled in the curriculum. Some students, however, require extra time to complete the degree. To remain in good academic standing, a student's maximum attempted credits cannot exceed 518 credits.

The following charts help illustrate the PACE requirement:

Minimum Credits to Earn for 12-Quarter (accelerated) Students			
Term	Per-term Credits	Total Credits to Date	Minimum Credits Required
1	27	27	18
2	30	57	38
3	29	86	58
4	33	119	80
5	32.5	151.5	102
6	28.5	180	120
7	30.5	210.5	141
8	29.5	240	161
9	28.5	268.5	180
10	30.5	299	200
11	24	323	216
12	24	347	233
13	n/a	n/a	252
14	n/a	n/a	271
15	n/a	n/a	290
16	n/a	n/a	309
17	n/a	n/a	328
18	n/a	n/a	347

Minimum Credits to Earn for 14-Quarter (regular) Students			
Term	Per-term Credits	Total Credits to Date	Minimum Credits Required
1	23	23	15
2	20	43	29
3	23.5	66.5	45
4	19.5	86	58
5	25.5	111.5	75
6	21.5	133	89
7	21.5	154.5	104
8	27.5	182	122
9	30.5	212.5	142
10	29.5	242	162
11	28.5	270.5	181
12	30.5	301	202
13	24	325	218
14	22	347	233
15	n/a	n/a	252
16	n/a	n/a	271
17	n/a	n/a	290
18	n/a	n/a	309
19	n/a	n/a	328
20	n/a	n/a	347

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

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

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

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

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

### Standards of Satisfactory Academic Progress:

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

- 1) **Qualitative component** - GPA-Students must maintain a cumulative grade point average of 2.0 or higher.



- 2) **Quantitative component** - Completion Rate (Pace) - students must complete 67% of all attempted coursework. The PACE rate is based on a maximum time frame for degree completion that is 150% of the program requirements (measure in credit hours attempted).

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

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

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

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

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

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

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

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

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

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

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

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

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

## ***TRANSCRIPTS***

Students may request that transcripts of course work be sent to other parties. Students requesting transcripts must submit a signed transcript release form to the Registrar's Office. Transcripts requested will be mailed at no charge. No transcripts will be released until the student has been cleared through the Financial Affairs Office.

## ***PROCEDURES TO INSPECT ACADEMIC RECORDS***

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

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

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

## ***RECORD OF REQUESTS FOR DISCLOSURE***

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

## ***CORRECTION OF EDUCATIONAL RECORDS***

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

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

- If Life Chiropractic College West decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the students, in writing, that the record has been amended.

## ***SERVICES FOR STUDENTS WITH DISABILITIES***

In keeping with the central tenet of its mission – commitment to service – Life Chiropractic College West is dedicated to the full access and inclusion of all students in its program. Recognizing that the chiropractic profession will benefit from the skills and talents of persons with differing abilities, and in compliance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act (ADA) of 1990, the College coordinates services for students with documented disabilities. At the postsecondary level, it is the student's responsibility to make his or her disabling condition known to the College and to assist in identifying reasonable academic adjustments, also referred to as accommodations.

LCCW seeks to accommodate students with disabilities on an individual basis. The actual provision of accommodations by the College is also a function of student responsibility. The College relates to students as responsible adults with the independent right to make life's decisions and recognizes that it is counterproductive to simply provide services without the student's involvement in the process. Students generally understand the value of such services and work cooperatively and enthusiastically with the College to enhance their opportunities to succeed academically. Students with known or suspected disabilities should meet with the Academic Counselor as soon after enrollment as possible or at the beginning of the term. Students experiencing academic difficulties are also encouraged to consult with the Academic Counselor to discuss the possibility of a previously undiagnosed disability. Various approaches to learning barriers are explored in this process. The Academic Counselor works with the student to provide general counseling and assistance in evaluating the student's study habits, educational history, and to screen for possible disabilities.

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

Provisional or temporary accommodations are granted to students who have a known or suspected disability, and are either in the process of being evaluated or awaiting documentation. Provisional accommodations are effective for one term, but may be extended on a case-by-case basis, no longer than six months.

Students requesting accommodations must provide documentation substantiating a disability as well as recommended accommodations. This may be especially important for the College in attempting to understand the nature and extent of a hidden disability. The College adheres to the guidelines for quality disability documentation published by the Association on Higher Education and Disability (see [www.ahead.org](http://www.ahead.org) for more information).

Accordingly, disability documentation must be prepared by an appropriate licensed professional who is qualified in the diagnosis of the disability. The documentation must reflect the student's present level of functioning, the prognosis and shall generally be between three and five years major life activity(ies) affected by the disability, old. The costs for obtaining a diagnostic evaluation and report shall be borne by the student. The student shall provide the disability documentation to the Academic Counselor immediately following evaluation.

If the initial documentation is incomplete or inadequate to determine the present extent of the disability and reasonable accommodations, the College shall have the discretion to acquire supplemental assessment of a disability. The cost of the supplemental assessment shall be borne by the student.

Upon receipt of complete disability documentation, the Academic Counselor will review the material with the students to ensure they understand the information in order to discuss reasonable accommodations at the College.

The Academic Counselor will then recommend accommodations to the Dean of Students. Once approved, the Dean of Students will issue a confidential "Letter of Accommodation" outlining the accommodation(s) to which the student is entitled. A copy of the letter is provided to the student as well as Student Services staff.

Students are responsible for delivering the letter and communicating their needs to their instructors, at which time classroom accommodations become effective. Accommodations for test-taking purposes begin after the student has completed and submitted to Student Services the "Request for Alternative Testing" form at least five (5) working days prior to scheduled exams.

All information maintained by the Academic Counselor (504/ADA Coordinator) is part of the student's educational record and as such protected by the Federal Family Educational Rights & Privacy Act (FERPA) of 1974, (20 U.S.C. 1231g). According to that Act, information contained in educational records may be shared with other campus officials and employees who have a legitimate educational interest in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reasons for using student records connected with their campus or other related academic responsibilities.

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

- A separate, distraction-reduced environment for tests
- Additional time on tests
- Reader or scribe for tests
- Altered test format (e.g., enlarged print)
- Use of audio recorder
- Scantron assistance
- Preferred classroom seating
- Note taking assistance

## **OTHER IMPORTANT INFORMATION**

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

While the College strives to accommodate students as fully as possible, accommodations do not include measures which fundamentally alter the academic program for the College or which place an undue financial or administrative burden on the College. Services for students who improperly procure accommodations under this policy will be immediately terminated, and the student may be subject to possible disciplinary action under the Code of Student Ethics.

Students with documented disabilities may request test accommodations from the National Board of Chiropractic Examiners for all four parts of National Board Exams. Applications and information are available from the Academic Counselor, Room 105B, or at the Board's website [www.nbce.org](http://www.nbce.org).

Questions or concerns regarding accommodations should be directed to the Academic Counselor and 504/ADA Coordinator in Room 105B, (510) 780-4500 x-2061, e-mail [lpino@lifewest.edu](mailto:lpino@lifewest.edu).

## ***HEALTH CENTER POLICIES AND PROCEDURES***

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

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

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

## ***CLINIC ENTRANCE REQUIREMENTS***

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

## ***CLINIC ENTRANCE EXAMINATION SCHEDULE***

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

## ***ENTRANCE REMAKE POLICY***

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

## ***GRADUATION REQUIREMENTS***

The Life West Events Coordinator coordinates graduation ceremonies in June and December. Winter and spring quarter graduates participate in the June exercise; summer and fall graduates attend the December ceremonies. The degree of Doctor of Chiropractic (D.C.) is conferred upon those students who have:

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

## ***DEGREE COMPLETIONS RATES***

The Council on Chiropractic Education (CCE) requires that at least 70% of entering students must complete the Doctor of Chiropractic Program within 150% of the time normally designated for completion of the degree. The completion rate for Life West graduates for the most recent graduating class, Summer 2012 is 93%.

The completion rates for graduating classes of the past year include: Winter 2012, 79%; Fall 2011, 66%; Summer 2011, 75%; Spring 2011, 86%; Winter 2010, 90%.

## ***CURRENT EMPLOYMENT PROSPECTS OF CHIROPRACTIC GRADUATES***

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

<http://stats.bls.gov/oco/ocos071.htm>

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

California Employment Development Department at <http://www.calmis.cahwnet.gov/file/occguid/CHIOPR.htm>

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

## ***LICENSURE REQUIREMENTS***

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

# Academic Departments & Curriculum

## Department of Anatomy and Chemistry

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

			HOURS	UNITS
AT A GLANCE	ANAT-110	Systemic and Histologic Anatomy*	55	5
	ANAT-111	Skeletal Anatomy*	22	2
	ANAT-114	Peripheral Neuroanatomy	44	4
	ANAT-125	Embryology	33	3
	ANAT-126	Regional Anatomy I*	33	3
	ANAT-128	Spinal Anatomy II (with lab)	22	1.5
	ANAT-137	Central Neuroanatomy*	33	3
	ANAT-138	Regional Anatomy II*	44	4
	ANAT -219	Regional Anatomy III*	44	4
	ANAT-422	Clinical Spinal Anatomy	22	2
	ANAT-610	Systemic and Histologic Anatomy Lab*	22	1
	ANAT-611	Skeletal Anatomy Lab*	33	1.5
	ANAT-626	Regional Anatomy I Lab*	33	1.5
	ANAT-637	Central Neuroanatomy Lab*	11	0.5
	ANAT-638	Regional Anatomy II Lab*	33	1.5
	ANAT-719	Regional Anatomy III Lab*	33	1.5
	CHEM-121	Biochemistry I	55	5
	CHEM-133	Biochemistry II	55	5
CHEM-223	Basic Nutrition	33	3	

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

5 units, 55 hours

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

### ANAT-111 Skeletal Anatomy\*

2 units, 22 hours

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

### ANAT-114 Peripheral Neuroanatomy

4 units, 44 hours

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

### ANAT-125 Embryology

3 units, 33 hours

This basic course deals with genetics, fertilization, and the in utero developmental process. Consideration is given to the general pattern of development of specific organ systems. Principles of development are stressed. Prerequisites: PHYS-115, ANAT-110

### ANAT-126 Regional Anatomy I\*

3 units, 33 hours

The anatomy of the upper and lower extremities is studied through the regional approach. Muscles, vessels, nerves, joints, and connective structures are examined and correlated to show their functional as well as structural relationships. Prerequisites: ANAT-114

**ANAT-128 Spinal Anatomy II (with lab)** *1.5 units, 22 hours*

This course emphasizes the study of the muscles, blood, and nerve supply of the back. The course consists of one hour lecture and one hour lab per week. The lab involves examination of the structures in relationship to the bony anatomy of the spine. By using a variety of instructional techniques, including cadaver prosections of the spine, the student has an opportunity to gain a more thorough understanding of this region of the body. Prerequisite: CPP-118

**ANAT-137 Central Neuroanatomy\*** *3 units, 33 hours*

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

**ANAT-138 Regional Anatomy II\*** *4 units, 44 hours*

This course examines the anatomy of the head and neck. The general structure and actions of the muscles, as well as the anatomy of the joints, cranial cavity, viscerocranium, and neurovascular distribution, will be studied. Prerequisites: ANAT-111

**ANAT-219 Regional Anatomy III\*** *4 units, 44 hours*

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

**ANAT-422 Clinical Spinal Anatomy** *2 units, 22 hours*

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

**ANAT-610 Systemic and Histologic Anatomy Lab\*** *1 unit, 22 hours*

The laboratory will involve microscopic identification of human tissues. Correlation of structure and function of epithelial, connective, muscular, and nervous tissues is emphasized.

**ANAT-611 Skeletal Anatomy Lab\*** *1.5 units, 33 hours*

Laboratory consists of learning the detailed gross anatomic features of all bones, their relationship to muscles and nerves, and comparative radiographic views.

**ANAT-626 Regional Anatomy I Lab\*** *1.5 units, 33 hours*

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

**ANAT-637 Central Neuroanatomy Lab\*** *.5 unit, 11 hours*

Laboratory examination of preserved human brain tissue is included.

**ANAT-638 Regional Anatomy II Lab\*** *1.5 units, 33 hours*

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

**ANAT-719 Regional Anatomy III Lab\*** *1.5 units, 33 hours*

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

**CHEM-121 Biochemistry I** *5 units, 55 hours*

Biochemistry I covers carbohydrates, lipids, nucleic acids, amino acids, proteins, enzymes, and enzyme kinetics. Physiological aspects of the living organism are emphasized. Prerequisite: PHYS-115



**CHEM-133 Biochemistry II**

5 units, 55 hours

Biochemistry II deals with the metabolic processes, electron transport, oxidative phosphorylation, and the biosynthesis of nucleic acids and proteins. Included is an introduction to pathological chemistry and physiology, e.g. changes in the blood and urine which reflect abnormal metabolic processes. Prerequisite: CHEM-121

**CHEM-223 Basic Nutrition**

3 units, 33 hours

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

## Department of Physiology and Pathology

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

AT A GLANCE			HOURS	UNITS
	PHYS-115	Cell Physiology	44	4
PHYS-122	Systemic Physiology*	55	5	
PHYS-220	Endocrinology	44	4	
PHYS-622	Systemic Physiology Lab*	22	1	
PATH-120	General Pathology	44	4	
PATH-132	Microbiology*	33	3	
PATH-217	Pathology of Infectious Diseases	44	4	
PATH-218	Pathology of Metabolic Diseases	22	2	
PATH-221	Public Health I	44	4	
PATH-227	Pathology Laboratory	33	2.5	
PATH-315	Bone and Joint Pathodiagnosis	33	3	
PATH-240	Integrative Review of Basic Sciences	22	2	
PATH-438	Toxicology	22	2	
PATH-632	Microbiology Lab*	22	1	
PHPA-131	Neuromuscular Physiopathology I	55	5	
PHPA-212	Neuromuscular Physiopathology II	55	5	
PHPA-213	Gastrointestinal Physiopathology	33	3	
PHPA-224	Cardiovascular Physiopathology	55	5	
PHPA-225	Renal-Pulmonary Physiopathology	44	4	
PHPA-337	Reproductive Physiopathology	33	3	

**PHYS-115 Cell Physiology**

4 units, 44 hours

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

**PHYS-122 Systemic Physiology\***

5 units, 55 hours

This course investigates the functioning of the human body at the cellular, organ, and system levels. The role of the major physiological systems in maintaining homeostasis will be studied. Prerequisite: PHYS-115.

**PHYS-220 Endocrinology**

4 units, 44 hours

This course is a comprehensive study of the endocrine system. The role of the endocrine system in maintaining homeostasis and the relationship of the nervous system to the endocrine system are explored. Also, the pathological diseases and diagnostic procedures associated with endocrine imbalance are investigated. Prerequisites: PHYS-122, PHPA-212

**PHYS-622 Systemic Physiology Lab\*** *1 unit, 22 hours*

The role of the major physiological systems in maintaining homeostasis will be studied. The laboratory involves an introduction to instrumentation (such as EEGs, EMGs, ECGs, and Spirometry) used to measure and study physiological parameters. Students are introduced to methods of collection and analysis of data, and the preparation of laboratory reports. Prerequisite: PHYS115

**PATH-120 General Pathology** *4 units, 44 hours*

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

**PATH-132 Microbiology\*** *3 units, 33 hours*

This course compares the characteristics of eucaryotic microbes, procaryotic microbes, and viruses. Microbial growth and reproduction are studied as well as the role of various agents in the control of growth. The relationship between virulence of the parasite and resistance of the host is stressed as a paramount factor in the process of infectious disease. The immunological response of the host to the presence of microbes is also studied. Prerequisites: CHEM-121, PATH-120

**PATH-217 Pathology of Infectious Diseases** *4 units, 44 hours*

This course includes a study of infectious diseases. Attention is given to nomenclature, classification, pathology of diseases involving parasites, bacteria, viruses, and fungi. Prerequisites: CHEM-133, PATH-132

**PATH-221 Public Health I** *4 units, 44 hours*

Aspects of community health, organization, and function including principles of disease control and prevention will be covered in this course. Prerequisite: PATH-217

**PATH-227 Pathology Laboratory** *2.5 units, 33 hours*

The students are provided an opportunity to visualize the gross and microscopic anatomical nature of the pathological conditions which have been explained in the combined physiopath course series. Prerequisites: ANAT-219, PATH-120, PHPA-212, PHPA-225

**PATH-240 Integrative Review of Basic Sciences** *2 units, 22 hours*

This course is designed to review, integrate, and expand upon subject matter the student has been exposed to in the previous quarters. It is specifically geared toward the expectations of National Boards Part I. Completion or concurrent enrollment through Soph. 1 Basic Sciences curriculum. It is strongly recommended that students have enrollment in Part I National Boards.

**PATH-315 Bone and Joint Pathodiagnosis** *3 units, 33 hours*

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

**PATH-438 Toxicology** *2 units, 22 hours*

This course covers substances which may, under certain circumstances, act as poisons. Included in the coverage are industrial, laboratory and agricultural chemicals, and drugs. Prerequisites: CHEM-223, PATH-227

**PATH-632 Microbiology Lab\*** *1 unit, 22 hours*

The laboratory introduces students to aseptic technique and the application of such procedures to the chiropractic clinic and practice. Students will also learn some of the procedures used to characterize and study microorganisms. Prerequisites: CHEM-121, PATH-120

**PHPA-131 Neuromuscular Physiopathology I** *5 units, 55 hours*

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

**PHPA-212 Neuromuscular Physiopathology II** *5 units, 55 hours*

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

**PHPA-213 Gastrointestinal Physiopathology** *3 units, 33 hours*

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

**PHPA-224 Cardiovascular Physiopathology** *5 units, 55 hours*

The normal parameters and physiological processes of the cardiovascular system are discussed with the associated pathological conditions used to further the understanding of the norms. The student will become familiar with interpreting graphs and other expressions relating information about the cardiovascular system. Emphasis is placed on how the various pathologies can be recognized by the chiropractor. Overall, an analytical, diagnostic thought process is encouraged. Prerequisites: ANAT- 219, PHYS-122

**PHPA-225 Renal-Pulmonary Physiopathology** *4 units, 44 hours*

This course explores the functions of urinary and respiratory systems and their interrelationship with a variety of body systems and with each other. Pathologies such as emphysema, asthma, uremia and acidosis are thoroughly explored. Prerequisites: ANAT-219, PHYS-122

**PHPA-337 Reproductive Physiopathology** *3 units, 33 hours*

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

## Department of Chiropractic Philosophy and Principles

AT A GLANCE			HOURS	UNITS
	CCP-106	Chiropractic History	22	2
CPP-113	Intro to Business	22	2	
CPP-117	Principles of Chiropractic Philosophy and History	22	2	
CPP-118	Spinal Anatomy I (with lab)	66	4.5	
CPP-127	Introduction to Research Methodology	22	2	
CPP-215	Perspectives of Chiropractic Philosophy	22	2	
CPP-229	Fundamentals of Business	22	2	
CPP-234	Scientific Basis of Chiropractic and the Subluxation Complex	44	4	
CPP-235	Chiropractic Clinical Research Methodology	22	2	
CPP-302	Insurance Procedures	22	2	
CPP-328	Communication of Chiropractic Philosophy	22	2	
CPP-338	Applied Philosophy	22	2	
CPP-425	Ethics and Jurisprudence	22	2	
CPP-329	Basics of Business Plan Development	22	2	
CPP-433	Public Health II	44	4	
CPP-434	Chiropractic Philosophy in Practice	22	2	
CPP-437	Office Procedures and Management	55	5	
CPP-444	Leadership and Sustainability	22	2	
CPP-500	Seminar	11	1	

**CPP-106 Chiropractic History** *2 units, 22 hours*

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

**CPP-113 Introduction to Business** *2 units, 22 hours*

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

**CPP-117 Principles of Chiropractic Philosophy** *2 units, 22 hours*

This course offers an introduction to the chiropractic profession. Each student develops preliminary ideas on a wide range of issues facing the profession in response to lectures, discussions, and reading. Topics covered include traditional chiropractic philosophy; ethical, economic, and political issues; history of the profession; an introduction to the range of chiropractic techniques; and the personal qualities required of an excellent chiropractor.

**CPP-118 Spinal Anatomy I (with lab)** *4.5 units, 66 hours*

This course is a study of the spine, its bones, joints, ligaments, and muscles; and its relationship with and relation to the neurovascular elements involved. Emphasis is given to a chiropractic perspective on these details. Lab includes work with dry bones, charts and posters, x-ray anatomy, and cadaver prosections.

**CPP-127 Introduction to Research Methodology** *2 units, 22 hours*

This course introduces students to a research perspective for chiropractic. Emphasis is placed on the importance of research for the growth of the profession, advancement of its ideals, as well as validation and development of chiropractic techniques. Use of electronic literature databases, scientific evaluation of diagnostic tests, and evaluation of study designs is also covered. By the end of the course, students will understand the scientific method of research, basic biostatistics, and the use of evidence-based outcome measures.

**CPP-215 Perspectives of Chiropractic Philosophy** *2 units, 22 hours*

This course investigates the evolution of the chiropractic paradigm. Principles discussed include etiologies of subluxation, the general effects of the adjustment, report of findings, and wellness as it relates to chiropractic. Prerequisite: CPP-117

**CPP-229 Fundamentals of Business** *2 unit, 22 hours*

This course will explain the basics of starting your own business. This is designed to give the student the necessary tools to start and run his/her business. During this class the student is required to complete practical assignments.

**CPP-234 Scientific Basis of Chiropractic and the Subluxation Complex** *4 units, 44 hours*

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

**CPP-235 Chiropractic Clinical Research Methodology** *2 units, 22 hours*

This course is designed with a two-fold emphasis: first, it is intended to give the student an appreciation of chiropractic research and theories of subluxation. Secondly, this course is intended to give the student hands-on experience writing a case study report. Consideration of research methods, statistical procedures, and elements of research design will be integrated into the content of the course. Prerequisite: CPP-127

**CPP-302 Insurance Procedures** *2 units, 22 hours*

This course provides the student with practical information concerning accident and industrial injury cases. It will address the practical aspects of patient interview, diagnosis, prognosis, treatment planning and fees. Prerequisite: HC-332

**CPP-328 Communication of Chiropractic Philosophy** *2 units, 22 hours*

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

**CPP-338 Applied Philosophy** *2 units, 22 hours*

This course focuses on issues faced by interns beginning to care for chiropractic outpatients. The class takes an in-depth look at the concept of subluxation, the effects of the adjustment, and wellness from a chiropractic perspective. Prerequisite: CPP-215

- CPP-425 Ethics and Jurisprudence** *2 units, 22 hours*  
This course introduces the student to California law as it relates to the practice of chiropractic; to the responsibilities of the parties in the doctor-patient relationship; to ethical issues encountered in the practice of chiropractic; and to the legal aspects of diagnosis and referral. Emphasis is placed on thoroughness of clinical procedures, complete record-keeping, and maintenance of high ethical standards. Prerequisite: HC-321
- CPP-329 Basics of Business Plan Development** *2 units, 22 hours*  
This is an application-oriented course. The basic principles of developing a business plan will be covered through readings, lectures, guest speakers and class activities. The student's ability to apply these principles will be evaluated through written assignments, oral presentations and the development of an individual business plan for a chiropractic practice.
- CPP-433 Public Health II** *4 units, 44 hours*  
This course is designed to make the student aware of the role they will play in community health care. Professional responsibilities to the community in and outside the office or practice mode are also stressed. Major current health and social issues confronting chiropractic will be discussed. The student will be encouraged to develop goals of appropriate diagnosis and referral. The role of the chiropractor as an educator in the area of public health will be developed and stressed. Prerequisites: CPP-328
- CPP-434 Chiropractic Philosophy in Practice** *2 units, 22 hours*  
This is an interactive, process-oriented course in which students draw from their clinical experience and concepts from previous philosophy classes. Emphasis is upon practical application of philosophy and transition from the role of student to the role of doctor. Prerequisite: CPP-328
- CPP-437 Office Procedures and Management** *5 units, 55 hours*  
This course deals with the establishment and maintenance of a successful chiropractic practice. The practical aspects of bank proposals, developing patient record systems, front office operations, insurance billing procedures, public relations, guidelines for promotions, and day-to-day patient management procedures will be presented. The course will introduce the student to basic office procedures including front desk organization, bookkeeping methods, accounting procedures, patient flow, and record keeping. Through class lecture, experiential class time, and guest presentations, the student will be exposed to the concepts of practice management, success principles, and staying-on purpose. Prerequisite: HC-332
- CPP-444 Leadership and Sustainability** *2 units, 22 hours*  
This course is designed to give students an overview of the concept of sustainability, climate change, ethics in society, business and healthcare, and is an introduction to contemporary ideas of leadership - theory and practice.
- CPP-500 Seminar** *1 unit, 11 hours*  
The purpose of the seminar program is to provide insight into the chiropractic profession as a whole. Many subjects are explored, from chiropractic science, philosophy, and practice to public health issues, politics, and ethics.

# Department of Technique and Analysis

		HOURS	UNITS	
AT A GLANCE	TECH-116	Palpation I (with lab)	22 1	
	TECH-082	Chiropractic Biophysics	22 2	
	TECH-083	Technique Survey	22 2	
	TECH-123	Exam Procedures	33 2	
	TECH-124	Palpation II (with lab)	33 2	
	TECH-129	Motion Palpation	22 1	
	TECH-130	Diversified Technique I (with lab)	55 3	
	TECH-211	Gonstead A (with lab)	55 3.5	
	TECH 216	Biomechanics of the Spine	55 5	
	TECH-222	Gonstead B (with lab)	55 3.5	
	TECH-233	Toggle (with lab)	33 2	
	TECH-238	Diversified Technique II (with lab)	22 1	
	TECH-325	Integrated Drop-Table Techniques (with lab)	33 2	
	TECH-333	Diagnosis and Management of Spinal Disorders	55 5	
	TECH-336	Extremity Adjusting (with lab)	33 2	
	TECH-339	Extremity Soft Tissue Management	33 3	
	TECHNIQUE ELECTIVES:			
	TECH-180	Advanced NUCCA	30 2.5	
	TECH-181	Advanced Blair	30 2.5	
	TECH-182	Advanced Biophysics	30 2.5	
TECH-183	Advanced Knee / Chest	30 2.5		
TECH-184	Advanced Orthogonal	30 2.5		
TECH-185	Advanced Activator	30 2.5		
TECH-186	Advanced SOT	30 2.5		
TECH-187	Advanced Extremity Adjusting/Sports Injuries Management	33 2.5		
TECH-190	Advanced Gonstead	30 2.5		

**TECH-116 Palpation I (lab)** *1 unit, 22 hours*

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

**TECH-082 Chiropractic Biophysics** *2 units, 22 hours*

Chiropractic Biophysics (CBP) is a full spine and pelvic corrective/rehabilitative procedure having a firm foundation in the sciences of mechanics and physics. CBP Technique integrates Drop Table, Diversified, Toggle, instrument-assisted postural mirror image adjusting, mirror image exercises, and mirror image traction to restore normal spinal mechanics. Analytical procedures include visualization, postural analysis and x-ray analysis. Prerequisite: TECH-130

**TECH-083 Technique Survey** *2 units, 22 hours*

This course will review all 12 core techniques taught at LCCW. Descriptions will include the history, definitions of the techniques, diagnostic/analytic procedures, treatment and adjustive procedures associated with each technique.

**TECH-123 Exam Procedures** *2 units, 33 hours*

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

- TECH-124 Palpation II (lab)** *2 units, 33 hours*  
This course is an introduction to the use of palpation, both static and motion, in obtaining a listing. Several named systems are introduced from the perspectives of techniques taught at Life West. Emphasis is placed on the upper cervical complex. Prerequisite: TECH-116
- TECH-129 Motion Palpation** *1 unit, 22 hours*  
This course is an introduction to end-play motion palpation as a system to analyze joint integrity. Major emphasis is on the spinal articulations. Extremity joint motion is also introduced. Prerequisites: TECH-123
- TECH-130 Diversified Technique I (with lab)** *3 units, 55 hours*  
This course is an introduction to Diversified techniques, including moves for adjusting the following areas: cervical, thoracic, lumbar, and pelvic. Prerequisites: TECH-129, CPP-118
- TECH-211 Gonstead A (with lab)** *3.5 units, 55 hours*  
This course represents the initial exposure to the Gonstead Technique. Specifically, the course will cover location, correction, and management of pelvic, sacral, coccyx and lumbar subluxations. All of the Gonstead system will be utilized including visualization, palpation, instrumentation, x-ray analysis, adjustive procedures, and patient management. Prerequisite: TECH-130, TECH-216
- TECH-216 Biomechanics of the Spine** *5 units, 55 hours*  
This course focuses on the spine and how it works as a functional biomechanical unit. The individual joints of the spine are studied, as well as basic principles of biomechanics and kinesiology. Prerequisite: CPP-118
- TECH-222 Gonstead B (with lab)** *3.5 units, 55 hours*  
This course is a continuation of Gonstead Technique with an emphasis on practical application of knee-chest table and cervical chair adjusting. The student chiropractor will learn to demonstrate competency in all aspects of the Gonstead procedure and analysis. Prerequisite: TECH-130, TECH-216
- TECH-233 Toggle (with lab)** *2 units, 33 hours*  
This course introduces the biomechanics, instrumentation, and x-ray analysis of the upper cervical region along with the Upper Cervical Specific Adjustment Technique (Toggle- Recoil). Palpation and leg check skills are further developed for the upper cervical region. The philosophical context of the specific atlas subluxation complex is explored. Prerequisites: TECH-129, TECH-216
- TECH-238 Diversified Technique II (with lab)** *1 unit, 22 hours*  
This course develops hands-on skills in Full Spine General Diversified Techniques. Emphasis will be on actual patient adjusting, incorporating previously learned methods. Special attention will be given to the introduction of Diversified Cervical Chair moves and side posture lumbar and pelvic moves. Prerequisites: TECH-129, TECH-130
- TECH-325 Integrated Drop-Table Techniques (with lab)** *2 units, 33 hours*  
Several major methods utilizing specific drop table adjusting are explored, with emphasis on Thompson, Harrison Biophysics, Pierce-Stillwagon, Diversified, and others. Implications of the Derefield leg check are addressed. Prerequisite: TECH-130
- TECH-333 Diagnosis and Management of Spinal Disorders** *5 units, 55 hours*  
This course will address the pathophysiology, diagnosis, and management of orthopedic spinal disorders. The course begins with a review of the clinical histology and pathophysiology of skin, muscle, connective tissue, and nerves. The orthopedic examination will be reviewed, and radiographic manifestations of soft tissue disorders will be discussed. The information from history, physical examination, and radiographic examinations will be integrated to arrive at a diagnosis. Treatment methods designed to rationally alter the involved pathophysiological process will be discussed. Prerequisite: DIAG-226, DIAG-239, DIAG-317
- TECH-336 Extremity Adjusting (with lab)** *2 units, 33 hours*  
This course covers various aspects of extremity adjusting with an emphasis on short lever adjusting and the Gonstead system of analysis. Supportive case management and follow-up procedures are included. Prerequisites: TECH130, TECH-222, DIAG-327

**TECH-339 Extremity Soft Tissue Management** *3 units, 33 hours*

This course is designed to further the student's understanding of the analysis, diagnosis, and treatment of soft tissue injuries of the extremities. Emphasis is placed on the student's understanding of the mechanism of injury and the patient's pathophysiological state upon presentation. This will assure specifically designed treatment and rehabilitation programs. Special attention is directed toward specific sports injuries. Prerequisite: DIAG-327

## Technique Electives

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

**TECH-180 NUCCA Advanced** *2.5 units 30 hours*

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

**TECH-181 Blair Advanced** *2.5 units 30 hours*

This course will cover the theory of asymmetry of the cervical spine, atlas and axis motion and misalignment. Prerequisites: TECH-080

**TECH-182 Biophysics Advanced** *2.5 units 30 hours*

This course integrates Drop Table, Diversified, Toggle, Instrument Assisted Postural Mirror Image adjusting, exercises and traction to restore normal spinal mechanics. Prerequisites: TECH-082

**TECH-183 Knee Chest Advanced** *2.5 units 30 hours*

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

**TECH-184 Advanced Orthogonal** *2.5 units 30 hours*

In this hands-on class, students will learn all aspects of applying Atlas Orthogonality in patient care. X-ray positioning, x-ray analysis, scanning palpation, leg check, and atlas orthogonal adjusting procedures will be covered. Prerequisites: TECH-081

**TECH-185 Activator Advanced** *2.5 units 30 hours*

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

**TECH-186 SOT Advanced** *2.5 units 30 hours*

This course consists of the analysis and diagnosis of spinal musculoskeletal disorders according to the Sacro-Occipital Technique, and covers the categorization of subluxations and their specific corrections. Prerequisites: TECH-081

**TECH-187 Advanced Extremity Adjusting/Sport Injuries Management** *2.5 units 30 hours*

This course is an advanced and comprehensive elective. Students who wish to take this course should have a working knowledge of beginning extremity adjusting and have been practicing it in the Health Center. They will be required to review DVD and written assessment/adjusting information PRIOR to laboratory participation. There will be written and practical examinations. There will be research assignments (article collection) on selected topics to be shared with the class. A lab fee will be assessed for the taping section of the elective. A mid-term will be given at the end of each module for assessment of student's knowledge of the material.



**TECH-190 Gonstead Advanced***2.5 units 30 hours*

This course gives the student a more advanced understanding of the Gonstead technique in a clinical setting. Emphasis is placed on history and physical examination, x-ray analysis, special testing, diagnosis, patient management, cross-disciplinary referral, and full spine Gonstead Adjustive Technique.

## Health Center Advising Program

AT A GLANCE			HOURS	UNITS	
	HC-310	Student Clinic I	22	2	
	HC-321	Student Clinic II	52	2	
	HC-332	Clinic I	132	3	
	HC-413	Clinic II	132	4	
	HC-424	Clinic III	132	4	
	HC-435	Clinic IV	132	3	
	HC-431	Health Center Directed Studies	33	3	
	CLINIC ELECTIVES				
	HC-889	Undergraduate Preceptorship		1	
HC-890	Graduate Preceptorship		1		

**HC 310 Student Clinic I***12 units 22 hours*

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

**HC 321 Student Clinic II***2 units 52 hours*

There is continued instruction in the application of policy, procedure and proper patient protocol. This is the student's first opportunity to assume the responsibility of caring for student patients other than their reciprocal. Pre-requisite: HC 310. Co-requisite: 1 unit Entrance Examination HC 501 (Health Center entrance requirements available from the Registrar's office.)

**HC 332 Clinic I***3 units 132 hours*

Through individual and group meetings with their Practice Advisor, students are instructed in case management skills, practice building opportunities and patient education. Under direct supervision of their Practice Advisor, the student begins caring for public outpatients and continues care of student patients. Prerequisite: HC-321

**HC 413 Clinic II***4 units 132 hours*

Through individual and group meetings with their Practice Advisor, students are instructed in case management skills, practice building opportunities and patient education. Under direct supervision of their Practice Advisor, the student continues to care for both outpatients and student patients. Prerequisite: HC-332

**HC 424 Clinic III***4 units 132 hours*

Through individual and group meetings with their Practice Advisor, students are instructed in case management skills, practice building opportunities and patient education. Under direct supervision of their Practice Advisor, the student continues to care for both outpatients and student patients. Prerequisite: HC-413

**HC 435 Clinic IV***3 units 132 hours*

Through individual and group meetings with their Practice Advisor, students are instructed in case management skills, practice building opportunities and patient education. Under direct supervision of their Practice Advisor, the student continues to care for both outpatients and student patients. Prerequisite: HC-424

**HC 431 Health Center Directed Studies** 3 units 33 hours

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

## Health Center Electives

**HC-889 Undergraduate Preceptorship** 1 unit

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

**HC-890 Graduate Preceptorship** 1 unit

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

## Department of Diagnosis

			HOURS	UNITS
<b>AT A GLANCE</b>	DIAG-226	Case History and Principles of Diagnosis	44	4
	DIAG-236	Exam: Thorax and Abdomen (with lab)	55	4
	DIAG-237	Neurologic Exam	33	3
	DIAG-239	Spinal Orthopedic Exam with Lab	33	2.5
	DIAG-316	Exam: Eyes, Ears, Nose and Throat (with lab)	55	4
	DIAG-317	Correlative Diagnostic Exam Procedures (with lab)	55	4
	DIAG-323	Obstetrics	22	2
	DIAG-327	Biomechanics and Examination of the Extremities (with lab)	55	4
	DIAG-331	Psychiatry	44	4
	DIAG-340	Neurologic Diagnosis	33	3
	DIAG-408	Differential Diagnosis A	33	3
	DIAG-409	Differential Diagnosis B	22	2
	DIAG-412	Cardiovascular-Pulmonary Diagnosis	44	4
	DIAG-415	Geriatrics	44	4
	DIAG-416	Neuromusculoskeletal Diagnosis and Management	33	3
	DIAG-420	Gastrointestinal-Genitourinary Diagnosis	44	4
	DIAG-423	Gynecology	22	2
	DIAG-426	Pediatrics and Febrile Disorders	55	5
DIAG-737	Neurologic Exam Lab	11	.5	
DIAGNOSIS ELECTIVES				
DIAG-901	Specialty Exam Completions			

**DIAG-226 Case History and Principles of Diagnosis** 4 units, 44 hours

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

**DIAG-236 Exam: Thorax and Abdomen (with lab)** 4 units, 55 hours

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

- DIAG-237      Neurologic Examination** *3 units, 33 hours*  
This course covers the examination procedures used to evaluate nervous system function, differentiation of normal and abnormal exam results, and localization of lesions. Prerequisite: PHPA-212, DIAG-239
- DIAG-239      Spinal Orthopedic Examination (with lab)** *2.5 units, 33 hours*  
This course is the first of a two-part series in orthopedic examination with emphasis on orthopedic examination of the spine. The orthopedic examinations for the cervical spine, thoracic outlet, lumbar spine, and sacroiliac regions will be covered in detail. Prerequisite: TECH-216
- DIAG-316      Exam: Eyes, Ears, Nose, and Throat (with lab)** *4 units, 55 hours*  
The focus of this course is on gaining the understanding and skills needed to evaluate the skin, nails, head, neck, eyes, ears, nose, mouth, and throat. The last part of the course is devoted to integration of a thorough physical examination utilizing the understanding and skills gained from all of the physical diagnosis courses. Prerequisite: ACS-346
- DIAG-317      Correlative Diagnostic Exam Procedures (with lab)** *4 units, 55 hours*  
This course has been designed to correlate and review useful information received in previous courses and to integrate supportive new material that will prepare the student for the development of their clinical and professional skills and obligations. Prerequisites: TECH-129, DIAG-237, TECH-216
- DIAG-323      Obstetrics** *2 units, 22 hours*  
Prenatal care, childbirth, and postpartum care are studied. The emphasis is on the clinical presentation of common obstetrical disorders, their clinical pathophysiology, diagnosis, prognosis, and medical and chiropractic management. The student will learn to recognize those conditions outside the scope of chiropractic for referral to other health care practitioners. Prerequisite: PHPA-337, TECH-216
- DIAG-327      Biomechanics and Examination of the Extremities (with lab)** *4 units, 55 hours*  
This course is designed to instruct the student in extremity biomechanics, extremity physical examination procedures, and extremity orthopedic testing procedures. The student will learn the basic biomechanics of the extremities; the relationship of lower extremity biomechanics to the spine and pelvis; the relationship of abnormal biomechanics to injury; the performance and interpretation of standard orthopedic tests of the extremities; and the recognition and diagnosis of the major pathological conditions affecting the extremities. Prerequisite: ANAT-126, DIAG-239
- DIAG-331      Psychiatry** *4 units, 44 hours*  
This course is designed to make the chiropractic student aware of the significance of the psychological status of their patients; to present the student with a basis for evaluating the need to refer patients to mental health professionals; to help the student develop rapport and communication techniques; and to familiarize the student with the principles of stress and psychosomatic disease as they relate to patients and to the health care professionals themselves. Prerequisite: DIAG-226, DIAG-340, clinic enrollment
- DIAG-340      Neurologic Diagnosis** *3 units, 33 hours*  
This course is an expansion of the neurologic examination and diagnosis begun in DIAG-237, Neurologic Examination. The course begins with a review of the neurologic examination. Examination findings in spinal and peripheral nerve involvements will be reviewed, compared, and contrasted so that the student will be able to differentiate these conditions to institute appropriate care or referral. Common patterns of sensory, motor, and reflex deficits in peripheral nerve, spinal nerve, spinal cord, brain stem, and higher centers will be covered. Prerequisite: DIAG-237
- DIAG-408      Differential Diagnosis A** *3 units, 33 hours*  
This course will enable the student to identify the most classic presentations of musculoskeletal complaints seen in the chiropractic office. The student will further differentiate these complaints from other diseases when given a case history, physical examination information, radiological studies, and laboratory test results. The student will establish a prognosis, determine the chiropractic management, and recognize those conditions outside the scope of chiropractic for referral to other health care practitioners. Prerequisite: DIAG-226, DIAG-326, DIAG-327, DIAG-340, DIAG-317

**DIAG-409 Differential Diagnosis B***2 units, 22 hours*

This course is a continuation of DIAG-408, with an emphasis on differentiating neurological complaints; general concerns such as fatigue, weight loss, and fever; and selected systems such as gastrointestinal genitourinary, cardiovascular, pulmonary and special conditions. The student will recognize those conditions outside the scope of chiropractic for referral to other health care practitioners. Prerequisite: DIAG-408, DIAG-416, DIAG-412, DIAG-420, DIAG-415, ACS-208

**DIAG-412 Cardiovascular-Pulmonary Diagnosis***4 units, 44 hours*

This course is designed to expand the student's understanding of cardiovascular-pulmonary pathophysiologies, and emphasizes their clinical presentations. Standard diagnostic, chiropractic, and allopathic approaches are studied. Radiologic evaluation of the respiratory and cardiovascular systems are studied and correlated with other significant clinical data. The student will be able to recognize conditions outside the scope of chiropractic for referral to other health care practitioners. Prerequisite: DIAG-226, DIAG-236, DIAG-326, ACS-313

**DIAG-415 Geriatrics***4 units, 44 hours*

This course begins with a survey of the aging process. Consideration is given to case history, examination, health problems, and preventive health care of the geriatric patient. The student will study the diseases and disorders prevalent in this group and their treatment by chiropractic and allopathy. Nutritional, psychological, ergonomic, as well as social and economic problems of the elderly are studied. The effects of aging and the chronic degenerative processes on the neuromusculoskeletal system are studied. Prerequisite: DIAG-327, DIAG-420, DIAG-346, DIAG-412, ACS-324, ACS-335

**DIAG-416 Neuromusculoskeletal Diagnosis and Management***3 units, 33 hours*

This course is designed as a synthesis class concerning neuromusculoskeletal diagnosis and management. The course will serve to review and integrate knowledge and skills previously covered in the curriculum. Selected topics will be chosen from among the common clinical conditions affecting the cervical spine, lumbar spine, pelvis, and extremities. Prerequisite: DIAG-339, DIAG-317, TECH-336, TECH-318, TECH-325, TECH-238, TECH 222

**DIAG-420 Gastrointestinal-Genitourinary Diagnosis***4 units, 44 hours*

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

**DIAG-423 Gynecology***2 units, 22 hours*

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

**DIAG-426 Pediatrics and Febrile Disorders***5 units, 55 hours*

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

**DIAG-737 Neurologic Exam Lab***.5 units, 11 hours*

This lab course covers the examination procedures used to evaluate nervous system function, differentiation of normal and abnormal exam results and localization of lesions.

## Diagnosis Electives

### DIAG-901 Specialty Exam Completions

1 unit

This course is designed for the transfer student. It provides the clinical and practical information specific to the gynecological and proctologic examinations needed for licensure in some states.

## Department of Associated Clinical Sciences

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

AT A GLANCE			HOURS	UNITS
	ACS-208	Radiology Review	22	2
	ACS-231	Physics of Diagnostic Radiology	33	3
	ACS-232	Emergency Care	33	3
	ACS-311	Physiotherapy II*	44	4
	ACS-312	Radiographic Positioning (with lab)	33	2
	ACS-313	Radiology I*	44	4
	ACS-320	Applied Nutrition	22	2
	ACS-322	Physiotherapy I*	33	3
	ACS-324	Radiology III (with lab)	55	4
	ACS-335	Radiology II (with lab)	55	4
	ACS-345	Clinical Laboratory Diagnosis A (with lab)	44	3.5
	ACS-346	Clinical Laboratory Diagnosis B (with lab)	44	3.5
	ACS-407	Practical Radiology	33	3
	ACS-811	Physiotherapy II Lab*	11	0.5
	ACS-813	Radiology I Lab*	22	1
	ACS-822	Physiotherapy I Lab*	22	1
ASSOCIATED CLINICAL SCIENCES ELECTIVES				
ACS-887	Supplemental Physiotherapy Applications	40	3.5	
ACS-188	Wellness in the workplace through applied ergonomics	22	2	
ACS-084	Network Spinal Analysis	30	2.5	

### ACS-208 Radiology Review

2 units, 22 hours

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

### ACS-231 Physics of Diagnostic Radiology

3 units, 33 hours

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

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

3 units, 33 hours

The goal of this course is to allow the student doctor of chiropractic to gain the knowledge, perception, and confidence to handle health emergencies wherever they may occur: in the office, on the street, and in the home. The following topics will be covered in detail: patient assessment, CPR, medical, traumatic and environmental emergencies and first aid. Prerequisites: ANAT-219, ANAT-128, PHYS-122, PATH-221

### ACS-311 Physiotherapy II \*

4 units, 44 hours

This course includes theory, principles, and use of standard recognized physiotherapy equipment. The course is designed to allow the student to develop a working knowledge of the physics and functions of the commonly employed therapeutic modalities, e.g. cryotherapy, heat, and electrical modalities.

**ACS-312 Radiographic Positioning (with lab)** *2 units, 33 hours*

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

**ACS-313 Radiology I\*** *4 units, 44 hours*

First in the radiology diagnosis series, this class is designed to acquaint the student with basic radiographic anatomy. The course material covers normal anatomy of the spine and extremities, with a brief introduction to films of the chest and abdomen. Roentgenometrics and common normal variants are discussed with each unit of study. X-ray report writing is introduced. Prerequisites: ANAT111, CP118, PATH315

**48ACS-320 Applied Nutrition** *2 units, 22 hours*

Building on the information learned in Clinical Nutrition this course emphasizes the role of nutrition in practical settings with the emphasis on the role of nutrition in a wellness practice. Prerequisites: CHEM-223

**ACS-322 Physiotherapy I\*** *3 units, 33 hours*

This course focuses on the assessment techniques of postural analysis and muscle testing preliminary to developing an exercise regimen and rehabilitation protocol for a chiropractic management plan. Stretching and strengthening programs, cervical and low back supports, wobble boards, and gym balls will be discussed in relationship to chiropractic rehabilitation. Prerequisites: PHIL-215, PHPA-212

**ACS-324 Radiology III (with lab)** *4 units, 55 hours*

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

**ACS-335 Radiology II (with lab)** *4 units, 55 hours*

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

**ACS-345 Clinical Laboratory Diagnosis A (with lab)** *3.5 units, 44 hours*

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

**ACS-346 Clinical Laboratory Diagnosis B (with lab)** *3.5 units, 44 hours*

This course continues to teach students the proper use of the clinical laboratory within the practice of chiropractic. Emphasis is placed on the integration of clinical chemistry and urology studies with patient history and physical examination. The laboratory section will focus on interpretation of clinical laboratory data, including electrolytes, enzymes, and the end-product of metabolism. Students will understand the results of cholesterol and lipid panels, urinalysis, arthritis panels, and synovial fluid assessment. Prerequisite: PATH227, PHPA213, PHPA224, PHPA225, PHPA337, PATH315, DIAG316, DIAG226, DIAG236

**ACS-407 Practical Radiology** *3 unit, 33 hours*

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

**ACS-811 Physiotherapy II Lab\*** *.5 units, 11 hours*

Students will develop a practical understanding of the theory, principles, and use of standard recognized physiotherapy equipment. The lab allows students to develop a working knowledge of the physics and functions of the commonly employed therapeutic modalities through hands-on practice.

**ACS-813 Radiology I Lab \*** *1 unit, 22 hours*

Students in this lab practice reading and interpreting x-rays that were introduced in lecture. X-ray reports are written for cases provided by the instructor. Prerequisites: ANAT-611, CPP-118, ACS-231, PATH-315

**ACS-822      Physiotherapy I Lab\****1 unit, 22 hours*

This lab focuses on the assessment techniques of postural analysis and muscle testing preliminary to developing an exercise regimen and rehabilitation protocol for a chiropractic management plan. Stretching and strengthening programs, cervical and low back supports, wobble boards and gym balls will be discussed in relationship to chiropractic rehabilitation.

## Associated Clinical Sciences Electives

**ACS-084      Network Spinal Analysis Basic Care***2.5 units, 30 hours*

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

**ACS-887      Supplemental Physiotherapy Applications***3.5 units, 40 hours*

This course is designed to build upon the knowledge gained from the PT1 and PT2 courses related to the indications, contraindications and application of various forms of physiotherapy modalities and rehabilitative techniques.

**ACS-188      Wellness in the Workplace Through Applied Ergonomics**

This course focuses on the principles and practices of ergonomic safety management, as it relates to the doctors' role of providing the most reasonable accommodation strategies for their patients/clients in terms of preventative management of musculoskeletal disorders. Basic aspects of worksite epidemiologic surveillance and the early recognition of risk factors or exposures will be given, as well as the analysis and research of all relevant data collected and the development of intervention strategies, such as training, ordering furniture and accessories, ergonomic design/redesign issues. Prerequisites: ANAT-111, CPP-127, ANAT-126, ANAT-138, ANAT-219, TECH-216

## Directed Studies

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

## Academic Program Schedule Options

Life Chiropractic College West offers two scheduling options that allow students to complete the curriculum in 12 or 14 quarters. Students whose schedules are modified are termed Special Schedule.

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

Qualifying for the 12 quarter (accelerated)

With bachelor degree in Health or Human Science:

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

If no bachelor degree in Health or Human Science:

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

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

## Example of the 12-Quarter Accelerated Program

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

FRESHMAN 1			HOURS	UNITS
	CPP-106	Chiropractic History	11	1
	ANAT-110	Systemic Histology	55	5
	ANAT-610	Systemic Histology Lab	22	1
	ANAT-111	Skeletal Anatomy	22	2
	ANAT-611	Skeletal Anatomy Lab	33	1.5
	TECH-116	Palpation I (with lab)	22	1
	CPP-118	Spinal Anatomy I (with lab)	66	4.5
	CPP-117	Chiropractic Philosophy & Principles I	22	2
	ANAT-114	Peripheral Neuroanatomy	44	4
	PHYS-115	Cell Physiology	44	4
CPP-500	Seminar	11	1	
TOTALS		352	27	

FRESHMAN 2			HOURS	UNITS
	CCP-113	Intro to Business	22	2
	ANAT-125	Embryology	33	3
	ANAT-126	Regional Anatomy I	33	3
	ANAT-626	Regional Anatomy I Lab	33	1.5
	TECH-124	Palpation II (with lab)	33	2
	TECH-129	Motion Palpation	22	1
	CHEM-121	Biochemistry I	55	5
	CPP-127	Introduction to Research Methodology	22	2
	ANAT-128	Spinal Anatomy II (with lab)	22	1.5
	PATH-120	General Pathology	44	4
	PHYS-122	Systemic Physiology	55	5
	PHYS-622	Systemic Physiology Lab	22	1
CPP-500	Seminar	11	1	
TOTALS		407	32	

FRESHMAN 3			HOURS	UNITS
	TECH-083	Technique Survey	22	2
	ANAT-137	Central Neuroanatomy	33	3
	ANAT-637	Central Neuroanatomy Lab	11	0.5
	ANAT-138	Regional Anatomy II	44	4
	ANAT-638	Regional Anatomy II Lab	33	1.5
	TECH-233	Toggle (with lab)	33	2
	CHEM-133	Biochemistry II	55	5
	PHPA-131	Neuromuscular Physiopathology I	55	5
	PATH-132	Microbiology	33	3
	PATH-632	Microbiology Lab	22	1
	TECH-130	Diversified Technique I (with lab)	55	3
	CPP-500	Seminar	11	1
	TECH-123	Exam Procedure	33	2
TOTALS		440	33	



**SOPHOMORE 1**

		HOURS	UNITS
ANAT-219	Regional Anatomy III	44	4
ANAT-719	Regional Anatomy III Lab	33	1.5
TECH-216	Biomechanics of the Spine	55	5
PHPA-212	Neuromuscular Physiopathology II	55	5
PHPA-213	Gastrointestinal Physiopathology	33	3
PATH-217	Pathology of Infectious Diseases	44	4
PATH-240	Integrative Review of Basic Sciences	22	2
CPP-215	Perspectives of Chiropractic Philosophy	22	2
TECH-211	Gonstead A (with lab)	55	3.5
TECH-082	Chiropractic Biophysics	22	2
CPP-500	Seminar	11	1
<b>TOTALS</b>		<b>396</b>	<b>33</b>

**SOPHOMORE 2**

		HOURS	UNITS
CHEM-223	Basic Nutrition	33	3
PHPA-224	Cardiovascular Physiopathology	55	5
PATH-221	Public Health I	44	4
PATH-227	Pathology Laboratory (with lab)	33	2.5
PHPA-225	Renal-Pulmonary Physiopathology	44	4
PHYS-220	Endocrinology	44	4
PATH-315	Bone and Joint Pathodiagnosis	33	3
TECH-222	Gonstead B (with lab)	55	3.5
DIAG-239	Spinal Ortho Exam (with lab)	33	2.5
CPP-500	Seminar	11	1
<b>TOTALS</b>		<b>385</b>	<b>32.5</b>

**SOPHOMORE 3**

		HOURS	UNITS
DIAG-327	Biomechanics/Exam Extremities	55	4
TECH-238	Diversified II (with lab)	22	1
PHPA-337	Reproductive Physiopathology	33	3
DIAG-226	Case History	44	4
DIAG-237	Neurologic Exam	33	3
DIAG-737	Neurologic Exam Lab	11	0.5
DIAG-236	Exam: Thorax and Abdomen (with lab)	55	4
ACS-313	Radiology I	44	4
ACS-813	Radiology I Lab	22	1
ACS-322	Physiotherapy I	33	3
ACS-822	Physiotherapy I Lab	22	1
CPP-500	Seminar	11	1
<b>TOTALS</b>		<b>385</b>	<b>29.5</b>

JUNIOR 1			HOURS	UNITS
	ACS-232	Emergency Care	33	3
	TECH-325	Drop-Table (with lab)	33	2
	DIAG-317	Correlative Diagnosis (with lab)	55	4
	DIAG-316	Exam: Eyes, Ears, Nose, and Throat (with lab)	55	4
	ACS-335	Radiology II (with lab)	55	4
	CPP-229	Fundamentals of Business	22	2
	ACS-311	Physiotherapy II	44	4
	ACS-811	Physiotherapy II Lab	11	0.5
	HC-310	Student Clinic I	22	2
CPP-500	Seminar	11	1	
TOTALS		341	26.5	

JUNIOR 2			HOURS	UNITS
	DIAG-340	Neurodiagnosis	33	3
	DIAG-420	Gastrointestinal-Genitourinary Diagnosis	44	4
	DIAG-323	Obstetrics	22	2
	ACS-345	Clinical Laboratory Diagnosis A (with lab)	44	3.5
	ACS-324	Radiology III (with lab)	55	4
	HC-321	Student Clinic II	44	2
	HC-501	Entrance Exam	-	1
	ACS-312	Radiographic Positioning (with lab)	33	2
	ACS-231	Physics of Diagnostic Radiography	33	3
CPP-500	Seminar	11	1	
TOTALS		319	25.5	

JUNIOR 3			HOURS	UNITS
	CPP-338	Applied Philosophy	22	2
	TECH-336	Extremity Adjusting (with lab)	33	2
	TECH-339	Extremity Soft Tissue Management	33	3
	ACS-346	Clinical Laboratory Diagnosis B (with lab)	44	3.5
	DIAG-408	Differential Diagnosis A	33	3
	DIAG-412	Cardiovascular-Pulmonary Diagnosis	44	4
	DIAG-426	Pediatrics and Febrile Disorders	55	5
	ACS-320	Applied Nutrition	22	2
	HC-332	Clinic I	88	3
CPP-500	Seminar	11	1	
TOTALS		385	28.5	

SENIOR 1			HOURS	UNITS
	<i>Many students choose to take their technique elective(s) at this time</i>		33	2.5
	CPP-328	Communication of Chiropractic Philosophy	22	2
	PATH-438	Toxicology	22	2
	DIAG-331	Psychiatry	44	4
	DIAG-416	Neuromusculoskeletal Diagnosis and Management	33	3
	DIAG-415	Geriatrics	44	4
	ACS-208	Radiology Review	22	2
	HC-413	Clinic II	132	4
	HC-502	Clinic Mid-Proficiency Exam	-	1
CPP-234	Subluxation Pathology	44	4	
CPP 329	Basics of Business Plan Development	22	2	
CPP-500	Seminar	11	1	
TOTALS		429	31.5	

SENIOR 2			HOURS	UNITS
	ANAT-422	Clinical Spinal Anatomy	22	2
	CPP-235	Research Methods	22	2
	TECH-333	Spinal Disorders	55	5
	DIAG-423	Gynecology	22	2
	DIAG-409	Differential Diagnosis B	22	2
	CPP-433	Public Health	44	4
	HC-424	Clinic III	162	4
	HC-503	ICE Exam	-	1
	CPP-500	Seminar	11	1
TOTALS		360	23	

SENIOR 3			HOURS	UNITS
	CPP-434	Chiropractic Philosophy in Practice	22	2
	CPP-444	Leadership and Sustainability	22	2
	ACS-407	Practical Radiology	33	3
	HC-435	Clinic IV	140	3
	CPP-437	Office Procedures and Management	55	5
	CPP-302	Insurance Procedures	22	2
	CPP-425	Ethics and Jurisprudence	22	2
	CPP-500	Seminar	11	1
	TOTALS		327	20

## Example of 14-Quarter Program

FRESHMAN A			HOURS	UNITS
	CPP-106	Chiropractic History	11	1
	ANAT-110	Systemic Histology	55	5
	ANAT-610	Systemic Histology Lab	22	1
	ANAT-111	Skeletal Anatomy	22	2
	ANAT-611	Skeletal Anatomy Lab	33	1.5
	TECH-116	Palpation 1 (with lab)	22	1
	CPP-118	Spinal Anatomy 1 (with lab)	66	4.5
	CPP-117	Chiropractic Philosophy & Principles 1	22	2
	PHYS-115	Cell Physiology	44	4
CPP-500	Seminar	11	1	
TOTALS		308	23	

FRESHMAN B			HOUR	UNITS
	ANAT-114	Peripheral Neuroanatomy	44	4
	ANAT-126	Regional Anatomy I	33	3
	ANAT-626	Regional Anatomy I Lab	33	1.5
	TECH-124	Palpation II (with lab)	33	2
	TECH-129	Motion Palpation	22	1
	CPP-113	Intro to Business	22	2
	CPP-127	Introduction to Research Methodology	22	2
	ANAT-128	Spinal Anatomy II (with lab)	22	1.5
	PATH-120	General Pathology	44	4
CPP-500	Seminar	11	1	
TOTALS		286	22	

FRESHMAN C			HOURS	UNITS
	ANAT-125	Embryology	33	3
	ANAT-138	Regional Anatomy II	44	4
	ANAT-638	Regional Anatomy II Lab	33	1.5
	TECH-130	Diversified I (with lab)	55	3
	CHEM-121	Biochemistry I	55	5
	PHYS-122	Systemic Physiology	55	5
	PHYS-622	Systemic Physiology Lab	22	1
	CPP-500	Seminar	11	1
TOTALS		308	23.5	

FRESHMAN D			HOURS	UNITS
	ANAT-137	Central Neuroanatomy	33	3
	ANAT-637	Central Neuroanatomy Lab	11	0.5
	CHEM-133	Biochemistry II	55	5
	PHPA-131	Neuromuscular Physiopathology 1	55	5
	PHPA-213	Gastrointestinal Physiopathology	33	3
	TECH-083	Technique Survey	22	2
	TECH-123	Exam Procedures	33	2
	TECH-233	Toggle (with lab)	33	2
	CPP-500	Seminar	11	1
TOTALS		286	23.5	

<b>SOPHOMORE A</b>			HOURS	UNITS
	ANAT-219	Regional Anatomy III	44	4
	ANAT-719	Regional Anatomy III Lab	33	1.5
	TECH-216	Biomechanics of the Spine	55	5
	PATH-132	Microbiology	33	3
	PATH-632	Microbiology Lab	22	1
	PHPA-212	Neuromuscular Physiopathology II	55	5
	TECH-238	Diversified II (with lab)	22	1
	TECH-082	Chiropractic Biophysics	22	2
	CPP-500	Seminar	11	1
	<b>TOTALS</b>	<b>297</b>	<b>23.5</b>	

<b>SOPHOMORE B</b>			HOURS	UNITS
	CHEM-223	Basic Nutrition	33	3
	PATH-217	Pathology of Infectious Diseases	44	4
	PATH-315	Bone and Joint Pathodiagnosis	33	3
	PHPA-224	Cardiovascular Physiopathology	55	5
	TECH-211	Gonstead A (with lab)	55	3.5
	CPP-215	Perspectives of Chiropractic Philosophy	22	2
	CPP-500	Seminar	11	1
	<b>TOTALS</b>	<b>253</b>	<b>21.5</b>	

<b>SOPHOMORE C</b>			HOURS	UNITS
	PATH-240	Integrative Review of Basic Sciences	22	2
	AG-239	Spinal Ortho Exam (with lab)	33	2.5
	PATH-221	Public Health I	44	4
	PATH-227	Pathology Laboratory (with lab)	33	2.5
	PHPA-225	Renal-Pulmonary Physiopathology	44	4
	PHYS-220	Endocrinology	44	4
	TECH-222	Gonstead B (with lab)	55	3.5
	CPP-500	Seminar	11	1
	<b>TOTALS</b>	<b>286</b>	<b>23.5</b>	

<b>SOPHOMORE D</b>			HOURS	UNITS
	DIAG-327	Biomechanics/Exam Extremities	55	4
	PHPA-337	Reproductive Physiopathology	33	3
	DIAG-226	Case History	44	4
	DIAG-237	Neurologic Exam	44	4
	DIAG-737	Neurologic Exam Lab	11	0.5
	DIAG-236	Exam: Thorax and Abdomen (with lab)	55	4
	ACS-313	Radiology I	44	4
	ACS-813	Radiology I Lab	22	1
	ACS-322	Physiotherapy I	33	3
	ACS-822	Physiotherapy I Lab	22	1
	CPP-500	Seminar	11	1
		<b>TOTALS</b>	<b>374</b>	<b>29.5</b>

## JUNIOR 1

		HOURS	UNITS
ACS-232	Emergency Care	33	3
TECH-325	Drop Table (with lab)	33	2
DIAG-317	Correlative Diagnostic Exam Procedures (with lab)	55	4
DIAG-316	Exam: Eyes, Ears, Nose, and Throat (with lab)	55	4
ACS-335	Radiology II (with lab)	55	4
ACS-311	Physiotherapy II	44	4
ACS-811	Physiotherapy II Lab	11	0.5
CPP-229	Fundamentals of Business	22	2
HC-310	Student Clinic I	22	2
CPP-500	Seminar	11	1
TOTALS		341	26.5

## JUNIOR 2

		HOURS	UNITS
DIAG-340	Neurodiagnosis	33	3
DIAG-420	Gastrointestinal-Genitourinary Diagnosis	44	4
DIAG-323	Obstetrics	22	2
ACS-345	Clinical Laboratory Diagnosis A (with lab)	44	3.5
ACS-324	Radiology III (with lab)	55	4
HC-321	Student Clinic II	44	2
HC-501	Entrance Exam	-	1
ACS-312	Radiographic Positioning (with lab)	33	2
ACS-231	Physics of Diagnostic Radiography	33	3
CPP-500	Seminar	11	1
TOTALS		327	25.5

## JUNIOR 3

		HOURS	UNITS
CPP-338	Applied Philosophy	22	2
TECH-336	Extremity Adjusting (with lab)	33	2
TECH-339	Extremity Soft Tissue Management	33	3
ACS-346	Clinical Laboratory Diagnosis B (with lab)	44	3.5
DIAG-408	Differential Diagnosis A	33	3
DIAG-412	Cardiovascular-Pulmonary Diagnosis	44	4
DIAG-426	Pediatrics and Febrile Disorders	55	5
ACS-320	Applied Nutrition	22	2
HC-332	Clinic I	88	3
CPP-500	Seminar	11	1
TOTALS		385	28.5

		HOURS	UNITS	
		<i>Many students choose to take their technique elective(s) at this time</i>		33
<b>SENIOR 1</b>	CPP-328	Communication of Chiropractic Philosophy	22	2
	DIAG-331	Psychiatry	44	4
	DIAG-416	Neuromusculoskeletal Diagnosis and Management	33	3
	DIAG-415	Geriatrics	44	4
	ACS-208	Radiology Review	22	2
	HC-413	Clinic II	132	4
	HC-502	Clinic Mid-Proficiency Exam	-	1
	CPP-234	Subluxation Pathology	44	4
	CPP-329	Basics of Business Plan Development	22	2
	CPP-500	Seminar	11	1
TOTALS		407	29.5	

		HOURS	UNITS	
		ANAT-422		22
<b>SENIOR 2</b>	CPP-235	Research Methods	22	2
	PATH-438	Toxicology	22	2
	TECH-333	Spinal Disorders	55	5
	DIAG-423	Gynecology	22	2
	DIAG-409	Differential Diagnosis B	22	2
	CPP-433	Public Health II	44	4
	HC-424	Clinic III	162	4
	HC-503	ICE Exam	-	1
	CPP-500	Seminar	11	1
	TOTALS		382	25

		HOURS	UNITS	
		CPP-434		22
<b>SENIOR 3</b>	CPP-444	Leadership and Sustainability	22	2
	ACS-407	Practical Radiology	33	3
	HC-435	Clinic IV	140	3
	CPP-437	Office Procedures	55	5
	CPP-302	Insurance Procedures	22	2
	CPP-425	Ethics and Jurisprudence	22	2
	CPP-444	Sustainability and Leadership	22	2
	CPP-500	Seminar	11	1
	TOTALS		349	22

# Student Life Policies & Procedures

## College-Student Relationships

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

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

## Student Grievance Procedure

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

The procedure for reviewing complaints of the student body allows for the appropriate evaluation of potential violations of applicable federal and state law or official policies and procedures of the College. The following represents a condensed version of the complaint process:

- Before filing a formal grievance under this policy, a student should attempt to resolve the matter informally with the person alleged to have committed the violation, or with the head of the department in which the alleged violation occurred, or both. In cases of alleged sexual harassment, the student may circumvent this process and present the concern directly to the Dean of Students or the College's Complaint Resolution Officer (CRO) and Title IX Officer. (See the sexual harassment policy section of this catalog for details.)



- Formal grievances must be written and signed by the student. Complaints will be accepted by the Dean of Students Office and forwarded to the CRO. The information derived from the complaint will be reviewed and considered for further action. Complaints will be processed in a timely manner.
- The President of the College is advised of filed complaints and is kept informed of all activities relative to the complaint.
- The final disposition of a complaint investigation includes: a) the allegations presented; b) a statement of the applicable law or policy; c) a summary of the factual findings; and d) a conclusion detailing proposed corrective actions, if any.
- Important: Specific restrictions apply to the preceding informal and formal complaint processes. Please refer to the College's comprehensive student grievance procedure on the College's website at [www.lifewest.edu](http://www.lifewest.edu) or contact the CRO for a copy of the grievance procedure and complaint form. The CRO is located in Room 105B and may be reached at (510) 780-4500 x-2061 or [lpino@lifewest.edu](mailto:lpino@lifewest.edu).

## Personal Expression

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

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

## Personal Conduct, Responsibility and Academic Honesty

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

Abusive behavior directed toward a member of the campus community is strictly prohibited. Hazing, a method of initiation into a campus organization or an organized group activity which causes or is likely to cause bodily or emotional harm, is prohibited.

Students are expected to behave respectfully and professionally with faculty, staff and fellow students. Classroom disruptions will not be tolerated. In matters of academic honesty, the College prohibits cheating. Whether spontaneous or planned, an individual act or collaboration, the College finds any and every permutation of cheating unacceptable. This includes but is not limited to:

- Theft or possession of unauthorized tests or testing materials;
- Unauthorized use of books or notes during an examination;
- Unauthorized collaboration on written assignments;
- Modifying exam answers after the test has been corrected and attempting to present them as the original answer;

- Copying written work from another student or other source;
- Allowing or assisting a student to copy one's work;
- Any form of communication for the purpose of sharing information about a test or practical exam;
- Communication between class sections about written or practical examinations; and/or
- Unauthorized use or possession of any form of crib notes.

An incident report will be written and filed with the Executive Vice President of the College. He will review the incident report and route it to a Disciplinary Officer of the College who will interview the student and process the necessary paperwork to the VPAA. If the student is found to be guilty, the VPAA will then impose a sanction of a minimum one-quarter suspension in addition a grade of F for the course in which the cheating occurred. A subsequent incident of cheating will result in multiple quarter suspension or expulsion from the College.

When a complaint or alleged violation of College policy occurs that involves more serious violations of College policy, the Dean of Students and/or the Dean of the Health Center are often the first point of contact. As a Disciplinary Officer, if the Dean(s) determine that an immediate suspension pending investigation and a conference with the Disciplinary Officer of the College is necessary they have the right to do so. They should at that time complete an Incident Report to be filed with the Executive Vice President of the College.

Examples of Violations:

- Ethical Violations (including cheating on exams and plagiarism)
- Falsifying Documents (including signatures on documents)
- Safety Issues (including practicing chiropractic without a license)
- Unobserved Adjusting
- Using Unapproved Techniques in the Technique Labs or Health Center
- Bringing a firearm to campus
- Being under the influence of drugs or alcohol while on campus or in the Health Center

Upon receipt, the Executive Vice President will review the completed Incident Report and route it to a Disciplinary Officer who will hold a conference with the student charged and obtain his or her response to the alleged misconduct. If the student admits culpability in the matter they will sign a statement with the Disciplinary Officer and be referred to the VPAA who will administer Sanction in the matter. If the student does not admit culpability the process will be referred to the Chair of the Student Judicial Committee. Detailed information regarding all judicial policies, procedures and sanctions can be found in the Student Judicial Manual.

## Adjusting in Class

Unsupervised and/or unauthorized adjusting is not allowed.

*Adjusting is allowed in the classroom environment when the following criteria have been met:*

- The student is currently enrolled in the specific technique class and a faculty member is present.
- The student patient has signed a release form indicating willingness to participate in the program.
- The student patient has a current Health Center file.
- A current reevaluation form, from that file, is on record with the class instructor.
- The student is in possession of valid x-rays.
- Adjustment criteria have been met.

## Non-Discrimination Policy

Life Chiropractic College West, in accordance with applicable federal and state law and College policy, prohibits discrimination, including harassment, on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, disability, or age in any of its programs or activities of education and employment. Further, the College does not tolerate acts of coercion, intimidation or retaliation against any individual for the purpose of interfering with any right or privilege secured under law. The College's Complaint Resolution Officer (CRO) and designated Title IX/VI Officer and 504/ADA Coordinator, responds to questions about prohibited forms of discrimination. The CRO is located in Room 105B and may be reached at (510) 780-4500 x-2061 or lpino@lifewest.edu.

## Anti-Bias / Harassment Statement

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

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

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

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

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

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

## Sexual Harassment Policy

Life Chiropractic College West is committed to providing an environment free of discrimination and/or sexual harassment, including sexual assault. Discrimination and sexual harassment interferes with educational performance, work, and creates an atmosphere of intimidation, low morale and hostility that the College will not tolerate. It is also the policy of the College not to tolerate false accusations of sexual harassment. It should be remembered that sexual harassment and accusations of sexual harassment are serious, and have far reaching effects upon the careers and lives of individuals. Moreover, sexual harassment is illegal – Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment and sexual assault.

### TITLE IX AND SEXUAL HARASSMENT

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

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

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

It does not matter whether the student refuses to submit to the faculty member's demands and suffers the threatened harm, or does what that faculty wants and thus avoids the harm. In both cases, the harassment by the College employee is unlawful.

Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or

creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a College employee, another student, or even someone visiting the College, such as a student or employee from another College.

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

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

If you believe you are being sexually harassed, or know someone who is, you should act promptly. Correcting the situation immediately, or at least talking with someone familiar with the issues and ways to respond, is in everyone's best interest. Ignoring the situation and hoping that it will correct itself allows the harassment to continue.

Nor should you be afraid that if you talk with someone about the situation, you will be subject to retaliation, particularly if the person causing the harassment has power over you (a supervisor, an instructor, etc.). Under no circumstances will Life Chiropractic College West allow reprisals against a person who in good faith reports or provides information about sexual harassment or behavior that might constitute sexual harassment.

Complaints of discrimination and/or sexual harassment will be investigated promptly and thoroughly. The College recognizes that under certain circumstances, it has an independent duty to ascertain where discrimination and/or sexual harassment exist irrespective of whether a complaint is actually filed (for example, complaints of sexual harassment involving physical contact, recurrent or systematic patterns of discrimination, and/or sexual assault involving a College employee or student).

Where sexual harassment is found to have occurred, the College will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible. Employees or students found to have conducted themselves in a manner prohibited by this policy may be subject to corrective disciplinary action up to and including termination of employment and/or dismissal as a student.

Employees, students or applicants for employment or admission at the Life Chiropractic College West campus may contact the College's Title IX Officer regarding any behavior or conduct that may be interpreted as sexual or other unlawful harassment or discrimination. Complaint forms may be obtained and filed with the Title IX Officer located in Room 105B. Otherwise, the Title IX Officer may be reached at (510) 780-4500 x-2061 or [lpino@lifewest.edu](mailto:lpino@lifewest.edu).

## Safety Policy

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

## Campus Security

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

All users of the College facilities are encouraged to express any concerns they have while on campus. The Buildings and Grounds Office will initiate an incident report to document all concerns. If security intervention is needed

to deal with a person who is trespassing, or to deal with a fire or other unsafe conditions, security personnel will act within the limits of their training and then call fire or police for assistance, if necessary. The Buildings and Grounds Office is the first line of defense in providing a safe and secure campus for all of our students, employees, and visitors.

## Procedures for Reporting Emergencies and Criminal Actions

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

Life West campus security and safety management is administered through the College's Buildings and Grounds Office.

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

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

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

## Student and Employee Crime Prevention

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

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

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

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

## Campus Law Enforcement

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

## Earthquake Preparedness

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

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

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

## Fire Safety

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

## Maintenance Concerns

Maintenance concerns, or report of something in need of repair, should be directed to the Student Services Office. A work-order will be submitted to the Buildings and Grounds office.

## Bulletin Boards

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

## On-Campus Organizations

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

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

## Off-Campus Organizations

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

## Use of College Facilities and Equipment

The facilities of Life Chiropractic College West are available for use by College organizations and outside (off-campus) organizations. Persons or groups wishing to use the College facilities should contact the Student Services Office for information regarding fees, reservations, scheduling, and approval procedures. The use of College equipment and supplies is limited to use by faculty and staff, unless special authority is given to permit the usage of certain equipment by individual students and others.

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

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

## Fundraising

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

## Vending

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

## Disciplinary Action

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

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

# Community

## Student Life

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

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

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

## Office of Student Services

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

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

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

## College Location

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

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

## Health Center

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

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



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

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

## Identification Cards

All new and returning students will have their pictures taken for College identification cards at orientation. Identification cards are required by the College library to check out materials. These identification cards are also good for various discounts throughout the community. Lost cards can be replaced by filing a request in the Student Services Office and paying the designated fee. Students can update the quarterly date stickers on their ID cards by requesting the replacement sticker from the Registrar's Office at the beginning of each quarter.

## Dining Services

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

## Learning Resource Center

The Learning Resource Center is a large comfortable library, audiovisual department, computer laboratory, and imaging study room under one roof. It accommodates quiet study and group collaboration in its diverse areas: sunny study rooms, media viewing stations, carrels with electrical supply, and computing facilities located in the lab, near the reference desk for convenient assistance with research, and virtually anywhere using wireless Internet access.

The growing collections provide a comprehensive view of chiropractic technique and practice. While substantially focused on the musculoskeletal and nervous systems, the well-selected materials also cover a broad range of health-related materials in basic sciences, other clinical disciplines, research methods, practice management, patient education, and the development of personal skills.

Students enjoy convenient access to materials in many formats, including circulating and historical books, e-books, print and online journals, video and audio recordings, x-rays, and instructional software. Through contacts and exchanges with other health sciences libraries, students and faculty have access to literally millions of volumes and journal articles via interlibrary loan.

The librarians' training program, developed in consultation with classroom and clinical instructors, builds the effective research skills every doctor needs in practice. Several databases covering chiropractic, medical research, and alternative care are available via remote connections as well as on campus. The experienced, friendly reference librarians teach in the classroom and also offer one-on-one assistance to prospective and enrolled students, as well as alumni and other practitioners.

Audiovisual staff provides equipment and recording services for the entire College community. Their recordings of review sessions are valuable study tools, available for borrowing and often for duplication. Upon request, students receive training and advice about using audiovisual equipment and developing graphics and handouts for classroom or club presentations. Many students learn these presentation skills in anticipation of using them in clinical practice.

The computer laboratory provides access to the Microsoft Office suite of programs, laser printing, Internet access and selected instructional software. Library staff, aided by a support team in the lab, offers assistance with an array of computer-related skills.

Life West alumni retain borrowing privileges, excepting course reserves, for five years after graduation; document delivery from in-house collections for two years; and research assistance for life. By visiting the College's website, practicing doctors around the world can keep in touch with new acquisitions, resource guides, and library services.

The hours of the Learning Resource Center are posted at the library's webpage. During the quarterly breaks, the center opens only on scheduled days. However, students and researchers who need to use the materials more extensively at such times are encouraged to call for an appointment. Messages sent to [library@lifewest.edu](mailto:library@lifewest.edu) and calls to (510) 780-4507 will be routed to the staff most able to assist with the request.

## **Bookstore**

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

## **Laboratories**

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

## **Facilities for Persons with Disabilities**

Life Chiropractic College West's facilities are designed to provide for convenient access and use by individuals with disabilities.

## **Animals in the Facilities**

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

## **Children in the Facilities**

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

## **Gambling on Campus**

No gambling of any nature is permitted on campus.

## **Alcohol and Other Drug Policy**

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

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

*Employees and students are hereby informed that:*

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

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

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

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

## Parking

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

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

## Housing

Life Chiropractic College West provides assistance in locating housing. There are many nearby, reasonably priced apartments and houses, both furnished and unfurnished. Listings are posted on the Housing bulletin board. More information is also available in the Student Services Office.

## Lost and Found

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

## Health Services

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

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

## International Students

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

## Life West Alumni Association

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

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

## Department of Research

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

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

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

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

## Department of Postgraduate and Continuing Education

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

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

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

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

# *College Organization & Leadership*

## **Small Operations Group**

The President's Cabinet, called the Small Operations Group, meets regularly and consists of the President, Executive Vice President, Dean of Students, Vice President of Academic Affairs, Director of Institutional Effectiveness, Director of Institutional Advancement, Director of Student Services, Dean of the Health Center, Dean of Admissions, and Faculty Senate President.

## **Academic Planning Group**

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

## **The Faculty Senate**

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

## **Student Council**

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

## **Student Judiciary Committee**

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

## **Standing Committees**

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

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

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

## Board of Regents

**David Amaral, D.C.**  
Merced, California

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

**Monika Buerger, D.C.**  
Ammon, Idaho

**David Butters, D.C.**  
Seattle, Washington

**Tim Gay, D. C. (Chair)**  
San Marcos, California

**Mark Kimes, D. C.**  
Salina, California

**John Layman, Esq.**  
Spokane, Washington

**Ronald Oberstein, D.C.**  
San Diego, California

**Jeanne Ohm, D.C.**  
Media, Pennsylvania

**Paul Reed, D. C.**  
Vancouver, Washington

**Corey Rodnick, D. C.**  
Midland, Michigan

**Armand Rossi, D.C.**  
Margate, Florida

**Steven Silk, D.C.**  
Warton, Ontario, Canada

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

## Faculty and Members of the Administration

**Alcantara, Joel**  
*Chair of Pediatric Research*  
D.C., Palmer College of Chiropractic-West, 1995  
B.S., University of Calgary, 1988

**Allen, Sheree M.**  
*Part-Time Faculty*  
D.C., Life Chiropractic College West, 2005  
A.S., City College of San Francisco, 2001

**Amaral, George**  
*Facilities Manager*

**Arnaiz, Damian O.**  
*Part-Time Faculty*  
Post-doctoral, University of California, Irvine, 1993  
Ph.D., University of California, Riverside, 1991  
B.S., University of California, Los Angeles, 1986

**Ball, Joseph**  
*Part-Time Faculty*  
D.C., Life Chiropractic College, 1981

**Bell, Douglas**  
*Health Center Practice Advisor, Associate Professor*  
C.C.S.P., Certified Chiropractic Sports Practitioner, 1987  
D.C., Life Chiropractic College West, 1983

**Biron, Jacquelyn**  
*Director of Student Services*

**Bogatski, Anatole**  
*Executive Vice President*  
Ph.D. University of Glasgow, 1988  
B.A., Victoria University of Wellington, 1983

**Boster, Drew**  
*Vice President of Institutional Advancement*  
B.A. Augustana College Rock Island Illinois  
Ms. Ed. Western Illinois University, 1979

**Boyd, Cynthia A.**  
*Part-Time Faculty*  
D.C., Life Chiropractic College West, 2005  
B.S., Bloomfield College, 2001

**Bruno, Gregory**  
*Health Center Practice Advisor*  
D.C , New , New York Chiropractic College, 1985

**Carter, James**  
*Associate Professor*  
D.A.C.B.R., Diplomate of the American Chiropractic Board of Radiology, 1988  
D.C., Life Chiropractic College West, 1984  
B.S., National College of Chiropractic, 1983

**Casey, George**  
*Director of Special Projects, Associate Professor*  
D.C., Palmer College of Chiropractic, 1970

**Chaney, Karen**  
*Director of Quality Assurance*  
D.A.C.B.S.P., Palmer Institute, 2005  
D.C., Los Angeles College of Chiropractic, 1984  
M.A., C.S.U., Los Angeles, 1980  
B.A., C.S.U., Chico, 1974

- Chester, Bruce**  
*Chair of Technique, Assistant Professor*  
 D.C. Life Chiropractic College West, 1992  
 B.S., Shepherdstown College, 1986
- Coleman, Wayne**  
*Part-Time Faculty*  
 D.C., Palmer College of Chiropractic, 1987
- Delli Gatti, Barbara**  
*Electronic Services Librarian*  
 M.A., University of Michigan, 1982  
 B.A., University of Michigan, 1980
- Deo, Shant**  
*Director of Data Services*  
 A.A.S., Heald Institute of Technology
- Drese, Susan**  
*Part-Time Faculty*  
 M.S., California State University at Hayward (East Bay), 1991  
 B.A., California State University at Hayward (East Bay), 1988
- Des Champs, Marc**  
*Health Center Practice Advisor*  
 D.C., Palmer College of Chiropractic West, 1982  
 B.S., University of California, Davis, 1974
- Donaldson, Scott**  
*Vice President of Academic Affairs*  
 D.C., Los Angeles College of Chiropractic, 1990  
 B.S., Los Angeles College of Chiropractic, 1987
- Duggins-Rames, Kerri**  
*Director of Imaging, Associate Professor*  
 D.C., Life Chiropractic College West, 1986  
 B.A., San Diego State University, 1981
- Fernando, Sergio T.**  
*Assistant Professor*  
 D.C., Life Chiropractic College West, 1996  
 B.S., University of Waterloo, 1993
- Flannery, Brian**  
*Philosophy Department Chair*  
 M.B.A. Kennesaw State University 2010  
 D.C. Palmer College of Chiropractic 1997  
 D.Ph.C.S. Diplomate in Philosophic Chiropractic Standards 2005
- Flannery, Mary**  
*Dean of Enrollment*  
 D.C. Palmer College of Chiropractic 2000  
 B.A. University of Wisconsin 1994
- Forest, Thomas**  
*Part-Time Faculty*  
 D.C., Palmer Chiropractic College, 1974
- Gatterman, Bryan**  
*Associate Professor*  
 D.A.C.B.R., Diplomate of the American Chiropractic Board of Radiology, 1982  
 D.C., Western States Chiropractic College, 1976  
 B.S., Kansas State University, 1973
- Hawkins, James**  
*Ombudsman, Professor*  
 H.C.D., Life Chiropractic College West, 1992  
 M.A., San Francisco State University, 1978  
 B.A., San Francisco State University, 1968
- Hickey, Michael**  
*Assistant Professor*  
 D.C., Life Chiropractic College West, 1986  
 B.S., State University of New York, Buffalo, 1977
- Hightower, Jerry**  
*Part-Time Faculty*  
 D.C., Los Angeles College of Chiropractic, 1962
- Hilliker, Susan R.**  
*Health Center Practice Advisor*  
 D.C., Palmer College of Chiropractic West, 1982  
 B.S., San Jose State University, 1973
- Holloway, Kendra L.**  
*Director of Continuing Education*  
 D.C., Life Chiropractic College West, 1996
- Houston, Ramona**  
*Instructor*  
 D.C., Life Chiropractic College West, 2007  
 B.A., University of New Hampshire, 1995
- James, Stephen**  
*Part-Time Faculty*  
 D.C., Palmer College of Chiropractic West, 1992
- Johnson, Brenda R.**  
*Director of Financial Aid*  
 M.Ed., North Dakota State University, 1986  
 B.A., Moorhead State University, 1984
- Johnson, Dale**  
*Research Director, Instructor*  
 Ph.D., California Institute of Technology Pasadena, 1994  
 M.S., University of Central Florida, 1984  
 B.S., North Carolina State University, 1980
- Khalsa, Shakati**  
*Part-Time Faculty*  
 D.C., Life Chiropractic College West, 1991  
 B.A., University of Rochester, 1988
- Kelly, Brian D.**  
*President*  
 Graduate of Phillip Institute of Technology (now RMITU) Melbourne, Australia, 1991



**Khalsa, Hari***Faculty*

D.C., Life Chiropractic College West, 1993

**Khalsa, Shakati S.***Adjunct Faculty*

D.C., Life Chiropractic College West, 1991

B.A., University of Rochester, 1988

**Khauv, Kim***Assistant Professor*

M.P.H., University of California, Los Angeles, 2006

D.C., Life Chiropractic College West, 2000

B.A., California State University, Fullerton, 1996

**Kinney, Kathleen***Dean of Health Center*

D.C., Palmer College of Chiropractic, 1985

**Kunsman, James***Part-Time Faculty*

Life Chiropractic College West, D.C., 2011

**Lindemann, Deborah***Dean of Students, Professor*

D.C., Life Chiropractic College West, 1988

B.S., National University, 1984

R.N., Tacoma School of Nursing, 1979

**McKillican, Eric***Part-Time Faculty*FICPA International Chiropractic Pediatrics Association  
through Cleveland Chiropractic College in 10/2000LCP Legion of Chiropractic Philosophers Through  
Palmer College of Chiropractic in 8/2002

D.C., Life Chiropractic College West, 1993

**Mortenson, Michael H.***Adjunct Faculty*

D.C., Los Angeles College of Chiropractic, 1978

B.A., Humboldt State University, 1975

**Mulhall-Wright, Geraldine***Part-Time Faculty*

D.C. Life Chiropractic College West, 1997

**Murillo, Iris***Director of Marketing and Public Relations*

MBA, California State University, Hayward, 2002

B.S., California State University, Pomona, 1992

**Murphy, Daniel***Part-Time Faculty*D.A.B.C.O., Fellow American Board of Chiropractic  
Orthopedics, 1986

D.C., Western States Chiropractic College, 1978

**Nichols, Jon***Part-Time Faculty*

D.C., Life Chiropractic College West, 1996

**Niloufari, Peter***Part-Time Faculty*

M.D. St. George's Med School, 2000

B.A., UC Berkeley 1992

**O'Brien, Loretta***Part-Time Faculty*

D.C., Life Chiropractic College West 1986

B.A., St. Mary's College, 1979

**Osenga, Annette***Director of the Library, Assistant Professor*

M.L.S., University of California, Berkeley, 1976

B.A., Indiana State University, 1972

**Patania, Rhina***Director of Clinical Education/ Instructor*

D.C., Life Chiropractic College West, 1993

**Pino, Lori***Academic Counselor*

M.A., National University, 1988

B.A., National University, 1987

**Ray, Suzanne***Chair of Physiology and Pathology,**Associate Professor*

M.S., University of Michigan, 1977

B.A., Albion College, 1972

**Rottacker, Russell***Part-Time Faculty*

D.C. Palmer Chiropractic College, 1983

DACNB, Carrick Institute

**Ruch, William***Part-Time Faculty*

D.C., Life Chiropractic College West, 1986

B.S., University of San Francisco, 1975

**Savage, Linda Rae***Director of VIP/Pro Bono Clinic*

D.C., Life Chiropractic College West, 1986

B.A., University of San Francisco, 1975

**Scott, Beverly***Part-Time Faculty*

D.C., Life Chiropractic College West, 1984

B.A., University of California, Berkeley, 1971

**Sediqui, Megan***Director of Human Resources*

MBA, California State University, Hayward, 2004

B.S., California State University, Hayward, 2001

**Sievers, III, James***Part-Time Faculty*

D.C., Palmer Chiropractic College West, 1989

Employee List

B.A. California State University, Sacramento 1985

**Sill. Mitchell**

*Part-Time Faculty*

D.C., Palmer Chiropractic College, 1981

A.A. Chabot College, 1977

**Simpson. Lani**

*Part-Time Faculty*

D.C. Life Chiropractic College West, 1984

B.A. Psychology, Antioch West University, 1979

**Straub, David**

*Lab Manager, Professor*

M.S., California State University, Hayward, 1997

B.S., California State University, Hayward, 1991

**Strutin, Norman B.**

*Associate Dean of Instruction,*

*Chair of Diagnosis, Professor*

D.A.C.N.B., Diplomate of the American  
Chiropractic Neurology Board, 1998

D.C., New York Chiropractic College, 1981

B.A., State University of New York, Buffalo, 1974

**Tayag, Cindy**

*Registrar*

B.A. Human Development 2011

**Thompson, Mark**

*Instructor*

D.C., Life Chiropractic College West, 1991

B.A., Youngstown State University, 1998

**Tiscareno, Louis**

*Health Center Practice Advisor, Instructor*

D.C., Palmer College of Chiropractic, 1973

**Vazquez, David L.**

*Post-Doctoral Research Assistanceship*

D.C., Life Chiropractic College West, 2008

B.S., Cal Poly State University, 2003

A.S., Cuesta College, 2000

**Walton. Paul**

*Part-Time Faculty*

D.C., Life Chiropractic College West, 1984

B.S., California State Univ., Hayward, 1980

**Weibel. Alexandra**

*Part-Time Faculty*

D.C. Life Chiropractic College West 2004

**Wesdorf, Jan**

*Health Center Faculty*

D.C. Life Chiropractic College West, 1997

**West, Susan**

*Part-Time Faculty*

D.C., Life Chiropractic College West, 1991

B.S., California State Polytechnic College, 1971

**Woolf, Christopher**

*Part-Time Faculty*

Life Chiropractic College West., D.C., 2004 &

San Diego State University, B.S., 2001

**Yang, Kuan**

*Director of Institutional Effectiveness*

Ph.D., Educational Administration, University of  
Saskatchewan, Canada, May 1992

M.A., Theoretical Linguistics, Nankai University,  
China, May 1985

**Zabelin, Michael**

*Part-Time Faculty*

D.C., Life Chiropractic College West, 1983

B.A., San Francisco State University, 1978

# Academic Calendar

## WINTER QUARTER 2013

January 4	Orientation
January 7	First day of class
January 9	HC exams
January 11	Last day to add classes
January 21	Martin Luther King Jr. Day – no classes
February 18	Presidents Day – no classes
February 22	Last day to drop a class
March 15 – 17	National Boards part I, II, III and PT
March 18-22	Final exams
March 25-29	Spring Break

## SPRING QUARTER 2013

March 29	Orientation
April 1	First day of class
April 3	HC exams
April 5	Last day to add classes
May 17	Last day to drop a class
May TBA	National Boards part IV
May 27	Memorial Day – no classes
June 8	Graduation
June 10-14	Final exams
June 17-July 5	Summer Break

## SUMMER QUARTER 2013

July 7	Orientation
July 8	First day of class
July 10	HC exams
July 12	Last day to add classes
August 2,3	The WAVE
August 23	Last day to drop a class
September 2	Labor day – no classes
September 6-8	National Boards part I, II, III and PT
September 16-20	Final exams
September 23-27	Fall Break

## FALL QUARTER 2013

September 27	Orientation
September 30	First day of classes
October 2	HC exams
October 4	Last day to add classes
November 15	Last day to drop a class
November TBA	National Boards part IV
November 28, 29	Thanksgiving break – no classes
December 7	Graduation
December 9-13	Final exams
Dec. 16-Jan. 3	Winter Break

## WINTER QUARTER 2014

January 3	Orientation
January 6	First day of class
January 8	HC exams
January 10	Last day to add classes
January 20	Martin Luther King Jr. Day
February 17	Presidents day
February 21	Last day to withdraw from classes
March 17	Finals begin
March 21-23	National Boards part I, II, III and PT
March 24-28	Spring Break

## SPRING QUARTER 2014

March 28	Orientation
March 31	First day of class
April 2	HC exams
April 4	Last day to add classes
May 16	Last day to withdraw from classes
May TBA	National Boards part IV
May 26	Memorial Day
June 7	Graduation
June 9-13	Final exams
June 16-July 4	Summer Break

## SUMMER QUARTER 2014

July 7	Orientation
July 7	First day of class
July 9	HC exams
July 11	Last day to add classes
August 1,2	The WAVE
August 22	Last day to withdraw from classes
September 1	Labor day
September 12-14	National boards Part I, II, III and PT
September 15-19	Final exams
Sept. 22-Oct. 3	Fall Break

## FALL QUARTER 2014

October 3	Orientation
October 6	First day of classes
October 8	HC exams
October 10	Last day to add classes
November 21	Last day to withdraw from classes
November TBA	National boards part IV
November 27, 28	Thanksgiving Holiday
December 13	Graduation
December 15-19	Finals exams
Dec. 22 – Jan. 9	Winter break

### WINTER QUARTER 2015

January 9	Orientation
January 12	First day of classes
January 14	HC exams
January 16	Last day to add classes
January 19	Martin Luther King Jr. Day
February 16	Presidents Day
February 27	Last day to withdraw from classes
March 20-22	National Board part I, II, III and PT
March 23-27	Final exams
March 30-April 3	Spring Break

### SPRING QUARTER 2015

April 3	Orientation
April 6	First day of classes
April 8	HC exams
April 10	Last day to add classes
May 22	Last day to withdraw from classes
May TBA	National Boards part IV
May 25	Memorial Day
June 13	Graduation
June 15-19	Final exams
June 22-July 10	Summer Break

### SUMMER QUARTER 2015

July 10	Orientation
July 13	First day of classes
July 15	HC exams
July 17	Last day to add classes
August 7,8	The WAVE
August 28	Last day to withdraw from classes
September 7	Labor day
September 11-13	National Boards part I, II, III and PT
September 21-25	Final exams
Sept. 28 –Oct. 2	Fall Break

### FALL QUARTER 2015

October 2	Orientation
October 5	First day of classes
October 7	HC exams
October 9	Last day to add classes
November 20	Last day to withdraw from classes
November TBA	National Boards part IV
November 26,27	Thanksgiving break
December 12	Graduation
December 14-18	Final exams
Dec. 21-Jan. 8	Winter Break

### WINTER QUARTER 2016

January 8	Orientation
January 11	First day of classes
January 13	HC exams
January 15	Last day to add classes
January 18	Martin Luther King Jr. Day
February 15	Presidents Day
February 26	Last day to withdraw from classes
March 21-25	Final exams
March 18-20	National Boards Part I, II, III and PT
March 28-April 1	Spring Break

### SPRING QUARTER 2016

April 1	Orientation
April 4	First day of classes
April 6	HC exams
April 8	Last day to add classes
May 20	Last day to withdraw from classes
May TBA	National Boards part IV
May 30	Memorial Day
June 11	Graduation
June 13-17	Final exams
June 20 – July 8	Summer Break June 20 – July 8

### SUMMER QUARTER 2016

July 8	Orientation
July 11	First day of classes
July 13	HC exams
July 15	Last day to add classes
August 5,6	The Wave
August 26	Last day to withdraw from classes
September 5	Labor Day
September 19-23	Final exams
September 16-18	National boards part I, II, III and PT
September 26-30	Fall Break

### FALL QUARTER 2016

September 30	Orientation
October 3	First day of classes
October 5	HC exams
October 7	Last day to add classes
November 18	Last day to drop classes
November TBA	National Boards part IV
November 24, 25	Thanksgiving holiday
December 12-16	Final exams
Dec. 19-Jan. 6	Winter Break

*First day of classes for Winter 2017 is January 9, 201*





**LIFE**  
**CHIROPRACTIC**  
COLLEGE WEST

**25001 Industrial Blvd.**  
**Hayward, CA 94545**  
**800-788-4476**  
**admissions@lifewest.edu**  
**www.lifewest.edu**

