

LOGAN UNIVERSITY

COLLEGE OF CHIROPRACTIC
COLLEGE OF HEALTH SCIENCES

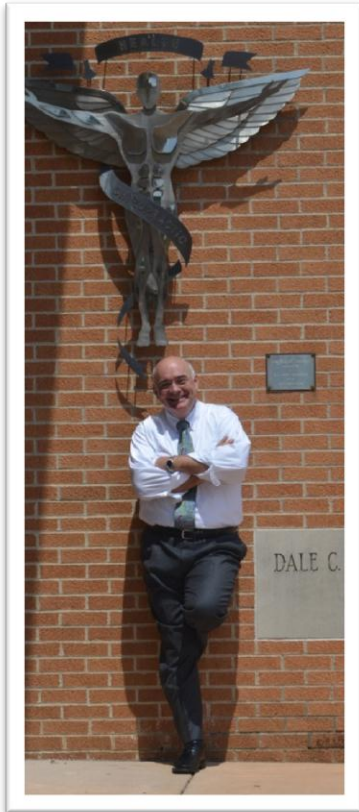
2013 - 2014 Student Handbook



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Letter from the President



Dear Student,

It is my pleasure to welcome you to Logan University.

You have chosen an educational path that will lead you to the forefront of integrated health care. By choosing health care as a career, you will improve patients' health and the quality of their lives. By choosing Logan, you will practice patient-centered, evidenced-informed care—uniquely trained to lead your patients through the complex health system and toward effective care and wellness protocols.

We are privileged to partner with you, connecting you to research-based curricula, diverse clinical experiences and collaborations to ensure your leadership position in the field of health.

Consider the Student Handbook as your comprehensive guide for navigating the Logan educational experience. The handbook also outlines our shared principles and values. Please take the time to review our rules and regulations, standards of conduct and student expectations, and become familiar the various resources, services and programs we offer our students to ensure your success in the classroom and in real-world practice.

We value your choice to attend Logan and look forward to supporting you every step along the way of your educational journey.

Sincerely,

Clay McDonald, DC, MBA, JD
President of Logan University

The Vision and Mission

The Vision of the University

Logan University will be recognized nationally as a community of learners inspired to lead a life of significance.

The Mission of the University

Logan University is a diverse and engaging community committed to excellence in health sciences, education, and service, guided by integrity, commitment, and passion.

The Vision of Logan College of Chiropractic

Logan College of Chiropractic is a premier graduate educational institution and the College of choice for those men and women dedicated to providing exceptional patient care that promotes wellness and individual quality of life.

The Mission of Logan College of Chiropractic

Logan College of Chiropractic prepares students to become Doctors of Chiropractic who are superbly educated and clinically competent practicing portal of entry chiropractic physicians. This mission is accomplished through our dedicated faculty recognized for student-centered excellence; comprehensive science-driven knowledge-based and information facilitated curriculum; enhanced by community and public service. The institution is committed to conducting research and other scholarly activities.

College Accreditation

The Doctor of Chiropractic Degree Program of Logan College of Chiropractic is accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE). CCE may be contacted at 8049 North 85th Way, Scottsdale, AZ 85258-4321 or (480) 443-8877.

Logan University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA). The HLC-NCA can be contacted at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504 or (800) 621-7440.

Main Contact Information

Main switchboard: (636) 227-2100

Department	Phone Extension	Location
ASP	2702	260
Academic Affairs	1745	252
Accounting	1770	277
Administrative Affairs	1704	221
Admissions	1750	281
Alumni Association	2401	110
Basic Science	1762	G47
Career Development	1813	119
Chiropractic Science	1735	152
Clinical Science	1735	152
Enrollment Management	1924	268
Financial Aid	1728	288
Human Resources	1719	118
Information Technology	1767	276
Institutional Advancement	1905	109
Learning Resource Center	1781	129
Post Graduate Education	1960	265
Public Relations	1751	227
Purser Center	1881	P111
Radiology	1830	G110
Registrar	1740	262
Research	1952	S118
Student Services	1732	147
Testing Center	1731	SC
Wellness Center	4606	

*SC – Student Center

Single room numbers are located in the main Administration Building. Rooms with “S” prefix are located in the Science Building. Rooms with “G” prefix are located on the Ground Floor of the Administration Bldg. Rooms with “P” prefix are located in the Purser Center.

Health Center Contact Information

Health Center	Phone	Location
ARC	(314) 535-0057	3949 Forest Park Blvd. St. Louis, MO. 63117
Bogey Hills	(636) 947-4770	2067 Zumbahl Road St. Charles, MO 63303
Montgomery	(636) 230-1990	1851 Schoettler Road Chesterfield, MO 63017
St. Patrick's Center	(314) 436-6971	800 N. Tucker St. Louis, MO 63101
Southfield Health Center	(314) 849-3800	5422 Southfield Center St. Louis, Mo 63123
St. Peters	(636) 397-3545	263 Salt Lick Road at 79 Crossing St. Peter's, MO 63376
Student Clinic	(636) 230-1930	Student Health Center
Veterans Administration Medical Center	(314) 652-4100 or ext. 66411	1 Jefferson Barracks Drive St. Louis, MO 63125
CHIPS Health and Wellness Center	(314) 652-9231	2431 N. Grand Blvd. St. Louis, MO 63106
375 th Medical Group of USAF MTF	(618) 256-7102	310 W. Losey Scott AFB, IL 62225

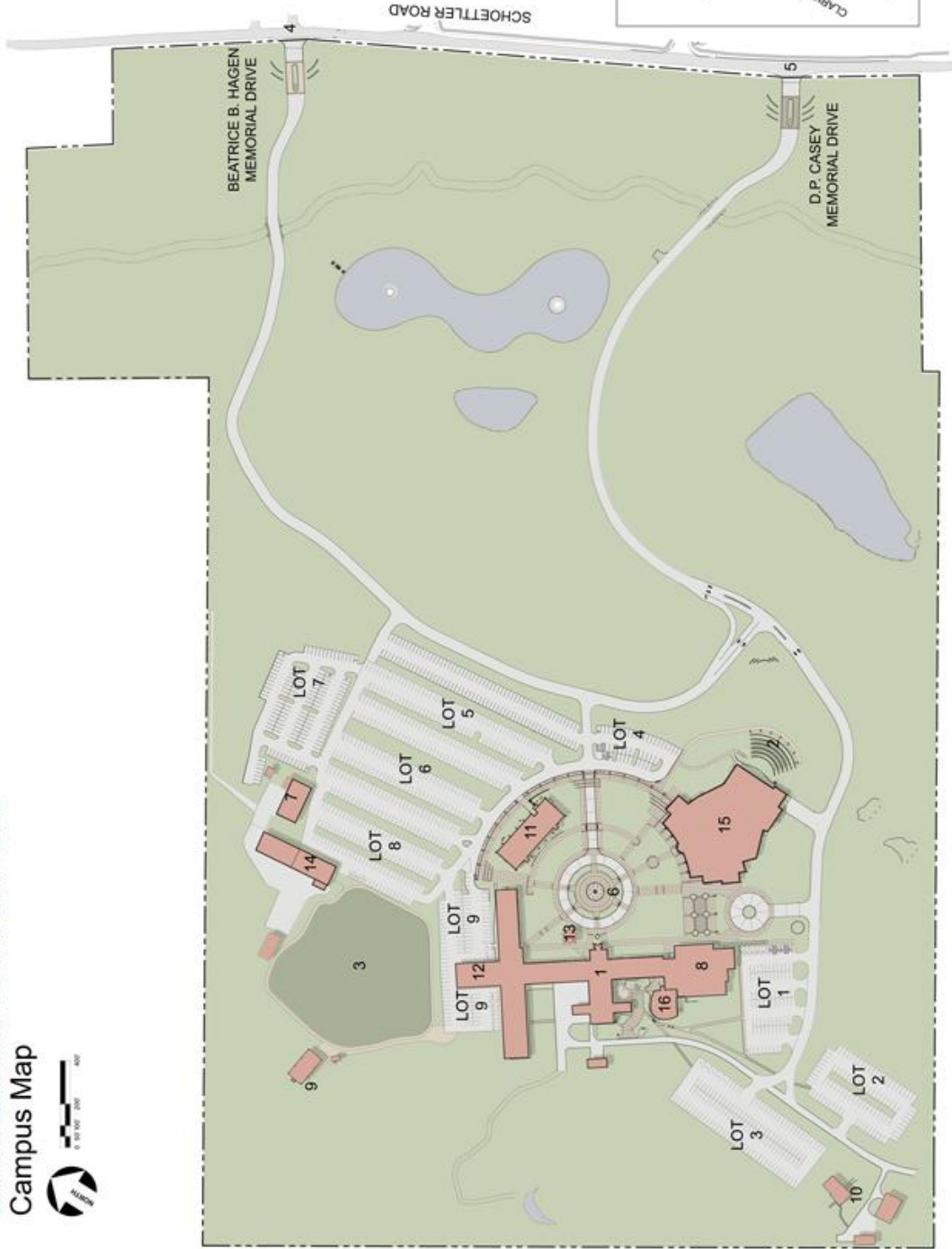
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Campus Map



- 1 Administration Center
- 2 Amphitheater
- 3 Athletic Facilities
- 4 Campus Entrance - North
- 5 Campus Entrance - South
- 6 Goodman Plaza
- 7 Maintenance Building
- 8 Montgomery Health Center
- 9 Pavilion
- 10 Alumni and Friends House
- 11 Science Center
- 12 Standard Process Student Center
- 13 Tower
- 14 Wellness Center
- 15 William D. Purser, DC Center
- 16 Educational Wing



Student Requirements

Attendance

1. Regular and punctual class attendance is expected of all students. Class instructors are responsible to maintain a record of student class attendance. Additional information regarding attendance may be included in an instructor's syllabus or may be covered during the class.
2. Various state agencies and accrediting bodies require Logan to maintain attendance records for all students.
3. Students who have completed all required registration activities are listed on class rosters in Self-Service. Instructors use the roster in Self-Service to record class attendance.
4. Excessive absences, more than 15% of scheduled classes, constitute the basis for assigning the grade of Attendance Failure (AF) for a course. With proper documentation, a student may be excused from an absence for the following reasons:
 - a. Military service
 - b. Jury duty
 - c. National Licensure Examinations (examination dates only)
 - d. Off-site Sanctioned Events
5. All other absences are assigned to the 15% maximum.
6. A student awarded a grade of AF for a course is not allowed in the class after that point and cannot take any additional course examination. If a student wishes to contest an AF grade, he/she should follow the procedure outlined in the Grading System-DC and BS Applicable section of the Student Handbook.
7. Missing an examination is a serious matter and must be corrected as soon as possible. It is the responsibility of the student to contact the instructor.
8. Health Center interns have a different attendance policy. See the Health Center Handbook for details.

Student IDs

1. Each student is issued an identification card displaying a current photograph. Students should carry their ID cards with them at all times on campus. ID cards may need to be presented upon request for identification purposes. ID cards are used to identify the student to Logan, the LRC and for examinations. There is a \$15 charge for ID card replacement.
2. The identification cards will be updated during registration. The identification card is the property of Logan, and must be returned to the Office of the Registrar upon dismissal, withdrawal, or interruption from Logan.
3. Photographs for student ID cards and for state board examinations may be obtained in the Media Production Office. There is a \$5 charge for two photographs for State Boards. These fees are subject to change. Students are responsible to check with the individual state board for the appropriate format (photo size) required by individual states.

Vehicle Registration and Parking Policies

1. Any car, motorcycle, scooter, etc. parked on campus must have a current parking permit correctly displayed. Parking permits as well as handicapped parking permits can be obtained from the Office of Physical Plant, Room G36, or from the Security staff located in the Main Lobby of the Administration Building. ***Any vehicle left on campus overnight must be cleared with Security.*** Students, Faculty, and Staff are required to renew parking permits in the event of the following:
 - a. A new vehicle is purchased
 - b. A new license plate is issued
2. Any student, faculty member, or staff member driving a borrowed car or a temporary car must obtain a temporary permit from the Physical Plant, Room G46, or from Security, Room 104 in the Main Lobby of the Administration Building.
3. In the event of a temporary medical need to park closer to the building, permission may be granted by the Office of Student Services, Room 147, to park in a reserved area for a specified length of time.
4. Note: Any unregistered vehicle parked on campus will be subject to vehicle immobilization until the owner is identified and appropriate fines imposed.
5. All persons are entitled to park in any lined space within the designated parking lots. It is the responsibility of all students to learn the location of student lots. Students are prohibited from parking in the following places:
 - a. Spaces marked “reserved” or “handicapped” in Lot 9 (without proper permit);
 - b. In Health Center (Lot 1);
 - c. In the fire lanes;
 - d. Please be advised that the restricted areas, fire lanes, handicapped, and reserved areas are in effect 24 hours a day.
6. Motorcycle parking is available in the southeast corner and southwest corner of Lot 9 (area marked)
7. Parking violations: Parking on the grass or areas designed for traffic flow is prohibited. Any automobile illegally parked will be issued a ticket per occurrence. Fines are charged on a graduated basis to discourage repetitive violations.
8. Students who have three parking violations will receive a letter of reprimand and a warning that further violations could result in student conduct charges.
9. Security has the right to affix a boot device on any vehicle to identify the owner and impose the appropriate fine.

Policies and Procedures

Academic Policies and Procedures

(Click to visit on our [Academic Catalog](#))

Alcohol and Drug Policy

The possession, use, distribution or sale of narcotics or drugs, other than those medically prescribed, properly used and in the original container, by students, faculty, staff or visitors on Logan property or while on Logan business is prohibited. Logan reserves the right to inspect Logan property and personal belongings if it believes that a student, staff member, or faculty member is in violation of Logan's Alcohol and Drug Policy.

Off-campus possession, use, distribution or sale of narcotics or drugs by students, faculty or staff is inconsistent with Logan's policies and goals, and therefore prohibited. All types of illegal drug paraphernalia including but not limited to bongos, pipes, or any items modified or adapted so that they can be used to consume illegal drugs are not permitted on Logan property.

Logan's Policy Regarding use of Alcohol is consistent with local, state and federal laws/regulations.

Alcohol and drug abuse prevention, as well as counseling and treatment programs are coordinated through the Office Student Services.

1. Use of Alcohol at Logan Events

It is the policy of Logan to prohibit the use or abuse of alcoholic beverages on its premises with the exception of the approved use of alcoholic beverages at official Logan functions. Use of alcohol at Logan sanctioned events must comply with all federal, state, local, and Logan regulations. Alcohol abuse will not be tolerated at any Logan event. Students, faculty and staff who violate this policy are subject to disciplinary action in accordance with Logan policies and judicial procedures.

All Logan student clubs and organizations, as well as all Logan staff and alumni groups, are required to obtain a copy of the Facilities Request Form from the Office of Student Services (Room 147) and provide the required information before approval is granted for the event to take place on campus. The necessary approval(s) must be obtained at least fifteen (15) business days prior to a scheduled event where alcoholic beverages will be made available. The final approval of all events including the use of alcoholic beverages on campus rests with the Dean of Student Services, except for those events requiring special Cabinet approval. Questions regarding the Alcohol Policy should be directed to the Dean of Student Services.

2. Procedures and Regulations

Procedures and regulations have been established to assist in organizing any campus event at which alcoholic beverages will be served. All persons shall be obligated to abide by the laws of the State of Missouri regarding alcoholic beverages. Federal, state, local laws and Logan policy, procedures and regulations must be adhered to at all campus events at which alcoholic beverages are served. The procedures and regulations listed below must be observed when planning an event to be conducted on campus that includes the use of alcoholic beverages.

- a. It is unlawful to consume alcoholic beverages if the legal drinking age of 21 has not been obtained.

- b. It is unlawful to serve alcohol to an individual who has not attained the legal drinking age of 21.
- c. Alcoholic beverages may be used only as compliments to an event, not as the main focus.
- d. Proper proof of identification (e.g. driver's license, student ID or another photographic ID with birth date) is required at all student-sponsored events at which alcoholic beverages are served. All persons of legal age to consume alcoholic beverages must be clearly identified by a hand stamp, wrist band, or other method of identification approved by the Dean of Student Services at all Logan events and activities where alcoholic beverages have been approved to be served.
- e. Alcohol shall not be used as an award or prize.
- f. There will be no advertising that even suggests that alcoholic beverages will be served at any campus event.
- g. The Dean of Student Services is authorized to determine the type of alcoholic beverage(s) that may be permitted at a Logan event. All alcoholic beverages types to be served must be provided to the Dean of Student Services in writing at least (15) business in advance of the anticipated event. This determination is part of the pre-approval process.
- h. The sponsor of the events must provide non-alcoholic beverages and food where alcohol is served. Significant quantities of food must be made available for free or at a minimal cost. Non-alcoholic beverages should be displayed as prominently as the alcoholic beverages.
- i. Service of alcoholic beverages is to cease at least one hour prior to the announced time that the event is scheduled to conclude. Additionally, the Dean of Student Services is authorized to designate the hours of an event when the use of alcohol is permitted.
- j. Alcoholic beverages provided at the campus event are not to leave the campus at any time.
- k. Drinking activities that are particularly dangerous, such as "chugging" of alcoholic beverages, competitive drinking activities that employ peer pressure to force participants to consume alcohol are prohibited.
- l. Alcohol shall not be used in ways that harm the individual or the campus community. Alcohol is not to be used to demean or degrade any person.
- m. At campus events where alcoholic beverages are served, a minimum of one security professional or a police officer must be employed by the sponsoring organization. The sponsoring organization will be responsible for providing the exact number, and type of security professionals deemed appropriate by the Dean of Student Services. Additionally, sponsors must provide licensed alcoholic beverage servers who refrain from any alcohol consumption and who refuse to serve anyone who appears to be intoxicated.
- n. No more than one campus event with alcohol is allowed on campus at any one time, unless the Dean of Student Services grants special permission.
- o. All membership recruitment functions (e.g. fraternities/sororities or clubs) must be alcohol and hazing free.
- p. The Dean of Student Services or designee is authorized to request that a participant take a Breathalyzer before driving from a Logan event.
- q. Sponsors must provide alternative supervised transportation for any person who appears to be intoxicated. Each event shall have a set number of designated drivers who must refrain from any alcohol consumption. The number of designated drivers for each event will be determined by the Dean of Student Services. The sponsor must provide a list of designated drivers for review and approval by the Dean of Student Services at least fifteen (15) business days prior to the event.
- r. A sponsor shall be responsible for any physical damage to the facility or area used, including entries, exits, bathrooms, etc.

The Policy Regarding Use of Alcohol at Logan Events is subject to change and/or revocation at any time, at the discretion of the Logan administration.

Communicable Disease Policy

Students, staff or other health care professionals diagnosed as having a communicable disease such as mononucleosis, tuberculosis, chickenpox, measles, etc., will not be in attendance at Logan until a Chiropractic Health Center clinician or other qualified physicians have deemed them non-infectious.

Conduct

Logan has long recognized that professional growth and development of students is central to its educational purpose. Consequently, Logan seeks to provide all students with an environment conducive to professional growth, academic achievement, individual responsibility, and respect for the rights and privileges of others. Conduct as a student and doctor in training often bears on or is related to ultimate professional suitability. Logan takes very seriously any misconduct or unprofessional behavior of its students.

Copyrighted Material Policy

University d/b/a Logan College of Chiropractic (“Logan”) faculty, administration, staff and students shall comply with federal copyright law.

Copyright: In General

The Copyright Act of 1976 (Title 17 of the United States Code) specifies the exclusive rights of the copyright owner in copyrighted works. Copyright includes a number of exclusive rights, including the right to reproduce or make copies of the work; the right to make revisions; the right to distribute or publish the work; and the right to publicly display or perform the work. These rights can only be exercised by the copyright owner, unless one is given permission to do so or unless one satisfies the “Fair Use” exception.

Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web

The copyright protections that we normally associate with print also govern the use of audio, video, images, and text on the Internet and the World Wide Web (WWW). The intuitive interface of the WWW makes it easy for the computer user to copy and use images, text, video and other graphics that are likely to be protected by copyright. A document may be copyrighted even if it does not explicitly state that it is copyrighted. As a result, it is a good idea to assume materials such as documents, images, or video clips are copyrighted. Educators can avoid copyright violations and legally use copyrighted materials if they understand and comply with the Fair Use guidelines. If you believe, after you review this document, that your proposed use does not comply with Fair Use guidelines, you always have the option to ask for permission from the copyright holder.

The “Fair Use” Exception

What is Fair Use? Fair Use is the most significant limitation on the copyright holder’s exclusive rights. Deciding whether the use of a work is fair IS NOT a science. There are no set guidelines that are universally accepted. Instead, the individual who wants to use a copyrighted work must weigh four factors¹:

¹ Congress invited a committee of representatives from educational organizations, publishers and authors to attempt to agree on a set of guidelines governing “Fair Use.” The result was the Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals. While these Guidelines are informative on the issue of “Fair Use,” they are not part of the Copyright Act itself and do not have the status of legislation. Attachment B sets forth the Agreement on

The Purpose and Character of the Use:

1. Is the new work merely a copy of the original? If it is simply a copy, it is not as likely to be considered Fair Use.
2. Does the new work offer something beyond the original? Does it transform the original work in some way? If the work is altered significantly, used for another purpose, appeals to a different audience, it more likely to be considered Fair Use.
3. Is the use of the copyrighted work for nonprofit or educational purposes? The use of copyrighted works for nonprofit or educational purposes is more likely to be considered Fair Use.

The Nature of the Copyrighted Work:

1. Is the copyrighted work a published or unpublished work? Unpublished works are less likely to be considered Fair Use.
2. Is the copyrighted work out of print? If it is, it is more likely to be considered Fair Use.
3. Is the work factual or artistic? The more a work tends toward artistic expression, the less likely it will be considered Fair Use.

The Amount and Substantiality of the Portion Used:

1. The more you use, the less likely it will be considered Fair Use.
2. Does the amount you use exceed a reasonable expectation? If it approaches 50 percent of the entire work, it is likely to be considered an unFair Use of the copyrighted work.
3. Is the particular portion used likely to adversely affect the author's economic gain? If you use the "heart" or "essence" of a work, it is less likely your use will be considered fair.

The Effect of Use on the Potential Market for the Copyrighted Work:

1. The more the new work differs from the original, the less likely it will be considered an infringement.
2. Does the work appeal to the same audience as the original? If the answer is yes, it will likely be considered an infringement.
3. Does the new work contain anything original? If it does, it is more likely the use of the copyrighted material will be seen as Fair Use.

Rules for Fair Use for Faculty Members:

Copying by faculty members must meet the tests of brevity and spontaneity:

1. Brevity refers to how much of the work you can copy.
2. Spontaneity refers to how many times you can copy.

According to the rule, the need to copy should occur closely in time to the need to use the copies. If you use something for one semester, it is likely to be seen as Fair Use. If you use something repeatedly, it is less likely to be considered Fair Use. The expectation is that you will obtain permission as soon as it is feasible. Using something over a period of years is not within the spirit of the guidelines.

Special works: "Works that combine language and illustrations and which are intended sometimes for children and at other times for a general audience." A child's book is an example.

1. Special works should never be copied in their entirety.

Guidelines for Classroom Copying in Not-for-Profit Educational Institutions With Respect to Books and Periodicals (included in House Report 94-1476). Guidelines for educational Fair Use of music included in Attachment C.

2. An excerpt of no more than two pages or 10 percent, whichever is less, is the rule for special works.

The use of the copies should be for one course at one school. The copies should include a notice of copyright acknowledging the author of the work.

NOTE: It is recommended faculty members consider both the special guidelines for faculty member and take into account the four factors that are used to evaluate Fair Use when they are deciding what and how much of a copyrighted work to use.

What Can Be Copied?

1. A chapter from a book (never the entire book).
2. An article from a periodical or newspaper.
3. A short story, essay or poem; one work is the norm whether it comes from an individual work or an anthology.
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
5. Poetry
 - Multiple copies of a poem of 250 words or less that exist on two pages or less or 250 words from a longer poem.
6. Prose
 - Multiple copies of an article, story or essay that are 2,500 words or less or excerpts up to 1,000 words or 10 percent of the total work, whichever is less.
7. Illustrations
 - Multiple copies of a chart, graph, diagram, drawing, cartoon or picture contained in a book or periodical issue.

What Should Be Avoided?

1. Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
2. Copying the same works from semester to semester.
3. Copying the same material for several different courses at the same or different institutions.
4. Copying more than nine separate times in a single semester.

Copyright and Electronic Publishing

1. The same copyright protections exist for the author of a work regardless of whether the work is in a database, CD-ROM, bulletin board, or on the Internet.
2. If you make a copy from an electronic source, such as the Internet or WWW, for your personal use, it is likely to be seen as Fair Use. However, if you make a copy and put it on your personal WWW site, it less likely to be considered Fair Use.
3. The Internet IS NOT the public domain. There are both copyrighted materials and materials that have not been copyrighted available. Assume a work is copyrighted.

Use of Materials Obtained from the Internet

1. *Copyright Law Applies.* The general rule that copyright law protects all works "fixed in any medium" also applies to documents on the Internet and the World Wide Web. If you wish to reproduce Internet works, you must follow copyright law, be within Fair Use, and follow the guidelines above in the same manner as if the document were printed on paper.
2. *Fair Use Applies.* If you wish to make multiple copies of an Internet work or otherwise wish to use the work in a manner that falls outside the Fair Use exceptions outlined in these guidelines, you

must contact the author of the Internet work and obtain reproduction permission from that individual.

3. *Exercise Caution.* Be especially careful of copyright/Fair Use principles when downloading material from the Internet. The material may have been placed on the Internet without the author's permission.
4. *Do Not Circumvent Access Control.* Except in very limited circumstances, it is a violation of law to circumvent an access control mechanism and use copyrighted material – even if the use would otherwise be fair.
5. *Do Not Violate Logan's End User Agreement.* It is the responsibility of all Logan students, faculty and staff to use information technology and computer resources in a responsible, ethical and lawful manner. Any member of the Logan community who abuses these resources may have engaged in unacceptable conduct.

How to Obtain Permission to Use Copyrighted Works

1. Please contact the Copyright Committee to assist you in obtaining permission for copyright protected materials for use in Logan classes.
2. For materials to be used outside of Logan courses, you must obtain permission yourself.

Online and Distance Learning Activities

Copyright laws and Fair Use principles also apply to online and distance learning courses. However, a newer law called the TEACH Act also applies to such courses, but for slightly different uses of copyrighted materials.

Traditional online course formats, such as Blackboard®, often include posting copyrighted materials for student to use during the online course or distance learning activity. Faculty or staff use of Blackboard® or similar formats should ensure that the use of such materials complies with Fair Use principles or is used with permission of the copyright owner.

The TEACH Act applies to secondary transmissions of copyrighted work within a teaching performance. For example, when a faculty members teaching performance is being recorded and subsequently transmitted online, and if the faculty member is showing a movie during that performance, then the TEACH Act applies.

General Principles of the TEACH Act

- The TEACH Act extends the face-to-face teaching exemption to distance learning activities.
- The TEACH Act allows faculty to use copyrighted materials during the act of teaching when the teaching performance is then transmitted via the Internet or video.
- The TEACH Act only applies to works that a faculty member would show or play during class. Any uploading of material for study purposes must otherwise comply with copyright laws, including Fair Use principles.
- Provided that the requirements of the Act are followed, transmissions (via the Internet or video) of teaching performances using copyrighted material may be made without obtaining permission from the copyright owner.

Guidelines for Distance Education Courses Under the TEACH Act

The performance or display of copyrighted material must be:

1. A regular part of mediated instructional activity.
2. Made by, at the direction of, or under the supervision of the faculty member.
3. Directly related and of material assistance to the content of the course.

The following technological restraints must be in effect:

1. The content must be accessible only to those students who are enrolled in the course;
2. The content must be accessible only for the duration of a class session;
3. To the extent technologically possible, the content must be protected from further distribution;
and
4. To the extent technologically possible, the content must not be subject to retention by students.

All material displayed must contain a notice similar to the following:

“The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. The materials on this course website may be protected by copyright; any further use of this material may be in violation of federal copyright law.”

Guidelines for Complying with the TEACH Act

- Notify students that works used are subject to copyright protection.
- Supervise the digital performance or display. Make it an integral part of your instructional activity.
- Work with Information Technology to limit access to the works.
- Reading excerpts from books, playing an excerpt from a piece of music, showing a photograph or a still from a motion picture is generally acceptable.
- Do NOT upload material such as textbooks, course packs or other resources typically purchased by students to review outside of the classroom unless permission has been received by the owner or such use otherwise complies with Fair Use principles.
- Do NOT transmit or upload materials specifically marketed as distance education courses.
- Do NOT use pirated works or works that you have reason to know were illegally made.
- Do NOT play an entire motion picture or act out a performance of an entire play during a class that will then be transmitted. Only a reasonable and limited portion of these types of works can be used.

Copyright Committee

In order to assist the Logan community in its compliance with federal copyright law, Logan will maintain a standing Copyright Committee.

Composition of the Copyright Committee

The college president or the president’s designee appoints the committee. The committee shall consist of (a) faculty members, who shall constitute a majority of the members, (b) one or more students, serving one-year renewable terms, and (c) members from campus units that are involved in information technology matters, such as Information Technology.

Duties of the Copyright Committee

The Copyright Committee shall have such responsibilities as the president or the president’s designee may specify, including but not limited to the following duties:

- Monitoring trends in such areas as institutional or consortial copyright use policies, changes in copyright ownership models, and guidelines for Fair Use of information in all formats;
- Identifying areas in which policy development is needed and recommending to the president and Administration new or revised institutional policies and guidelines;
- Cooperating with the administration to propose university policies and guidelines regarding ownership and use of copyrighted or licensed scholarly works;

- Assisting in identifying educational needs of the faculty and others related to compliance with copyright policies and guidelines, and advising on appropriate ways to address those needs; and
- Hearing and recommending resolution of disputes involving copyright ownership and submitting such recommendation(s) to the president or the president's designee

Disability Guidelines

Students may make an appointment with the disability services coordinator in Student Services to discuss documentation requirements as well as the disability services offered by the college. Accommodations are granted on a case-by-case basis. The disability services coordinator determines the appropriate accommodations based on the documentation results and a personal interview with the student. In some cases, consultation with the counseling staff is also required.

The initial step in requesting accommodations is to complete the Disability Notification and Accommodation Request Form. This form is available in the Office of Student Services. **It is the responsibility of individuals with disabilities to inform the institution of their needs, and to provide documentation of the disability.**

Relevant and current documentation is needed to verify the existence of a disability and to determine appropriate accommodations based on the functional impact of the disability related to academic courses, testing methods, program requirements, etc. Document Guidelines are as follows:

- Must be provided by a qualified examiner
- Must be current
- Must be comprehensive
- Any accommodations that are recommended must be justifiable and a rationale provided for each accommodation

In the case of a temporary disability due to injury or other event, the Office of Student Services will work with the student for referrals on campus resources and services. Accommodations and services will be determined on a case-by-case basis.

Students who are struggling academically and have tried other resources on campus, such as tutoring and meeting with the professor and yet are still struggling, should make an appointment with the counselor in Student Services for a confidential consultation.

Emergency Safety Procedures

General Information

- a. Emergency, disasters, accidents, injuries and crimes can occur at any time without warning. Being prepared to handle these unexpected emergencies is an individual as well as an organizational responsibility.
- b. To prepare before an emergency arises, do the following:
 - i. Become familiar with the quickest exit routes from your classroom.
 - ii. Locate the nearest fire extinguisher and fire pull station.
 - iii. Be sure your CPR and First Aid training are up to date.
 - iv. Note on your classroom wall the location of the Evacuation/Emergency Response Plan.

- v. In the event of an evacuation, be sure you know where your classroom staging area is located.
- c. In the following situations, notify Security at (636) 230-1986:
 - i. Personal Threat, Assault or Civil Disturbance
 - ii. Criminal Activity
 - iii. Major Accidents
 - iv. Hazardous Materials Incident
 - v. Suspicious Package or Object
 - vi. Shooter Incident
- d. In the following situations, notify the Physical Plant at (636) 230-1980:
 - i. Minor Power Outage
 - ii. Utility Failures
 - iii. Plumbing Issues
- e. Complete information concerning Logan's emergency plan is available in the Emergency Preparedness Manual, which is available through the Office of Student Services.

Campus Lockdown Procedures

- a. Some emergencies may require students, faculty, staff and campus visitors to take shelter inside buildings.
- b. Incidents such as a hostile intruder, an active shooter on campus, or a hazardous material release are examples of times the campus community might be asked to stay in specific areas.
- c. Specifically, when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas, a lockdown will be enforced. Security or the Plant Superintendent initiates a campus lockdown; however, as circumstances dictate, the institutional hierarchy may be employed for this purpose.
- d. A campus lockdown will be initiated through the emergency notification system and/or the PA system. The notification and/or announcement should be calm and convey reassuring comments that the situation is under control with clear directions given.

What to do During a Campus Lockdown

- a. Remain calm and encourage others to remain calm.
- b. Be as quiet as possible; do not make any noise; put cell phone on vibrate.
- c. **DO NOT** respond to anyone at the door until "all clear" is announced via the emergency notification system and/or PA system, or if you are certain it is safe, (i.e. campus security or police are at the door).
- d. Stop all activity immediately (i.e. teaching, group work, meetings etc.).
- e. Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does activate during a lockdown, do not evacuate unless you smell smoke.
- f. Be aware of alternate exits if it becomes necessary to exit. Persons should lock themselves in classrooms and offices as a means of protection.
- g. Stay low to the ground and away from windows, barricade door(s) if possible and use furniture or desk as cover.

- h. **IF SAFE TO DO SO**, cover any windows or openings that have a direct line of sight into the hallway, turn off all lights, computers, projectors or any other devices that may indicate an occupied room. Try to give the impression the room is empty.
- i. Sit on the floor or crouch under or behind desks, where possible, to appear invisible
- j. If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions.
- k. Students and staff should not attempt to leave the building until termination of the lockdown, via notification or announcement by the president, campus security or law enforcement. The exception to this is when a person believes that they are in more danger staying in the building than in attempting to escape from a potential threat.

Campus Security Escort

The campus security department is available to provide walking escorts to all Logan students, faculty and staff, 24 hours a day, every day, to any location at the Chesterfield campus, upon request.

Guest Speaker Policy

Students/clubs/faculty and all college organizations may obtain the Guest Speaker Request Form from either the Office of Student Services, room 147 or in the Testing Center, or on the Logan website at Student Services/Clubs & Organizations/Forms.

Thirty days in advance of the speaking engagement, the following completed forms are to be submitted to the Office of Student Services prior to review:

- A curriculum vitae for the guest speaker
- A completed presentation outline form
- A signed acknowledgement form

The dean of student services and the vice president of chiropractic affairs will review the request and make final approval. Special events may require additional approval by the vice president of academic affairs and the president.

The faculty advisor for the host club must agree to attend the approved presentation and is responsible for monitoring the presentation.

Graduating Students/Preceptor Checkout

Graduating students must clear their accounts in all departments indicated on the checkout form, which is available in the Office of the Registrar. The student's ID card must be returned to the Registrar at the time of checkout. School keys that have been given to SDC officers for their meeting rooms are returned to the Shipping and Receiving Department. A graduating student is not considered in "good standing" if this procedure is not followed. Graduating students may not write checks to Logan during the month prior to graduation.

A checkout procedure is required for all students prior to leaving for a preceptorship. **THIS DOES NOT REPLACE THE REQUIRED GRADUATION CHECKOUT.** Final approval of the preceptor checkout is handled through the Health Center and Office of Accounting.

Grievance Procedure

Introduction

Logan University is committed to mutual respect among all constituents of the university community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, Logan seeks its constituents to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, Logan is committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation. The information provided below guides the orderly procedure of grievance and complaints.

What May Be Grieved

1. This procedure is to be used to resolve student grievances against decisions or actions made by Logan's faculty, staff and administrators and any of its agents that are believed by the student to be discriminatory or in any other way reflect adverse or unfair treatment by the institution.
2. This procedure may not be used to grieve:
 - a. Disciplinary decisions rendered through Professional Committee hearings, or the Office of Student Services, given that there is a separate procedure (administered by the Office of Student Services) for them; and
 - b. Where another Logan policy or procedure could have been used for the matter being grieved.

Who May Grieve

The procedures set forth below may be used by grievant(s) that are currently enrolled as Logan students, and who are participating in a Logan sponsored educational or co-curricular event at the time of the decision or action being grieved. The person filing the grievance must be the alleged victim of the discriminatory treatment or unfair action. Stated differently, a grievance cannot be filed on behalf of another person.

Informal Resolution

1. The grievant should first discuss the issue with the person(s) responsible for the action or decision being grieved; seeking clarity and resolution. If the issue cannot be resolved at this stage the grievant should take their grievance to the immediate supervisor of the person for whom is alleged to have been discriminatory (the respondent), for review and possible resolution.
2. If the student grievance cannot be resolved informally through dialogue with the respondent and/or their immediate supervisor; the grievant then has the option to initiate formal grievance proceedings through either the Office of Human Resources for matters relating to staff/administrators and agents of the institution; or the vice president of academic affairs for matters relating to faculty.

Formal Grievances - Formal Resolution

If informal resolution is not successful or not feasible, the student may file a formal grievance by following the formal grievance submission guidelines noted below to either the Office of Human Resources for matters relating to staff/administrators and other Logan agents; or to the vice president of academic affairs for matters relating to faculty members.

1. The formal grievance submission must:
 - a. be in writing, and be submitted within 15 business days of the incident being grieved;
 - b. state how the decision or action demonstrates either a discriminatory practice or in any other way reflects adverse or unfair treatment by Logan;
 - c. name the respondent parties (the person(s) against whom the grievance is filed);
 - d. state how the respondent(s) is responsible for the action or decision; and
 - e. state the requested remedy.
2. If it is clear on the face of the written grievance that the grievance pertains to a matter not eligible to be grieved under this procedure, or is from a person without grievance rights under this grievance procedure; the Office of Human Resources or the vice president of academic affairs, as appropriate, shall respond in writing to the grievant indicating why the matter is dismissed.
3. If the respondent is the vice president of academic affairs, the grievance process should be administered by the president; if the respondent is the director of human resources, the grievance process should be administered by the chief financial officer.

Formal Grievances - Formal Resolution

If the formal grievance is not dismissed for cause as noted above, the Office of Human Resources or the vice president of academic affairs, as appropriate, shall review each formal grievance and shall issue a final written decision within ten business days of receipt of the formal grievance. Final decisions may be shared with parties at Logan's sole discretion.

Confidentiality

Parties and all other persons named and/or otherwise involved in the grievance proceeding(s) are expected to maintain strict confidentiality regarding the content and outcome of discussions, interviews and all other forms of communication and correspondence surrounding the grievance. Any questions about the disclosure of information should be directed to the Office of Human Resources or the vice president of academic affairs, as appropriate.

File Custodian

All student grievance files involving staff/administrators and other Logan agents will be retained in the Office of Human Resources; and all student grievance files involving faculty will be retained in the Office of Academic Affairs. Records will be maintained under Logan's document retention policy.

Harassment Policy and Sexual Harassment Policy

Logan wants to provide all individuals a work and learning environment, which encourages productive activity and mutual respect. To accomplish this, Logan will not tolerate harassment described in this policy by any person and will deal severely with anyone who engages in harassment. Therefore, it shall be Logan's policy to prohibit harassment of employees or students because of their race, color, sex, age, national origin, religion or disability.

No one has the right to harass someone because of his/her race, color, sex, age, national origin, religion or disability. This kind of conduct has a negative effect on the work place as well as the classroom and is not acceptable. In many cases, the person who is offended can stop the conduct by telling the other person that he/she is offended and expects the other person to stop. Logan encourages this kind of forthright communication.

Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, sex, age, national origin, religion or disability or that of his/her relatives, friends or associates, and that:

- i) has the purpose or effect of creating an intimidating, hostile or offensive learning environment;
- ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- iii) otherwise adversely affects an individual's academic opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the premises or circulated in the workplace or classroom.

Sexual harassment may include a range of subtle and not so subtle behaviors and behaviors may include, but are not limited to: unwanted sexual advances or requests for individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sexual harassment can be difficult to define, and certain conduct is more offensive to some people than others. However, the basic guideline, which Logan will follow, is that physical touching not required in the classroom is not appropriate. Likewise, discussions, jokes or remarks involving sex, sexual matters, propositions or physical makeup are prohibited. No student, employee or supervisor may engage in this type of conduct.

Anyone who has information regarding any harassment described above should notify the dean of student services or the vice president of academic affairs. This includes harassment by another student, employee, supervisor or non-employee. Logan will undertake an investigation of the conduct, keeping information as confidential as possible. All persons contacted must cooperate fully.

Any person who is found to be responsible for harassment will be subject to appropriate discipline, the severity of which will be decided by the Professional Committee and based on the circumstances of the case. Discipline could involve a warning, suspension, demotion or discharge. If the harasser is a non-employee, Logan will take whatever steps are necessary to protect the employee. Students who are victims of sexual assault may also desire to pursue criminal charges. Logan's judicial process acts independently of any legal proceedings. No one who participates in or makes a complaint under this policy shall suffer any retaliation. Obviously, everyone is expected to be truthful and to use his/her best judgment.

Hazing Policy

Logan does not permit nor condone “hazing” in any form by any person or organization associated with Logan. Hazing is prohibited by Missouri law and constitutes a Class A misdemeanor. This policy applies to hazing whether it occurs on campus or off campus. Hazing is defined under Section 578.360, R.S.Mo., subsection two (2) very broadly and includes all willful acts occurring on or off campus directed against a student or prospective student that recklessly endangers their safety, mental or physical health. Any individual or organization, which violates this policy or Missouri law, will be subject to discipline, including dismissal from Logan.

A copy of the Missouri statute concerning hazing is available from the Office of Student Services.

Information Technology

Acceptable Use

It is in the best interests of Logan, its personnel and its students to promote use of and familiarity with Logan's Information Technology System and with the services which are available through that System to support learning and enhance instruction.

Knowledgeable and appropriate use of Logan's IT System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "Logan IT System" or "System" shall include all computer hardware and software owned or operated by Logan, Logan electronic mail, Logan websites, and Logan online services and bulletin board systems (including Self-Service). "Use" of the Logan Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by Logan.

The System was established to comprise part of the curriculum, and is intended by Logan to function in support of that curriculum and of students' mastery of the curriculum through improved communication between Logan and its students. The System does not constitute a public forum. Logan reserves and retains the right to regulate the content of and links to the System. Logan also has the right to and may monitor use of its System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the System has an expectation of privacy in connection with such use.

Logan recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the System including the Internet shall be consistent with the Logan's educational mission and its curriculum. With respect to any of its computers with Internet access, Logan will use its best efforts to use technology protection measures to protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

Logan further recognizes that the effective operation of the System depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The administration is authorized to and shall adopt and enforce guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System, pursuant to Administrative Policy 2800. Such guidelines shall be distributed to Logan employees, students and other members of the Logan community who are afforded access to the System.

Acceptable Use Policy

Pursuant to Administrative Policy 2800, Logan has developed the following Acceptable Use Policy.

The use of Logan's resources is a privilege provided by Logan to its faculty, staff and students. It is not a right.

LOGAN RESERVES THE RIGHT TO INTERCEPT, ACCESS, INSPECT, REVIEW, COPY, DELETE, AND/OR DISCLOSE ALL COMPUTERIZED INFORMATION AND MESSAGES SENT OVER ITS INTERNAL OR INTERNET ELECTRONIC MAIL SYSTEM OR OTHER INTERNET GATEWAY.

The intent of this policy is to ensure that all uses of its computer resources are consistent with the purposes of and the resources of Logan. The policy does not attempt to articulate all required or proscribed behavior by its users. Violation of the policy shall be subject to consequences including but not limited to discipline,

loss of System use privileges, and referral to law enforcement authorities or other legal action as appropriate.

Computer Availability

Logan maintains a large computer lab and provides additional computing resources in the Student Center. In addition, other locations, both on campus and in the outlying clinics, offer computer and high-speed Internet service for Logan students. The Student Computer Lab is housed in the Learning Resource Center on the first floor of the Administration Building. The computer lab includes more than 80 networked computers with access to high speed Internet, specialized academic software applications, educational materials, library resources, general productivity software, and access to Self-Service and e-mail. Earphones are available for check out by students taking online classes or needing audio and/or video streaming.

Emergency Notification

The Logan emergency notification system has been designed to enhance and improve communication for all members of the Logan community in the event of a campus emergency. Incoming students are automatically enrolled in the e2 Connect System which is an emergency notification system. This system will only send information about emergency conditions, weather cancelations and delays. No advertising will be sent, and your contact information will not be shared with or sold to third parties.

Students can manage their contact information and messaging preferences with e2 Connect System at: www.e2campus.net/my/logan/index.htm. Alerts are delivered via any combination of:

- Text message
- Telephone
- E-mail

General Guidelines

All users of Logan IT System (“System”) must comply with Logan’s Acceptable Use Guidelines, as amended from time to time.

The “System” shall include all computer hardware and software owned or operated by Logan, Logan electronic mail, Logan’s website, and Logan’s on-line services and bulletin board systems (including Self-Service). “Use” of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by Logan.

Students, faculty and staff have no expectation of privacy in their use of the System. Logan has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on Logan’s electronic mail system. Logan has the right to and may monitor use of the System by students, faculty and staff, including their access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and College policies and guidelines.

1. Privileges

Access to the System and Logan’s proprietary information on the System is provided as a privilege by Logan and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges. The System, including all information and documentation contained therein is the property of Logan except as otherwise provided by law.

2. Prohibited Use

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in Logan's Student Handbook and Logan's Faculty and Staff Handbooks and Logan Policies. The System shall **not** be used to:

- i. Engage in activities which are not related to Logan's educational purposes or which are contrary to the instructions from supervising Logan employees as to the System's use.
- ii. Access, retrieve or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
- iii. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or Logan policy or rules. This includes, but is not limited to, improper use of Logan proprietary information; improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, Logan employee, or System user.
- iv. Transfer any software to or from the System without authorization from the System Administrator.
- v. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
- vi. Harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
- vii. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
- viii. Disrupt or interfere with the System.
- ix. Gain unauthorized access to or vandalize the data or files of another user.
- x. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
- xi. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
- xii. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
- xiii. Download, copy, print or otherwise store or possess any data (including but not limited to proprietary information) which violates federal or state copyright laws or these Guidelines.
- xiv. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
- xv. Send mass electronic mail to multiple users without prior authorization by the appropriate Logan administrator.
- xvi. Conceal or misrepresent the user's identity while using the System.
- xvii. Post material on Logan's website without the authorization of the appropriate Logan administrator.

- xviii. Modify, convert, install or remove any system file, application software, system directories, or system settings without prior written consent from Information Technology.
- xix. Modify or access any user file that does not belong to the user.
- xx. Modify, install or uninstall any hardware or software without prior written consent from Information Technology.
- xxi. Use of unauthorized networking equipment (such as routers and wireless access points), or modifying existing Logan networking equipment.
- xxii. Use of “Peer-to-Peer” applications, including but not limited to Kazaa, iMesh, Blubster, Limewire, WinMX, eMule and others.

Discipline will occur for off-site use of electronic technology, which disrupts or can reasonably be expected to disrupt the educational environment.

Logan may discipline a student, faculty member or staff member whose personal website or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a disruption of the educational environment, without regard to whether that activity or disruption involved use of Logan’s IT System.

3. Websites

Unless otherwise allowed by law, Logan websites shall not display information about or photographs or works of students without written permission from the depicted student. Any website created by a student using the System must be part of a Logan-sponsored activity, or otherwise be authorized by the appropriate Logan administrator. All content, including links, of any website created by a student or employee using the System must receive prior approval by the classroom teacher or an appropriate Logan administrator. All contents of a website created by a student or employee using the System must conform with these Acceptable Use Guidelines.

- **Disclaimer**

Logan makes no warranties of any kind whether express or implied for the System. Logan is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user’s own risk. Logan is not responsible for the accuracy or quality of information obtained through the System. Logan is not responsible for any user’s intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

- **Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all users. Students, faculty and staff are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log-in as another user will result in discipline.

A user who becomes aware of any security risk or misuse of the System must immediately notify an administrator.

- **Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in the applicable Student/Faculty/Staff Handbook and Logan Policies, and in

potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

- **Consequences for Violations**

A student, faculty member or staff member who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school (or, in the case of faculty or staff members, suspension with or without pay, or dismissal from position) and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by Logan Student Discipline Policy, Faculty Handbook, and Staff Handbook and Logan Policies, and a student or employee may be subject to discipline pursuant to the applicable handbook and Logan Policies. A student or employee who believes that his/her System use privileges have been wrongfully limited may request a meeting with the dean of student services or the president, respectively, to review the limitation. The decision of the dean of student services or the president, whoever was asked, shall be final.

Media in the Classroom

To enhance the learning experience, Logan has fully equipped “smart” classrooms that contain custom podiums with a built-in computer. Each podium is equipped with touch panel controls for computer projection, DVD, document camera, sound, wireless microphones, a podium microphone, laptop hook-ups, and 35mm film projection. In addition to the “smart” classroom technology, many learning spaces are equipped with video conferencing systems. These rooms enable faculty members to conduct live two-way video/audio classes anywhere in the world. If you need assistance using the equipment in the classrooms, please contact the Media Department at extension 1824.

Self-Service Portal

The Self-Service Portal is the gateway to online access of Logan’s academic and administrative services and information. By logging-in to Self-Service, students can access to their academic records including contact information, unofficial transcripts, current and past final grades, schedules, attendance, and more. Self-Service is also offers some administrative services like registration. Classroom related materials are available through the Self-Service Portal, including web pages for every class, syllabi, assignments, assignment grades, exam grades, lecture notes, presentation materials, study guides and much more. The Self-Service Portal is available at: www.selfserve.logan.edu/

Student Email

A Logan e-mail account is provided to every student. Official institutional communication is conducted through these accounts, so please check your email regularly. As a student you will receive important information via email from the Office of Student Services, the Office of Financial Aid, the Office of the Registrar, and other campus departments. Logan’s webmail service can be found at www.webmail.logan.edu

Wireless Access

Logan’s wireless network is available for students who have laptops or mobile devices with wireless capabilities. Wireless access provides high-speed Internet service in many areas across campus including Goodman Plaza, the Purser Center, student center, cafeteria, computer lab, the lobby of the administration

building and more. To access the wireless network, students must login with a Logan e-mail account and password.

1. Wireless Access Usage Policy

All use of its Wireless Service (the Service) is governed by this policy (the Policy). By using this Service, you acknowledge and accept the provisions set forth and hereby release Logan from any liability or responsibility for any damages you may incur or cause to be incurred as a result of your use of the Service, including, without limitation, the provisions expressed specifically below. Logan University shall hereinafter be referred to collectively as “Logan.”

In the sole discretion of Logan Administration, select campus guests may be provided with limited access to the Logan Network. These select campus guests will be provided with a temporary login identification and password, both of which will expire twenty-four hours after the date on which they are issued. Campus guests will be subject to the same terms and conditions of use as faculty, students, and staff.

2. Permission of Use

Governed by the terms and conditions of this Policy, only employees, students and Campus guests are authorized to use the Service.

Logan reserves the right to terminate your use of the Service at any time for any reason or no reason at all. Logan also reserves the right to disconnect the Service without notice for any reason or no reason.

3. Internet Content Warning

There are no Internet Content Filters. The Internet contains unedited materials, some of which may be offensive to or inappropriate for some individuals. Logan does not have any control over the content or information available to the users of the Service. There are no website filtering or screening programs or devices provided with this service. It is the responsibility of the user to prevent exposure to inappropriate information or websites from minors.

4. Limitations and Disclaimer of Liability and Warranties of the Service

The Service is provided on an AS IS and AS AVAILABLE basis and does not provide any guarantees or assurances of quality, reliability or usability.

The Service has no firewall, virus protection software, power surge protection for your equipment or any other security or protection devices. Therefore has no responsibility or liability for any damages, directly or indirectly related to the use of the Service. Such damages may include but not limited to, equipment failure, computer viruses, loss of data, invasion of privacy, theft or damage to software or personal data or damages of any kind as a result of using the Service.

Logan has no responsibility or liability for any illegal or criminal activity on the Internet to which those using the Service may become exposed as a result of usage of the Service.

Logan is not responsible for any use or misuse of those using the Service.

Logan has no responsibility or liability for any damage or harm caused directly or indirectly by configuration changes made to your computer, owned by you, at the suggestion or instruction of Logan's IT System's support staff or any employee, regardless of whoever is at fault.

Logan disclaims all express and implied warranties with respect to the Service, including but not limited to warranties or merchantability, fitness for a particular purpose, privacy, availability of internet access, security and virus protection, protection from exposure to objectionable, illegal or inappropriate internet content, and theft or loss of data.

5. Warning of No Privacy

Users of the Service waive any expectation of privacy with respect to anything created, stored, sent or received in connection with the Service. Logan has the right, without creating any obligation to do so, to access, audit and monitor any communication or information created, stored, sent or received in connection with the use of the Service. Information obtained in the course of such access, auditing and monitoring of the Service may be used or disclosed by at its sole discretion or election, to third parties to comply with laws, regulations, court orders, subpoenas or other governmental procedures without notice to users.

6. Warning of Misuse

Any misuse of the Service is expressly prohibited. Misuse includes without limitation:

- a. Using the Service to send, receive, print, display, perform or any other action that disseminates material that is unlawful, abusive, invasive, defamatory, fraudulent, obscene, pornographic, offensive, vulgar, threatening, harassing or malicious.
- b. Using the Service to transmit in any method material that infringes the copyright, trademark, patent, trade secrets or other property right of an individual or entity.
- c. Using the Service to disseminate unsolicited e-mail or spam of any kind.
- d. Using the Service to attempt to access part of the Service assigned to another individual or their equipment.
- e. Using the Service to conduct unauthorized access or intentional copying, damaging, modifying or other methods of interference that will alter or damage the Service.
- f. Using the Service in violation of any applicable federal, state or local laws including but not limited to, hacking, cracking, bugging, virus distribution, or accessing or tampering with government or private data of users.

Logan students, faculty, staff and administration are subject to the Acceptable use Policy set forth in its Student, Faculty and Staff Handbooks.

7. Compliance and Indemnification

Users of the Service must comply with all software licenses, copyrights, and all other federal, state and local laws governing intellectual property and online activity. In using the Service, you agree to defend, indemnify and hold harmless from and against any and all costs, liabilities, losses and expenses (including reasonable attorney's fees) arising out of or related to your use of the Service.

Violations of the Logan Wireless Access Usage Policy will result in disciplinary action, up to and including dismissal, as defined in the appropriate handbooks.

Notice of Nondiscrimination

Logan admits students of any gender, race, color, veteran status and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, veteran status and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, and athletic and other school-related programs. Any person having inquiries concerning Logan's compliance with the regulations implementing Title VI, Title IX, and Section 504 is directed to the Dean of Student Services, 1851 Schoettler Road, P.O. Box 1065, Chesterfield, MO 63006-1065, telephone number 636227-2100 or 1-800-782-3344. The Dean of Student Services has been designated by Logan to coordinate the institution's efforts to comply with regulations implementing Title VI, IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Dept. of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Safety and Concealed Weapons

Logan strives to make the learning and work environment as safe as possible. To that end, Logan does not tolerate actual or threatened violence on its premises or when directed to a Logan staff member, faculty member, student, guest, or visitor on or off premises. Verbal or written threats or any kind, even in jest, will not be tolerated and may result in disciplinary action up to and including termination, expulsion, or removal from the premises pending investigation. Fighting or verbal threats will be dealt with promptly. In further effort to maintain a violence free learning and work environment, Logan adopts the following policy regarding firearms and concealed weapons:

1. firearms, concealed weapons and explosives are not allowed at any time on property owned or leased by Logan (including Logan owned or leased parking lots) or in vehicles owned or leased by Logan, or on the person of any faculty or staff member, student, visitor, or guest while that individual is on Logan property;
2. firearms, concealed weapons and explosives are not allowed in the private vehicle of any faculty or staff member, student, visitor, or guest of Logan while such vehicle is on Logan property; and
3. Logan reserves the right to search and/or inspect faculty and staff members, students, guests, and visitors, their personal belongings, and their vehicles located on Logan property if Logan believes it is necessary to enforce this policy.

You are advised that even though Missouri has passed a concealed weapons law, that law provides that you are not entitled to carry a concealed weapon into any higher education institution without the consent of the governing body of the higher education institution. This policy serves to advise you that Logan does not, under any circumstances, consent to your carrying a concealed weapon on its property or to your having a concealed weapon in your vehicle while parked on Logan property. Only law enforcement officers or authorized security personnel are allowed to carry weapons on Logan property. Any violation of this policy or any refusal to allow Logan to search and/or inspect your person, your belongings, or your vehicle while on Logan property will result in discipline up to and including termination of employment, suspension, expulsion, or removal from the premises.

This policy is published in the Student Handbook, Faculty Handbook and Staff Handbook, and will be posted at all entrances to the institution

School Closings due to Inclement Weather

Inclement weather, especially during winter, occasionally necessitates that the normal school schedule be interrupted. The severity of the conditions determines the closing of the school. An announcement will be

made that Logan may be on a SNOW SCHEDULE or CLOSED. SNOW SCHEDULE will mean work hours will begin at 9 a.m., and classes will start with the third hour at 9:15 a.m.

Students are notified about school closings through Logan’s emergency notification system e2 Connect. Students may also learn of school closing by listening to the following stations so they are aware of what schedule the school is following:

RADIO	KMOX–1120 AM	5:30 a.m.
	KYKY98–98.1 FM	5:30 a.m.
TELEVISION	KSDK–Channel 5	5:30 a.m.
	KTVI–Channel 2	Early morning programs

Selling Goods or Services on Campus

In the interest of patient care and maintaining a productive and non-coercive educational environment, Logan maintains a policy pertaining to the Selling of Goods and Services on campus. The current policy provides as follows:

1. It is the policy of Logan that no meetings between vendors and students take place on campus. Included under this policy, no outside speakers or members of the Logan community can engage in direct marketing to students. All vendors, including students, faculty and staff must conduct all business with the bookstore. The Administration must authorize exceptions to this policy.
2. Logan sponsored activities, such as institutional fund-raising, Distributor’s Day, or other efforts to support the academic and educational mission and goals of Logan are appropriate and allowable activities under this policy. It is permissible for students to offer certain services approved through a department on campus such as teach fitness classes through Sports and Activities. In addition, solicitations for approved charitable organizations are also permissible.
3. Sale of commercial or personal products and services, outside of the above parameters, is strictly prohibited. The phrase “sale” of commercial or personal products and “services” includes, but is not limited to, on-campus sales of personal healthcare items and services, natural supplements and/or vitamins, cosmetics or jewelry sales, raffles, tickets for goods or services, food products (other than those licensed by Logan) and service activities.
 - In the case of selling natural supplements and/or vitamins, all business must be conducted with the Logan Chiropractic Health Centers. Logan will maintain an adequate inventory of natural supplements and/or vitamins for sale to students, faculty, staff and Chiropractic Health Center patients.

Violations of this policy may result in disciplinary action, including employment actions and/or referral to the Professional Committee. Students having questions may contact the dean of student services at extension 1797.

Smoking and Tobacco on Campus

In keeping with the honored tradition of a strong emphasis on wellness and health care, Logan supports the finding of the American Cancer Society that tobacco use in any form, primary or secondary, is a major health risk. In support of the student body and in recognition of the important of health lifestyle choices of

our profession's integrity in the community, Logan supports a Tobacco-Free policy on campus. For purposes of this policy, smoking is defined as chewing or burning of any type of tobacco product including, but not limited to cigarettes, cigars, and pipes.

Tobacco-Free Areas

Inside all Logan-owned buildings, including classrooms, hallways, cafeteria, and offices;

Logan vehicles;

Entrances to all buildings on the campus and at Logan affiliated health centers; and

No burning of tobacco will be allowed in functions involving the Loomis amphitheater.

Employees and students who use tobacco while in their private-owned vehicles or a Logan designated area for tobacco use (as identified by signage) are prohibited from discarding any tobacco-containing product on any Logan property.

Logan will provide smoking cessation resources in the form of educational literature and provide the names or organizations to which our students, faculty, and other academic appointee and staff may go for assistance outside the institution.

Student Access to Academic Records

A student's academic record is open to the student, with the following exceptions:

1. A personal record kept by a staff member if it is in the sole possession of the maker of the record and is not accessible or revealed to other persons except as a temporary substitute for the maker of the record.
2. Records created and maintained by the Campus Security Office for law enforcement purposes.
3. Records that relate exclusively to the students in their capacity as employees and are made and maintained by the institution in the normal course of business are not open to the student for inspection. However, employment records relating to students who are employed because of their status as a student (i.e., Federal College Work Study) are considered educational records.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used for treatment of a student and made available to those individuals providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at Logan and which do not relate to the person as a student.
6. Records connected with an application to attend Logan if that application was denied.
7. Records of parent's financial status.
8. Confidential letters and statements of recommendation that were placed in the education records prior to January 1, 1975.
9. To ensure the validity and confidentiality of references prepared off-campus and on-campus, certain documents may carry waivers, signed by the student relinquishing the right of access to the document. All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file. Waivers are subject to the following conditions:
 - a. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor, or honorary recognition (including financial aid based at least in part on merit), and candidacy for employment.
 - 1) Waivers cannot be required.
 - 2) Upon request, the student shall be told, the names of those supplying references.
10. Any other records that are excluded from the FERPA definition of education records.

All students have records in one or more of the following offices, maintained by the custodian listed below.

Type	Location	Custodian
Academic Records	Office of the Registrar	Registrar
Admissions Records	Admissions Office	Vice President of Enrollment Management
Advising Records	Advisor's Office	Academic Advisor
Credential Files Counseling Records	Office of the Registrar Counselor's Office	Registrar Counselor
Disability Records	Student Services	Dean of Student Services
Disciplinary Records	Student Services	Dean of Student Services
Accounting Records	Business Office	Chief Financial Officer
Financial Aid Records	Financial Aid	Director of Financial Aid
Clinical Education Records	Clinic	Director of Clinical Care

Occasional Records (student educational records not included in the types listed above such as minutes of committee meetings, copies of correspondence in offices not listed, etc.) shall be maintained in the Office of the Registrar by the Registrar.

Logan has established the following procedures enabling the student to have access to his or her academic records and has provided for interpretation and challenge:

1. The student may see his or her records by contacting the custodian of the record.
2. The student must submit to the records custodian or appropriate staff person a written request that identifies as precisely as possible the record or records the student wishes to inspect.
3. If the record contains information about more than one student, the student may inspect and review only the records that relate to the student.
4. Access is to be granted promptly and no later than 45 days from the date of request. There is no absolute right for the student to obtain copies. Copies need only be given when failure to do so would effectively prevent the student from exercising the right to examine the records, e.g. where the student is unable to commute to the campus.
5. Logan reserves the right to deny copies of transcripts or other records (not required to be made available under FERPA) in the following situations:
 - a. The student has an unpaid financial obligation to Logan.
 - b. There is an unresolved disciplinary action against the student.
6. The student may obtain copies upon written request. The fee for a transcript of the student's permanent academic record is \$5 per copy. The fee for copies of other education records is \$1 per page and postage charges.

7. The student may request and receive interpretation of his or her record from the person or designee responsible for the maintenance of the record.
8. If the student considers the record faulty, he or she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected or judged faulty or in violation of privacy:
 - a. The informal hearing will be in conference with the person or designee responsible for the maintenance of the record and, where appropriate, the party or parties authorizing the record segment in question.
 - b. The student may request a formal hearing by the custodian of the records in question following the procedure established by the custodian. If through that process it is determined the information is accurate, it shall inform the student of his/her right to place in the educational record a statement commenting upon the information, and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student's educational record or contested portion is disclosed to any party; the student's statement shall also be disclosed.

Nothing in this policy requires the continued maintenance of any student record. However, if under the terms of this policy a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student. Person in charge of records should ensure only pertinent items are retained in student files.

Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the Act may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; Tel (202) 260-3887, Fax (202) 260-9001.

Student Disruptive Behavior Policy

It is the policy of Logan that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the campus community and to assure protection of the interests of the University as it seeks to carry out its mission.

Logan requires a community free from violence, threats and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to a rational and orderly approach to the resolution of conflict.

Logan has a fundamental concern with conduct that breaches the peace, causes disorder or property damage, and/or substantially interferes with the rights of others. Behavior that threatens or actions that imperil the physical and mental health and safety of members of the Logan community and behavior that is repugnant to or inconsistent with an educational climate is strictly prohibited.

For the foregoing reasons, Logan strictly prohibits disruptive behavior by a student. A student may be found in violation of the Student Disruptive Behavior Policy for engaging in any of the following behaviors either on or off campus. Disruptive behavior, includes, but is not limited to the following:

1. **Disruptive Conduct or Conduct that Harms Logan's Reputation (both on and off campus)**—disruptive conduct or conduct that harms Logan's reputation includes, but is not limited to, conduct that substantially damages Logan's reputation or relationship with another entity or individual, substantially or repeatedly interferes with a faculty member's ability to teach or a student's ability to learn, threatening, breaches the peace or incites others to breach the peace, or violates a state or federal law.

2. **Disruptive Classroom Conduct**—disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the faculty member’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.
3. **Threatening, Harassing, or Assaultive Conduct**—threatening, harassing or assaultive conduct means engaging in conduct on campus that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing or assaultive behavior.
4. **Disorderly Conduct**—disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative and public service functions; or obstructing or disrupting disciplinary procedures or authorized Logan activities.
5. **Possession or Use of Weapons on Campus**—possession or use of weapons on campus means possessing or using on campus weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives and dangerous biological or chemical agents, except in those instances when expressly authorized by an appropriate Logan authority for activities properly requiring the use or possession of the item.
6. **Unauthorized Use of Logan Facilities and Services**—unauthorized use of Logan facilities and services means wrongfully using Logan properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain through deceit or misrepresentation, goods, quarters, services or funds from Logan departments or student organizations or individuals acting in their behalf.
7. **Theft, Property Damage, and Vandalism**—theft, property damage and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property belonging to Logan, a member of Logan community, or a campus guest.
8. **Unauthorized Access**—unauthorized access means accessing without authorization Logan property, facilities or services, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards or access codes.
9. **Disruptive Behavior**—disruptive behavior means willfully disrupting Logan events, participating in a campus demonstration that disrupts the normal operations of Logan and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of Logan; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized Logan activities or functions
10. **Violation of Federal or State Laws**—Violation of federal or state laws on campus means engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct or arson.

Violation of the Disruptive Conduct Policy is a violation of the Student Honor Code. Students accused of Violation of the Disruptive Conduct Policy will be subject to the policies and procedures set forth in the Student Honor Code.

Programs and Services

Academic Support

A select group of faculty serves as academic advisors to the student body. Each student is assigned an academic advisor, and the name of the academic advisor is provided to the student during orientation. Prior to each term, students will prepare a schedule of classes in consultation with the academic advisor. The program is under the direction of the respective college dean. A student may schedule an appointment with his/her academic advisor at any time; an academic advisor may also contact the student should the academic advisor believe that a meeting is needed. The academic advisors remain informed of their advisees' academic progress, and periodic meetings are encouraged between academic advisors and students in academic jeopardy.

In the event a student may be academically deficient, may become less than full-time or may have to repeat a class, a special schedule will be required in order to complete the enrollment procedure. All special schedules must be prepared and signed by the faculty advisor. Although the advisor remains aware of the student's academic history, it is the ultimate responsibility of the student to be aware of academic failures and of the urgency to complete a schedule by the start of the new trimester. It is required that students in academic difficulty or on special schedules make an appointment to meet with their advisors to discuss the scheduling of classes for the coming trimester.

The academic advisor program is not designed to replace the counseling program, which is available to all students through the Office of Student Services. Academic advisors are listed on the Logan website under Current Students/Academic Programs.

Bookstore

The bookstore is on the main floor near the Montgomery Health Center and is open Monday through Friday, from 7 a.m. to 4 p.m. and Saturday from noon to 4 p.m. School supplies, textbooks, anatomical charts, spines, clinic jackets, lab coats, gym bags, shorts and shirts are for sale as well as other miscellaneous items. Orders can also be made by accessing the Bookstore's website at www.loganonlinebookstore.com.

Cafeteria/Charlie's Grab 'n Go

The Logan cafeteria is located in the lower level of the administration building. Breakfast, lunch and snacks may be purchased. Coin-operated vending machines are located in the vending room (G30A) across the hall from the cafeteria and within the Student Center. Charlie's Grab N' Go is located within the Student Center on the first floor of the administration building. Sandwiches, beverages and snacks are available for purchase. The hours of operation for the cafeteria are Monday through Thursday 6:45 a.m.–2 p.m. and Friday 6:45 a.m.–1:30 p.m. The hours of operation for Charlie's Grab N' Go are Monday through Friday 7 a.m.–1:30 p.m. when classes are in session.

Campus Safety

1. The Student Right-to-Know and Campus Security Act of 1990

In accordance with the federal law entitled, "Student Right To Know and Campus Security Act," certain crimes reported to campus security authorities must be published for the past three calendar years. Therefore, The Department of Education Campus Security Report for Logan is available on the Logan website at www.logan.edu under My Community.

We strongly encourage students, administration, faculty and staff to be alert, take precautions and to report crimes and suspicious activities immediately to help us reach our goal of a crime-free

campus. Any crime, suspicious behavior or emergency should be reported directly to Campus Security at extension #1986. The Campus Security Office is located in room 104, which is located in the main lobby of Logan's Administration Building next to the reception desk.

2. Campus Telephone Service

Logan provides telephones throughout the campus for safety and convenience. Students and staff are encouraged to learn the locations of the campus telephones and to use them for all security-related and emergency communications. Campus telephones can be accessed at the following locations:

Anatomy Lab	S228
Diversified Lab	SB9 & SB10
Research Lab	S118
Histology Lab	S114
Microbiology Lab	S114
Cafeteria	At entrance to the Cafeteria
LRC	Circulation Desk
Health Center	Montgomery Outpatient Clinic on the Logan Campus and Student Health Center Reception Desks
Receptionist Desks	Main Lobby
Classrooms	G46,G48, G49, G102, G105, G107, 142A, 142B, 156A, 156B

Phones with outside lines are available at all Chiropractic Health Centers at all times to interns. Their locations are pointed out during orientation at each Chiropractic Health Center.

3. Campus Security Escort

The campus security department is available to provide walking escorts to all Logan students, faculty and staff, 24 hours a day, every day, to any location at the Chesterfield campus, upon request.

4. Security Officers

Security officers are on campus 24 hours a day. The security desk is in the lobby of the Administration Building or can be reached by calling (636) 230-1986. You may also contact security via email at security@logan.edu.

Career Development

The purpose of Logan's Career Development Center (CDC) is to assist upcoming graduates in identifying and obtaining professional employment. The CDC is located in room 119. If you have any questions, you may contact the Director of Career Development, Linda Kenny at linda.kenny@logan.edu. For more information, visit the [Career Development section](#) of Logan's website.

Counseling

The counseling program at Logan, under the direction of the dean of student services, is staffed with qualified professionals who are skilled at providing services relevant to a wide range of concerns including: social skills training, communication skills training, study skills training, assertiveness training, drug and alcohol dependence, and professional case consultation for interns working in the Chiropractic Health

Centers. Counseling services are provided by a licensed psychologist, free of charge, to students, faculty and staff, as well as spouses. The goal of the service is to help the student achieve the highest level of personal and professional competence, responsibility and happiness.

Anyone receiving counseling is assured of being protected by a strict code of ethics wherein all counseling matters are held in strict confidence between counselor and counselee subject to applicable laws and rules of professional responsibility.

Another option for students that offers anonymity is Logan's partnership with H&H Associates, <http://www.hhhealthassociates.com> or (800) 832-8302. This service allows students to take advantage of the available counseling resources free of charge. Visit www.logan.edu and click on Student Services/Counseling Services for the link.

Disability Services

1. ADA Compliance

Entrance to the Administration Building as well as the Science and Research Building can be accomplished without the use of stairs. Both buildings are readily accessible by elevators. In addition, both buildings have restrooms that can accommodate individuals with disabilities. Questions or individual requests should be addressed to the dean of student services, Room 147, extension 1731.

2. Accommodations

Logan makes reasonable academic adjustments for qualified individuals with disabilities, as required by law. Any qualified applicant or student with a disability may request a reasonable academic adjustment in order to perform the academic and technical standards requisite to admissions and/or participation in the educational program and activities. Such requests may be made to the disabilities services coordinator in Student Services.

3. Testing Center

For students receiving testing accommodations, there is a separate testing center located in the Student Center. Students are required to complete a request for proctored written examinations that is signed by the faculty member for any test, quiz or exam. Appointments for testing can be made with the administrative assistant.

Health Center

1. Chiropractic Health Center Entrance Fees

The Chiropractic Health Center fee covers incidental expenses incurred by students during the six trimesters of Chiropractic Health Center internships. The fee covers such items as professional cards, malpractice insurance, Chiropractic Health Center manual, ID badges, etc. The Chiropractic Health Center fee is paid twice – once at the beginning of Trimester 5 and once at the beginning of Trimester 8. **Note: fees are subject to change.*

2. Student Health Care

Student health care begins upon entrance into Logan. As an incoming student, she/he is assigned to a Student Health Center Intern and is offered a complimentary diagnostic evaluation that includes a physical examination and laboratory and/or radiographic studies if clinically indicated. A student intern under the direct supervision of a licensed Health Center Clinician performs a physical examination. The clinician and intern review the entire diagnostic evaluation then the student intern delivers treatment with the assistance of the clinician.

3. Student Health Center Hours of Operation

The Student Health Center hours of operation are as follows (subject to change):

Monday–Thursday	11 a.m.–1 p.m.; and 3:45–6:45 p.m.
Friday	11 a.m.–4 p.m.
Saturday	9 a.m.–12 p.m.

During breaks between trimesters and when the Student Health Center is closed, student health care will be provided in the Montgomery Health Center during its regular business hours. Any other exceptions will be posted in the Student Health Center.

4. Student Family Health Care

Student interns under the direct supervision of a licensed Student Health Center Clinician treat student families in the Logan Student Health Center facility. Appointments can be made through the Chiropractic Health Center receptionist.

5. Emergency Service

Students are encouraged to utilize the Logan Chiropractic Health Center for emergency/acute care.

11 a.m.–7 p.m.—Report to the Logan Chiropractic Health Center front desk. A Chiropractic Health Center clinician will be notified. An assessment will be made and instructions given as to the course of action to be taken.

7 p.m.–11 a.m.—Call the Chiropractic Health Center at (636) 227-0903. You will be given instructions as to how to reach a clinician to discuss your case.

6. Fees

There is no charge for examinations or adjustments in the Student Health Center. The Chiropractic Health Center provides a variety of diagnostic services for which there is a charge. Among these are radiographic studies, musculoskeletal ultrasound, and laboratory studies. Fees for these services are at a reduced rate. Nutritional and orthopedic supplies are also available. Payment is expected when services are rendered unless arrangements for deferred payment have been made with the Business Office. All deferred Chiropractic Health Center charges incurred by student family members will be charged to the student's account. The responsibility for payment rests solely with the student.

If you plan to file insurance for fees incurred, please indicate this at the time of service. Staff will verify coverage and file insurance claims. However, the student is responsible for paying any balance or deductible. All outstanding charges must be paid in full at the time of registration/graduation in accordance with Logan policy.

7. Appointments

Appointments can be made at the Student Health Center appointment desk or by telephone. If a student desires to be treated and does not have an appointment, she/he will be considered as a walk-in patient. An appointment will be made according to availability of the clinician. Therefore, we encourage you to make appointments in advance when possible.

When reporting to the Chiropractic Health Center reception area for an appointment, please sign your name on the appointment sign-in sheet labeled "student," have a seat and your clinician/intern will be paged. After treatment has been rendered, report again to the reception area. Leave the travel sheet with the receptionist. Advance appointments can also be confirmed and scheduled at this time.

If it should become necessary to cancel an appointment, please notify the Chiropractic Health Center receptionist. She will then notify the clinician and intern. This will then allow cancelled appointments to be rescheduled for other patients needing care and better utilization of the health care facility.

8. Health Care for Withdrawn/Interrupted Status Students

All individuals who have interrupted their studies at Logan will be eligible for treatment by Student Health Services. They will not be charged for examinations, adjustments, or physiologic therapeutics. They will receive reduced (student) rates on all other services. These individuals will not be considered outpatients and will be treated by Student Health Center clinicians and interns.

Individuals who have withdrawn from Logan are not considered students and neither they nor their family will receive a student discount on services.

Health Insurance

Information is available through the Office of Student Services on policies currently available for student purchase. The Office of Student Services will provide the pamphlets and requested information but assumes no other responsibility. For more information on insurance, please visit the Logan website within the Student Services section as well as a quick link on the main website page. Reports of claims are made directly to the insurance company.

Human Research or Experiment Guidelines

It is the policy of Logan that any proposed research project or experiment, which involves human subjects, shall first be submitted for review and approval to the Institutional Review Board (IRB).

It shall be the function of the IRB to review and administer preliminary approval to any research project or experiment to be conducted involving human subjects if the projects is to be conducted by Logan faculty, students, administrators or clinic personnel, or involve the use of Logan equipment or facilities.

It shall be the responsibility of the principal investigator to present the IRB not less than 30 days prior to intended initiation of any research project, a written application for approval. The application shall state the following:

1. The name of the principal investigator.
2. A description of the research project or experiment in sufficient detail to permit a reasonable understanding of the nature and scope of the project.
3. A description of the human subjects to be involved.
4. A description of any potential "risks" known to exist with respect to such project such as radiation, infection, toxicity, rash, dizziness, etc.
5. A detailed description of the safety precautions, which are planned to deal with each of the identified "risks."
6. A description of any Logan facilities or equipment to be involved in the project.
7. A description of any equipment or facilities not belonging to Logan which are to be used in the project such as CAT scan, pathology lab, etc.

8. A description of any emergency medical equipment of facilities necessary or appropriate to such project such as oxygen, stretcher, neck brace, etc.
9. A list on non-Logan personnel to be involved as researchers or assistants in the projects such as veterinarian, pathologist, surgeon, nurse, engineer, etc.
10. Date of intended initiation of research project.
11. Estimated time necessary to complete project.
12. Description of the source of any external funding.
13. Estimate of total cost of project.

It should be noted the approval of any research project by a department head or a member of the administration in no way obviates the need for the research project to be approved by the IRB. Any faculty member, clinic personnel, administrator or student who institutes a research project involving human subjects without the prior written approval of the IRB, or who proceeds with such research project after the rejection of the proposal for any reason by the IRB, will be subject to disciplinary action including but not limited to loss of clinic privileges, dismissal from Logan, suspension or fines. If any individual is in doubt whether their project might not come within the purview of the IRB, it is nevertheless the obligation of that individual to submit the project to the IRB for a determination that such project is not subject to review by the IRB. It shall not be a defense to violation of this institution's policy regarding review of all research projects involving human subjects that the individual faculty member, clinic personnel, administrator or student did not know of the policy or did not believe that it applied to their project.

Learning Resources Center (LRC)

The LRC houses the library, the computer lab, and the distance learning hub and is centrally located on the first floor of the Administration Center. The college archives is also an integral part of the LRC, and is located in Room G106. For more information on the LRC, please visit www.logan.edu/library.

General LRC Information

1. Dress in the LRC must conform to the Dress Code in the Student Handbook.
2. Food, coolers, smoking, and the use of tobacco products are prohibited in the LRC.
2. Cell phones should be turned off and not used in the LRC.
3. Noise should be kept to a minimum. Please respect the needs of those studying around you.
4. In order to maintain an atmosphere conducive to study, individuals are discouraged from bringing children aged six or under into the LRC.
5. Copyright Law prohibits unauthorized copying/duplicating/format changing of A/V materials.
6. Personal items are the responsibility of the owner. Students are encouraged to secure such items in their lockers. LRC personnel are not responsible for personal items brought into the LRC.
2. Safety and fire regulations forbid lingering or sitting on the staircase.
3. Animals, with the exception of trained assistance or guide dogs, are not allowed in the LRC.
4. Running, skating, and activities that may be deemed reckless are prohibited in the LRC.
5. Bicycles, skateboards, in-line skates and scooters (except to aid those with a disability) are not allowed in the LRC.
6. Posters/flyers may not be attached to LRC windows, walls or furnishings, internally or externally, nor distributed within the facility unless authorized by the director of the LRC.
7. The LRC does not cash checks. Change, up to \$20, is available at the Circulation Desk.
8. LRC rules are designed to promote an atmosphere conducive to learning and research, and to protect individuals and collections.

Hours of Operation

Library

Monday-Thursday	6:30 a.m.–10 p.m.
Friday	6:30 a.m.–5 p.m.
Saturday	10 a.m.–5 p.m.
Sunday	12–5 p.m.
Holidays	CLOSED

Student Computer Lab

Monday-Saturday	6:30 a.m.–10 p.m.
Sunday	12–10 p.m.
Holidays	CLOSED

Changes in regular hours will be posted.

Vertical File/Subject File (7 days)

\$0.10/day/item for first 5 days overdue

\$0.25/day/item/after 5 days overdue

\$1.00/day/item on recalled items

\$2.50/day/item

Media (3 days)

Bones & Models

(overnight/weekend) due by 9:00 a.m.

\$1/hour, or fraction thereof/item

\$5/day/item maximum

Temposcopes

(overnight/weekend) due by 9:00 a.m.

\$2.50/day/item

Overdue Notices:

Books, Journals & Vertical File

1st five days = \$.10/day/item

1st Notice - 6 days overdue: Fines increase to

\$.25/day/item *

2nd Notice - 11 days overdue: Fines remain

\$.25/day/item*

Invoice-16 days overdue: Replacement cost of item, \$10 Processing Fee/item, plus accumulated fines*

(Fines on “recalled” items are \$1/day/item.) All student notices are sent via Logan campus e-mail. Student Charges are sent to the Logan Accounting Department.

Damaged/Lost Materials

Damaged or lost LRC materials should be reported promptly. Replacement charges are assessed at the current list price of the library preferred edition, as determined by the library, plus a \$10/item processing fee. Upon payment, lost items will be considered property of the borrower.

Materials Return Clearance

All library materials must be returned prior to graduation; however, a graduating student may request alumni borrowing privileges, beginning the last week of final exams.

Removal of Reserve Materials

When a student removes Reserve materials from the Library without proper authorization, a \$25/item fee will automatically be assessed to her/his account. An additional \$25/item fee will be charged on the second and third days. The student will be invoiced for replacement charges, as determined by the library, plus fines and fees, after three days.

Online Catalog

The library offers an online catalog, which is accessible from anywhere with Internet. The catalog provides easy access to the library collection. In addition, Library patrons can check their Library account, place holds, and renew most items via the online catalog. By clicking on the MOBIUS icon, the online catalog can be expanded to include the collections of more than 60 college, university and public libraries in the state of Missouri. Logan students and faculty can request books from any of the participating libraries, or they may visit the libraries and borrow books directly. Requested MOBIUS books will be delivered to Logan via a statewide courier service. Instruction sheets are available in the library and on the website.

Renewals

Books, journals, and media may be renewed as long as there are no “Holds/Recalls” on the materials, or the maximum number of renewals has been reached. These items may be renewed online or at the Circulation Desk. Items must be present in order to be renewed by the Library staff. Printed instructions for online renewal are available in the Library and on the website.

Holds and Recalls

Holds may be placed on items that are currently checked out to another patron. This may be done online or at the circulation desk. If an item that is “on hold” becomes overdue, a “recall” notice will be sent to the delinquent patron. Fines on “recalled” items are \$1/day/item.

New Materials Recommendations

The library welcomes recommendations/requests for additions to the collection. Forms are available at the circulation desk and on the website.

Course Reserves

At least one copy of every required textbook will be kept on reserve at the circulation desk. Many faculty members provide reserve course materials in addition to the course textbooks. Reserve items are generally for use within the LRC only. Exceptions will be noted. Students should assume that reserve items are limited to use within the LRC. Check the online catalog for additional copies and/or other editions of required textbooks.

Bones and Models

Bones and models checked out of the library will be due at 9 a.m. the following class day. A fine of \$1/hour or fraction thereof will be assessed for each item returned after the designated time. A maximum fine of \$5/day/item will be charged until the item is invoiced.

An overdue notice will be sent each of the first two days an item is overdue. An invoice will be sent on the third day. The student will be charged the replacement cost, as determined by the library, a \$10/item processing fee, and accumulated fines. Upon payment, the item(s) will be considered the property of the borrower.

Items that are returned damaged will be evaluated by the library staff. Repair/replacement charges, plus processing fees, will be assessed to the student’s account. It is recommended that the borrower inspect the item(s) prior to checking them out.

Gonstead Temposcopes

Gonstead Temposcopes may be checked out anytime the library is open. They are due at 9 a.m. the following class day. An overdue notice will be sent each of the first two days the item is overdue. An invoice will be sent on the third day. The student will be charged the replacement cost, as determined by the

Library, a \$10 processing fee, and accumulated fines. Items that are returned damaged will be evaluated by the library staff. Repairs/replacement charges, plus processing fees, will be assessed to the student's account.

Interlibrary Loan

Interlibrary Loan (ILL) is available for books that are not available in the Logan collection or through MOBIUS, and for photocopies of articles that are not available in the Logan collection. There is no charge for items obtained by interlibrary loan that are free from the lending library. ILL request forms are available at the circulation desk and on the website.

M.S. – Nutrition & Human Performance – Sports Science and Sports Rehabilitation

There is no charge for items obtained by interlibrary loan that are free from the lending library. Students in Nutrition & Human Performance AND Sports Science & Sports Rehabilitation programs are allowed a \$100 stipend for articles and books that cost money to obtain from other libraries and articles incurring a fee will be debited from this stipend.

Senior Research

There is no charge for items obtained by interlibrary loan that are free from the lending library. Students working on their Senior Research Projects are allowed a \$100 stipend for articles and books that cost money to obtain from other libraries and articles incurring a fee will be debited from this stipend.

Photocopying Services

Photocopiers are available in the LRC copy center and in the library. Additional copiers are available at various locations on campus. Copies are \$0.10 per coin-generated copy, and \$0.05 per cash card-generated copy. Cash cards in varying denominations are available for purchase in the bookstore or from the dispenser in the LRC copy center (\$1, \$5 or \$10). The dispenser does not provide change. Change for \$20 or less is available at the circulation desk. The library does not accept personal checks or credit/debit cards.

Interrupted Students Policy

Students who have officially “interrupted” their studies at Logan may continue to borrow library materials under the following conditions:

1. The student must be interrupting in good standing.
2. Nothing may be borrowed until status of interruption has been confirmed through the Office of the Registrar.
4. Borrowing privileges will only be granted for a period of one trimester – the first trimester of interruption.
5. Circulating books, circulating journals and circulating Subject File materials may be borrowed. The interrupted student must provide the library with a valid credit card – VISA, MasterCard, American Express or Discover. Any accumulated fines must be paid at the time the materials are returned.
 - a. If the materials have not been returned/renewed within three weeks of the due date, the replacement cost, as determined by the Library, plus a \$10 processing fee, and accumulated fines will be charged on the credit card.
6. Reserve materials, media and bones and models may be used within the LRC.

Student Computer Lab

Priority use of the Student Computer Lab computers is given to students working on class projects, reports and research. To ensure that the computers are working properly and available for student educational needs, Logan does not allow the following:

- Downloading programs from the Internet
- Installing software
- Game playing
- Violation of copyright laws, including resale of programs/materials
- Exploring of system files on either the server or the local systems
- Viewing or sending pornography or obscene materials of any kind
- Replacement of the wallpaper, screensavers, or backgrounds
- Deleting files or folders, other than from the student's own disk
- Saving files to the computer hard drive. All files should be saved to the student's own disks
- The use of computer lab workstations by children, aged 12 and under

Violators will be subject to disciplinary action, up to and including dismissal, as defined in the Student Handbook.

Notary Services

Notary service is available free of charge in the Office of the Registrar (Room 262) and the secretary to Chiropractic Science Division and Clinical Science Division (Room 258).

Seminars

Students may request to attend postdoctoral seminars sponsored by the Postdoctoral Department. Students in Trimesters 4, 5, 6, 7, 8, 9 and 10 are allowed to participate in Certificate or Certification Programs. Program content determines trimester eligibility.

Logan does not endorse or accept responsibility for off-campus seminars or entrepreneurial endeavors.

Certificate and Certification Courses offered may include:

- Basic Acupuncture
- Advanced Acupuncture (only doctors or students who have completed the first 100 hours are eligible)
- Insurance Consultant/Peer Review
- Whiplash Certification
- Internal Health Specialist
- Rehabilitation
- Extremity Adjusting
- Chiropractic Nutrition Specialist
- Chiropractic Pediatrics
- Whole Food Nutrition
- Certified Chiropractic Posture Specialist
- Certified Chiropractic Sports Physician®

Credit for these certifications will appear on the student's transcript. The certificate of completion is presented to the student at graduation.

Student Life

After-Hours Use of Facilities

The use of classrooms for study after regular LRC hours is not encouraged. Use of the building is permitted after 10 p.m. by showing the student identification card to security personnel upon request. However, use of the buildings after midnight is prohibited. Security will lock the computer room at 10 p.m. During the time of final exams, students may use an assigned room for study purposes after midnight. The security guard may request that student identification be shown. Exceptions to this policy may be requested for special consideration through the Office of Academic Affairs.

The Anatomy Lab will be open for studying and tutoring during the hours posted in the Amphitheater and in the Tri 1 and Tri 2 classrooms.

Agreements Between Students and Practice Management Organizations

It is the policy of Logan that students exploring potential relationships with practice management organizations should not commit to any agreement or contract with such organizations prior to the completion of the eighth trimester. Logan strongly urges students to fully explore the contractual implications and obligations of such relationships before entering into any practice management agreement. In accordance with the ethical standards established by Logan, its students and the chiropractic profession, students at Logan are expected to comply with this policy.

In connection with this policy, practice management firms shall be prohibited from soliciting students, distributing materials to students or conducting meetings, discussions or other activities with students on campus without the prior approval of Logan. Violations will be enforced accordingly.

Children on Campus

Children on campus must be accompanied by a parent or legal guardian at all times. Children under the age of 16 (with the exception of pre-approved tour groups) are not permitted in the laboratories. In order to maintain an atmosphere conducive to teaching and learning, children will not be permitted in the classroom during instructional periods. Violations of this policy will be referred to the Office of Student Services for appropriate disciplinary action.

Classroom Recordings

As part of the education and learning experience, students may wish to record lectures and other classroom presentations.

Lectures, notes, handouts and other materials provided to students during their educational experience at Logan, including classroom presentations by Logan faculty and guest lecturers, are normally protected by state common law and federal copyright law.

In order to protect intellectual property rights and observe federal copyright law, Logan has adopted the following guidelines relating to the recording of lectures and classroom presentations. For purposes of this policy, the term “recording” refers to audio recording, both conventional and digital photography, video recording, and recording using any device:

1. Any student wishing to record a class lecture or presentation must obtain the express permission of the faculty member and/or lecturer prior to making any such recording. The faculty member and/or lecturer shall have sole discretion whether to approve or deny the recording request.

2. If the faculty member and/or lecturer deny any student permission to record, the student is prohibited from making any such recording.
3. If the faculty member and/or lecturer grants the student permission to record, the student may make the recording, but is prohibited from reproducing, transcribing, or in any way distributing such recording without written consent of the faculty member and/or guest speaker. This prohibition includes, but is not limited to, providing fellow students with an actual copy of the recording or otherwise making such recording available to students via a Logan-sponsored website or any private website.
4. Students who believe they have a need to record classroom lectures and presentations as a form of an academic accommodation should discuss the need for such accommodation with the Dean of Student Services. An accommodation will be created in line with the specific needs of each individual student.

Violations of this policy will result in disciplinary action, including, but not limited to, referral to the Professional Committee.

Clubs and Organizations

There are a variety of clubs and organizations to get involved with during your educational experience at Logan. Approximately 25 organizations and clubs are recognized by the Student Doctors' Council (SDC) and include social, athletic, adjusting techniques, chiropractic and professional chiropractic fraternal groups.

A club is defined as a fully authorized organization of individuals who meet for a common purpose and whose membership is limited by criteria mutually agreed upon by the members. All clubs must submit a charter to the SDC and the Office of Student Services for approval. This charter shall include criteria for membership, election of officers, amount of dues, name of faculty sponsor, and a statement of purpose. At any time, the charter may be subject to revocation or revision by the administration of Logan. Only those clubs in good standing with the SDC and administration of Logan shall have access to school facilities.

All clubs must have a faculty sponsor willing to accept responsibility for the activities of the organization. The sponsor is expected to be knowledgeable of the charter and all club activities.

While it is the responsibility of the institution to provide students the opportunity to learn, practice and develop adjusting techniques, the establishment of technique clubs poses a unique threat of liability to Logan. It is understood that no adjusting or manipulative procedure shall be performed except under the present and direct supervision of a duly licensed and qualified faculty member and with full knowledge and approval of the club sponsor. Unauthorized adjusting procedures either performed on or off campus shall subject the individual so charged to a hearing before the Professional Committee and possible dismissal from Logan.

Technique clubs will be limited to only those techniques specifically taught at Logan. Membership in a technique club is limited to those students who have fully completed the first two trimesters and have completed (or are currently taking) the technique class at Logan. Any information disseminated or promoted by technique clubs must be consistent with the principles taught in the technique classes at Logan.

New organizations requesting recognition by the school must meet certain criteria under the direction of the dean of student services and the SDC. All clubs must have at least ten members, elect two officers, and abide by the rules of the SDC and Logan. Only active organizations may continue to represent students on

the SDC. All new organizations must fill out the proper forms, available in the dean of student services Office, and be approved by the SDC and the administration.

Domestic Animals on Campus

Domestic animals and pets such as dogs, cats, etc. are not permitted in any Logan buildings at any time. Exceptions to this policy will be made for “personal assistance animals” or guide dogs for disabled individuals. All animals on campus must be leashed and accompanied at all times. Animals found unaccompanied or tied to trees, benches, etc. will be considered abandoned and turned over to St. Louis County Animal Control Officers, in accordance with Chesterfield City Code: Ordinance Nos. 372, 373, 148 and 159. Appropriate notices of this policy shall be posted prominently along drives and walkways on Logan property.

Dress Code

1. Classroom

Logan believes that the institution has an obligation to encourage desirable stands in dress and grooming. The dress code on campus will be respectable and suitable for a professional institution. Approved clothing is as follows:

- All pants or jeans must be free from holes or tears
- Shorts are allowed, cut-offs are not permitted
- Shoes must be worn at all times
- Outer garments must cover all undergarments
- Shirts must be free from holes or tears
- Halter-tops, belly shirts or half shirts are not allowed
- T-shirts are permitted but must not display any sexual messages or insulting comments
- T-shirts may not endorse any alcohol, tobacco or drug products
- Hats may be worn in the classroom
- All clothing must be clean and pressed

This is important in establishing credibility as a doctor, both in the Logan classroom community and in the outpatient community. If you have additional questions or concerns regarding dress code, please contact the dean of student services.

2. Lab/Technique

Lab function dictates dress in the laboratories. All students are required to wear gowns for palpation and adjusting classes.

3. Clinic

The Chiropractic Health Center Handbook outlines the dress, conduct and appearance (e.g., hair length, footwear, etc.) while in the clinics.

Field Day

Field Day is held on the third Wednesday in July and the second Wednesday in October. This event includes interclass competition in a wide variety of sports including softball, volleyball, basketball, track events, tug-of-war, etc. The winning class receives an award for its athletic achievement. There are also student social gatherings that are sponsored by the student body and the Office of Student Services.

Housing

The Office of Admissions keeps an updated file on housing available in the surrounding areas. If changes in housing arrangements are desired, notify the Office of Admissions. The most opportune time to notify of a need for new housing arrangements is six to eight weeks prior to a new trimester.

Intramurals

Intramural (IM) sports are organized with structured leagues, tournaments and contests designed to meet the recreational needs of the Logan community. Students, employees, alumni and spouses are offered the opportunity to participate in IM sports activities as regularly as their interest and time will permit.

Through participation in IM sports, individuals are encouraged to enjoy sports, reduce stress, keep physically fit, meet people and have fun. IM sports emphasize and acknowledge values such as sportsmanship, leadership and teamwork. Oversight of IM sports is the responsibility of the IM sports coordinator and the staff assigned to each contest. Activities offered include: exercise programs, softball, basketball, volleyball, flag football and other activities depending on student interest.

LEEP Program

The Logan Educational Excellence Program (L.E.E.P) is a collaborative student “in-reach” initiative of the Office of Student Services and the SDC that is designed to assist new students with both their academic and social transition into the Logan campus community.

This peer mentoring program calls for newly enrolled Accelerated Science Program students and Doctor of Chiropractic students to be systematically matched with upper-trimester student mentors who are at least three full trimesters (or one calendar year) ahead of their mentees.

Students selected to serve as peer mentors have:

1. Demonstrated outstanding academic performance
2. An outstanding record of student conduct and campus leadership, and
3. Been hand-selected to serve as peer mentor in this program.

Lockers

Lockers are issued by request via the Office of Student Services. Registration of these lockers is done each trimester. Locks will be removed from all unregistered lockers after a notice has been issued allowing sufficient time for registration. Students must supply their own locks. Locks must be maintained on all lockers or they will be reassigned.

Lost and Found

The lost and found repository is in the Security Office located in room 104, which is located in the main lobby of the administrative building next to the reception desk. Logan is not responsible for lost, damaged or stolen articles. Students are requested to use their assigned lockers for proper storage of books and personal items. Students are advised to remove all personal items from the classroom at the end of the school day, or when the room is not in use.

Reserving a Room

Students are encouraged to use the Logan campus for studying, athletic endeavors and special interests such as clubs, and functions associated with clubs. Any such activity must be planned and scheduled at least one month in advance. A staggered time period one day per month may be utilized for an all-school activity or assembly. Activities associated with these endeavors are scheduled by filling out an Activity Form in the Office of Student Services that may be subject to Cabinet approval. Other guidelines apply:

1. Student food-related fundraisers are limited to no more than two per month during cafeteria operating hours, unless approved by the dean of student services or designee and the Food Services Consultant, Inc. Representative. Refer to Cafeteria/Fundraising Procedures available in the Office of Student Services, Room 147.
2. An Activity Application Form and the Addendum to the Activity Application Form for Food-Related Fundraisers must be approved by all designated parties at least five business days before the fundraising event is to take place.
3. The Activity Application Form and the Addendum to the Activity for Alcohol Events must be submitted at least 15 business days before the event is to take place. Refer to the Policy Regarding the Use of Alcohol at Logan Events available in the Office of Student Services, Room 147.
4. The vice president of enrollment management approves the promotion of events and news on the Four Winds Digital Signage System located throughout the Logan campus.
5. All student clubs and organizations must be approved by SDC and the Office of Student Services in order to be officially recognized and to use Logan facilities/resources. Student representatives of prospective clubs/organizations must complete the Club/Organization Application Form available in the Office of Student Services, Room 147.
6. Any Activity Application Form for an activity requiring physical set up must be submitted at least five business days before the event is to take place.
7. Any Activity Form for an activity not requiring physical set up must be submitted at least two business days before the event is to take place.
8. The Activity Application Form and the appropriate Guest Speaker Request Form for events including a guest speaker must be completed at least 30 days before the event is to take place.
 - a. Flyers or posters for an event must be approved before posting.
 - b. The SDC Leadership must supply the Office of Student Services each trimester with the following information:
 - i. List of all SDC Elected and Appointed Officers
 - ii. List of all Class Officers
 - iii. List of all Clubs and Club Officers
 - iv. Schedule of Proposed Fundraising Dates for Trimester
 - v. Schedule of all SDC alcohol events for the Trimester

Logan facilities, with the exception of laboratories, are available to students for independent use on a fee basis. Requests are made to the dean of student services for approval. Requests may be referred to the President's Cabinet for consideration.

School Colors

The school colors of Logan are Havilland blue and white.

Student Center

The Standard Process® Student Center includes both recreation and relaxation areas, the SDC offices and Testing Center. It features a mezzanine level with natural light throughout the space. The center's amenities

include a television lounge, game room, collaborative study tables, computer kiosks with internet access, meeting rooms, and Charlie's Grab 'n Go, which features an assortment of food and beverages. The game room features Ping-Pong, air hockey, foosball, billiards and several flat screen televisions. Wireless access is provided throughout the Center.

Student Government

SDC is the governing body for the students at Logan. The elected officers consist of a president, vice president, treasurer, secretary and parliamentarian. The term of office is two trimesters and elections are held during the last month of the term of office. The elected officers, along with the SDC Standing Committee Chairs, make up the SDC Executive Board. The SDC also includes two representatives (usually the president and vice president) from each of the student organizations and classes, which have been approved as voting members. There are four SDC Standing Committees, which any interested student is encouraged to join. They are Academic Affairs, Student Affairs, Elections and Student Services. The SDC also has the responsibility of selecting suitable representatives to sit on the various school committees.

The student body and all student groups are organized under the auspices of SDC. SDC oversees all student clubs and organizations and serves as the official voice of the students to all Logan administrators. Each class and student organization has representatives who attend the SDC meetings. Visitors are welcome at the weekly meetings held every Tuesday during the trimester at 11:05 a.m. The meeting location is announced at the beginning of each trimester.

Student Honor Code

Logan has long recognized that professional growth and development of students is central to its educational purpose. Consequently, Logan seeks to provide all students with an environment conducive to professional growth, academic achievement, individual responsibility, and respect for the rights and privileges of others. Conduct as a student and doctor in training often bears on or is related to ultimate professional suitability. Logan takes very seriously any misconduct or unprofessional behavior of its students. Therefore, Logan administration, the faculty, and the student body have adopted this Honor Code.

The Honor System: General Principles

The purpose of the Honor Code shall be to foster ethics and professionalism among the Logan community. Honor and integrity are very important to the students and Logan. Logan has established and will maintain an environment where individual integrity and responsibility are required.

The ultimate responsibility for the success of a professional and ethical code of conduct rests on each individual student's commitment to abide by the Honor Code. This commitment includes intolerance for violations of the Honor Code by fellow students.

If a student is charged with a violation of any local, state, or federal law and the student's conduct involves a violation of the Honor Code, Logan will review the matter and decide upon disciplinary action independently of any governmental, administrative, or civil proceedings. Logan reserves the right to take disciplinary action against a student if the Professional Committee determines there has been a violation of the Honor Code, even if the governmental bodies decide not to prosecute.

I. Article I: SDC Honor Committee

The SDC Honor Committee shall be created. The purpose of the SDC Honor Committee shall be to maintain awareness of issues concerning the integrity and enforcement of the Honor Code. The responsibilities of the SDC Honor Committee shall generally include:

- Periodic meetings to discuss relevant Honor Code issues;
- Acting as a liaison between students and the Professional Committee as requested and/or required;
- Offering students' input and perspectives to faculty committees concerning issues relevant to the Honor Code and ensuring that students' interests are represented in administrative policies and procedures as they pertain to issues of integrity and professionalism;
- Assisting the Office of Admissions in explaining the Honor Code to new students (including addressing each new Trimester 1 class on Orientation Day) and having incoming students sign an acknowledgement of receipt and understanding of the Code, which acknowledgment shall remain as a part of each student's permanent file;
- Disseminating reminders of the Honor Code through student publications and other available means; and
- Acting as a role model for the student body.

II. Article II: Violations of the Honor Code

Logan has established policies and procedures designed to protect the integrity of the academic community and the profession, foster respectful communications among members of the Logan community, and prevent unprofessional and disruptive conduct. However, Logan cannot list every behavior that may be deemed a violation of the Honor Code. Accordingly, the Code seeks to describe generally, what constitutes improper or unprofessional behavior. The Code is not intended as an exhaustive list of all behaviors, which could be deemed Honor Code violations. Honor Code Violations generally include, but are not limited to, the following behavior or conduct:

General Misconduct

1. Disruptive conduct or conduct that harms Logan's reputation (both on- and off-campus). Disruptive or conduct that harms Logan's reputation includes, but is not limited to, conduct that substantially damages Logan's reputation or relationship with another entity or individual, substantially or repeatedly interferes with a faculty member's ability to teach or a student's ability to learn, threatening, breaches the peace or incites others to breach the peace, or violates a state or federal law.
2. Theft, vandalism or property damage;
3. Violation of Logan's Prohibited Weapons Policy;
4. Theft or other abuse of Logan's information technology: theft or other abuse of information technology includes, but is not limited to, unauthorized entry into a file; unauthorized use of another individual's identification and password; use of information technology to interfere with the normal operations of Logan; and violation of the terms of Logan's Acceptable User and Electronic Mail Policy Agreement;
5. Belligerence or insubordination to a faculty member, administrator or staff member;
6. Treating or attempting to treat a fellow student or other person, except when authorized to do so in a Logan clinic setting under the supervision of a licensed staff chiropractor or in a teaching setting under the supervision of a licensed staff chiropractor;
7. Allowing another student to treat you or attempt to treat you, except when the other student has been authorized to do so in a Logan clinic setting under the supervision of a licensed staff chiropractor or an authorized teaching setting under the supervision of a licensed staff chiropractor;
8. Failure to follow the Missouri Chiropractic Licensing Act, Chapter 331 of the Missouri Revised Statutes and the Board of Chiropractic Examiners Regulations regarding the

- practice of chiropractic, including those describing legally permitted and appropriate procedures regarding diagnosis and treatment of patients;
9. Violation of Logan's Anti-Discrimination and Harassment Policy;
 10. Hazing;
 11. Unprofessional conduct;
 12. Violation of federal laws regulating the duplication of copyrighted materials;
 13. Violations of the Student Handbook, Chiropractic Health Center Handbook or Academic Catalog;
 14. Dishonesty in any proceeding under the Student Honor Code;
 15. Refusal to cooperate in a Student Honor Code investigation or proceeding; and
 16. Violation of Logan's HIPAA policy.

Academic Misconduct

1. Cheating;
2. Plagiarism;
3. Dishonesty in any form, including lying, furnishing false information, forgery, alteration, falsification or any unauthorized use of Logan documents, academic or other official records, including, but not limited to papers, examinations, registration, financial aid materials, application forms, reports, forms, checks or clinic records;
4. Buying or selling an examination or other instrument intended for ranking and evaluation without authorization;
5. Acting as a substitute for another person or using another person as a substitute in any academic evaluation process;
6. Knowingly permitting one's work to be submitted or reproduced by another person without the faculty member's permission; and
7. Collaboration on coursework without the faculty member's permission.

Inappropriate Test-Taking Behaviors

Certain behaviors are considered inappropriate during the administration of a test or other measure intended to assess student progress or performance (examination, quiz, practical, etc). Faculty members or proctors who believe that such misconduct has occurred may: a) immediately terminate the test of the individual(s) involved; or b) permit the individual(s) involved to complete the examination and ask the individual(s) to report to the dean of student services at the conclusion of the examination. In either circumstance, faculty members and/or proctors must complete an incident report that identifies the individual(s) engaged in misconduct and submit the report to the dean of student services. The following conduct is prohibited during testing and assessment:

1. Speaking to another student while the examination is in progress;
2. Copying from or attempting to copy from another student's examination;
3. Possession of personal belongings other than the test materials and writing instrument in the vicinity of the test;
4. Possession of a personal digital assistant, cellular phone, and/or beeper during the examination period;
5. Use of laptops, textbooks, calculators and/or notes without prior authorization from the course faculty member;
6. Unauthorized use of headphones;
7. Talking, tapping fingers or making other distracting noises and/or gestures that may be interpreted as signaling;

8. Beginning an examination prior to the announced commencement of the examination period; and
9. Continuing to work on an examination after the announced conclusion of the examination period.

III. Article III: Reporting Violations of the Student Honor Code

Any member of the Logan community who has reason to believe that a student has violated the Honor Code may file charges against that student. The charges shall be prepared in writing and submitted to the dean of student services. The written charges shall specify the conduct forming the basis of the allegation(s), the date(s) upon which the misconduct took place, and those provisions of the Honor Code that the student has allegedly violated. If applicable, any documentary or other tangible evidence relevant to the charges should be attached to the charge. Charges shall be submitted as soon as possible, but in no case later than 30 calendar days after the event takes place.

IV. Article IV: Preliminary Student Disciplinary Procedures

The following section addresses the procedures applicable to the filing and consideration of alleged violations of the Student Honor Code:

A. Suspension Pending Investigation

In the event that a complaint suggests a threat to the safety or welfare of members of the Logan community and/or patients of the Logan University Chiropractic Health Center(s), the accused student may be placed on an interim immediate suspension pending investigation and determination of the charges. The student will not be allowed to return to campus until a hearing takes place before the Professional Committee. The dean of student services, a Logan vice president or the clinical chief of staff may recommend immediate suspension pending investigation. The president (or the president's delegate) must concur with this recommendation for its implementation to occur.

B. Time Limits

Any time limits within this code may be altered for good cause. In the event the dean of student services and/or Professional Committee determines that good cause exists to alter the time limits set forth below, the dean of student services and/or Professional Committee shall send this recommendation to the president. The president may accept, reject or otherwise modify the recommendation in his/her sole discretion.

C. Report of Student Misconduct and Investigation

- a. All charges of violation of the Student Honor Code shall be filed with the dean of student services. Within (2) two business days of receipt of the charge, the dean of student services will begin an investigation of the charges.
- b. As a part of his/her investigation, the dean of student services shall interview, without undue delay and in the following order:
 - i. The accuser;
 - ii. Persons other than the accused who might have been a part of, or witness to, the alleged violation; and
 - iii. The accused.
- c. The investigation shall include collection of all available physical and documentary evidence pertaining to the violation.

- d. At the conclusion of the investigation, the dean of student services will prepare a written report detailing the investigation. The dean of student services' investigation and report shall be completed within ten (10) business days of the receipt of the charge. After investigation and completion of a written report, the dean of student services may: a) render appropriate disciplinary action; or b) elect to refer the charge to the Professional Committee for a hearing. If the dean of student services elects to refer the charge to the Professional Committee, Article V, Proceedings Before the Professional Committee, shall apply.
- e. In a case where the dean of student services makes a decision and renders disciplinary action without referral of the matter to the Professional Committee, the dean of student services shall provide the accused with a summary of the investigation report and disciplinary action as soon as possible, but in no event later than fourteen (14) business days after receipt of the initial charge. The accused may appeal the dean of student services' recommendation to the Professional Committee within seven (7) business days of the dean of student services' decision. Failure to appeal the dean of student services' decision within the prescribed period will result in the dean's decision being deemed final, and there shall be no further appeal of such decision.

V. Article V: Proceedings before the Professional Committee

- A. Composition of the Professional Committee—The Professional Committee is composed of a Chairperson, three faculty representatives, and three student representatives.
- B. The Chairperson is appointed by the Vice President of Academic Affairs.
- C. Election of Faculty and Student Representatives—Faculty representatives shall be elected by the Faculty Council at the beginning of each academic year according to the By-Laws of the Faculty Council.
 - Student representatives shall be elected by the student body at the beginning of each academic year. In order to be eligible for election as a student representative:
 - 1. must be registered for at least three credit hours and enrolled in a degree-granting program;
 - 2. must have made satisfactory academic progress and be in good academic standing;
 - 3. may not have any disciplinary record or probation of any kind; and
 - 4. may not be an officer in the Student Doctors' Council.
- D. Substitution of Professional Committee Members—In the event that a student representative is unable to serve on a particular hearing, the SDC President or SDC Vice President will appoint a substitute representative. Should a faculty representative be unable to serve on a particular hearing, a suitable replacement will be appointed according to the By-Laws of the Faculty Council. If any other member of the Professional Committee is unable to serve on a particular hearing, the Professional Committee Chairperson may appoint an appropriate replacement.
- E. Recusal for Conflict of Interest—If the alleged Honor Code violation personally involves any member of the Professional Committee or otherwise presents a potential conflict of interest, the Professional Committee member shall recuse him or herself, and a substitute representative will be appointed pursuant to the policy set forth above.
- F. Proceedings Before the Professional Committee
 - 1. In circumstances under which the Dean of Student Services elects to refer a Charge to the Professional Committee, s/he is responsible for convening the Committee as soon as possible, but in no event later than fourteen (14) business days following receipt of the initial charge.
 - 2. The Dean of Student Services shall provide Professional Committee members with a copy of the charges filed against the accused along with his/her written investigation report.

The written charges must include the nature of the alleged violation(s), the time and place of the alleged misconduct, and, under most circumstances, identity of the accuser. If the Professional Committee (or the Dean of Student Services) determines that the accuser(s) would be unduly put at risk by divulgence of their identity, the Professional Committee may elect to keep the accusers' identity confidential. However, the accuser may never be excused from the requirement of having his/her identity made known to the Professional Committee.

3. Once the charge has been distributed to the Professional Committee, the Dean of Student Services shall set a time and date for the hearing.
4. The Professional Committee Chair (or the Dean of Student Services) shall notify the accused of the time, date, and location of the hearing.
5. The accused has the right to bring one person of his/her choosing to observe the Professional Committee hearing. This observer is not permitted to participate in proceedings before the Professional Committee and may be asked to leave if s/he disrupts the proceedings. Professional Committee proceedings are not legal proceedings, and no attorneys will be permitted to serve as observers or otherwise be present. The observer may not testify in the proceedings nor may this person perform any role other than as silent supporter of the accused.
6. The Professional Committee will call the accuser and all material witnesses.
7. The accused may call only relevant and material witnesses on his/her behalf to the Professional Committee. The Professional Committee has the right to exclude or limit the number of character witnesses as it sees fit.
9. The Professional Committee may consider only the specific charges against the student.
10. After due process and thorough review of the allegations against the accused, the Professional Committee shall vote as to whether it believes there is reasonable evidence and cause to believe that the accused has violated the Student Honor Code. Final disposition of this matter is by majority vote of the Professional Committee members. In the event of a tie vote, the Professional Committee Chairperson, who normally does not vote on this matter, shall break the tie.
11. Following the review of the alleged complaint and a subsequent majority determination that the accused has violated the Student Honor Code, the Committee shall then consider the appropriate sanction. Final disposition of the appropriate sanction(s) is by majority vote of the Professional Committee members. In the event of a tie vote on the issue of sanctions, the Professional Committee Chairperson, who normally does not vote on this matter, shall break the tie.
14. A student who wishes to contest the Professional Committee process may do so by sending a letter of appeal to the Vice President of Academic Affairs within ten (10) calendar days of being notified of the decision.. The ten-day notification period shall be determined from the date upon which Logan sends the student written notification of its decision. Please be advised that a student may only contest the process of the professional committee hearing e.g.,time limits, reasonable notification to appear, etc., but may not appeal the decision of the Professional Committee. The decision of the Vice President of Academic Affairs is final.
15. A student who is deemed by the Vice President of Academic Affairs and/or the Dean of Student Services to be unduly belligerent and/or disruptive to other members of the Logan community will be suspended immediately and will not be allowed to return to campus until a hearing takes place before the Professional Committee.

VI. Article VI: Sanctions

A. The following sanctions may be imposed for violations of the Student Honor Code:

1. Expulsion—Permanent separation from Logan
2. Indefinite Suspension—Suspension from Logan with the opportunity to apply to the Readmissions Committee after a specified period of time
3. Definite Suspension—Suspension from Logan for a definite period of time and/or until specified terms or conditions are met
4. Professional Probation—Probation for a definite period. A student on professional probation:
 - a. may not serve as a class or SDC officer;
 - b. is not eligible to participate in a preceptorship or to represent Logan in a professional capacity, including, but not limited to off-campus events; and
 - c. is not eligible for the Dean's List or Honor Roll, or specific Logan scholarships, awards, on-campus employment, participation in the Chiropractic Health Center Consultants Program or specified satellite rotations.
5. Written Warning or Reprimand
6. Prohibiting or restricting access to and/or use of Logan facilities and services
7. Monetary or other restitution
8. For misconduct related to coursework:
 - a. Failure of a course or examination;
 - b. Change of grade in course;
 - c. Suspension of Health Center privileges.

Logan reserves the right to impose sanctions other than those specifically enumerated above, depending upon the nature of the violation.

B. Factors Relevant to the Imposition of Sanctions

As a rule, the Honor Code does not require the imposition of any particular sanction or range of sanctions. However, under some circumstances, a mandatory or automatic penalty for violating Logan policies and procedures may be set forth in the Student Handbook, the Faculty Handbook or the Chiropractic Health Center Handbook. In situations under which the penalty for violation of Logan policies or procedures has been set forth in the Student Handbook, the Faculty Handbook or the Chiropractic Health Center Handbook, the Professional Committee must impose the prescribed penalty; however, the Professional Committee has the authority to impose penalties in addition to the prescribed penalty if it deems additional sanctions are appropriate.

The appropriate sanction(s) in a particular case will depend on the circumstances of the case and the nature and severity of the violation. The following factors are relevant in determining the appropriate sanction(s) for student misconduct:

1. Precedent
In determining the imposition of sanctions, the dean of student services and/or the Professional Committee should consider the sanctions imposed against other students for prior commissions of the same or similar misconduct. Unless the facts and circumstances surrounding the violations differ significantly, the penalties imposed for the same or similar Honor Code violations should be consistent.

2. Nexus to Professional Standards
The Committee may consider whether the student's conduct is consistent with the character and fitness required to practice chiropractic as determined by reference to statutory law governing the practice of chiropractic.
3. Faculty Member's Recommendations
If student misconduct is connected to coursework or classroom conduct, the Committee may consider any recommendations made by the faculty member responsible for conducting the course in which the misconduct occurred.
4. The Presence of Aggravating Factors
The following factors may be considered "aggravating" factors that justify imposition of punishment harsher than the customary or usual sanction(s):
 - a. Prior Disciplinary Events: Evidence that the student has received disciplinary counseling prior to the current violation.
 - b. Premeditation: Evidence that the student engaged in extensive planning in order to commit the misconduct.
 - c. Patient health, safety, or welfare: Conduct that compromises or has the potential to compromise patient health, safety or welfare.
 - d. Patient Privacy: Conduct that compromises or has the potential to compromise patient privacy and/or protected health information.
 - e. Discriminatory motive: If a student, in engaging in conduct found to be in violation of this Honor Code, is also found to have intentionally directed the conduct towards a person or group because of the race, color, religion, age, national origin, disability, gender or veteran status of the targeted person or group, that discriminatory motive is an aggravating factor.
 - f. Threat to Reputation or Integrity: Conduct that presents a legitimate threat to the reputation and/or integrity of another student, faculty member, or Logan.
 - g. Failure to Accept Responsibility: Attempts to implicate other students, faculty members, staff or other members of the Logan community in order to avoid detection or deflect blame and/or a general failure to accept responsibility for the misconduct.
 - h. Failure to Cooperate: Attempts to cause unreasonable delays for processes and hearings under the Student Honor Code and/or demonstration of a pattern of non-cooperation with the process.
 - i. Attempts to Influence the Outcome of Student Honor Code Proceedings: Evidence that the student threatened the accuser, witnesses, or others involved in Honor Code proceedings.
 - j. Attempts to Avoid Detection and Blame: Evidence that a student actively attempted to conceal the misconduct in question.
5. The Presence of Mitigating Factors.
The following factors may be considered "mitigating" factors that justify imposition of punishment lesser than the customary or usual sanction(s):
 - a. Attempts to Remedy the Violation: Evidence that the student took immediate steps to remedy and/or address his or her misconduct.
 - b. Lack of intent to deceive and/or harm: Evidence that the student's misconduct did not indicate intent to deceive or harm members of the Logan community.

- c. Acceptance of responsibility and expression of remorse: Evidence that a student has accepted full responsibility for his/her misconduct and has expressed genuine remorse for his/her actions.
- d. Full Cooperation with Honor Code Proceedings: Evidence that the student fully cooperated with Honor Code proceedings and demonstrated respect for the process.
- e. Record of Service to the Logan Community: A demonstrated commitment to serve the Logan community with honesty and integrity.

VII. Article VII: Reconsideration

Generally, the Professional Committee will not entertain any student request for reconsideration once the decision process and hearings have taken place. In the event new and substantial evidence becomes known, a student may submit a written statement detailing the new evidence to the President. The President has the authority to grant or reject the request. In his/her sole discretion, the President may consult with the Professional Committee in determining the propriety of reconsideration. The filing of a frivolous request for reinstatement unsupported by any new and substantial evidence may be deemed an Honor Code violation, as it indicates the student's refusal to accept the decision of other members of the Logan community.

VIII. Article VIII: Bylaws and Amendments

Logan may amend this Honor Code at any time without notice. A proposed amendment may be initiated by the students through a Motion to Amend brought forth and seconded in the SDC. Such amendment will be deemed passed when two-thirds of the student population votes affirmatively in favor of the amendment in an all-school vote. The student population shall be defined for purposes of this code as the number of students enrolled in the Accelerated Science Program/undergraduate courses, Doctor of Chiropractic (Trimester 1-9), and the Master of Science in Sports Science and Rehabilitation Program and Master of Science in Nutrition and Human Performance Program. Notification on the vote of any amendment must precede the vote date by at least seven days in order that ample time will be allotted to review and discuss the amendment. Votes on amendments will take place at a time and place that are reasonably convenient for all members of the student body and may never conflict with breaks, academic holidays, or all school final exam weeks. Amendments approved by a majority of the student body must be submitted to the Faculty Council and the Professional Committee for approval. The recommendations of the Faculty Council and the Professional Committee shall be made to the president, who shall have the final authority regarding such an amendment. Further amendments to the Honor Code may also be initiated by the faculty of the Professional Committee and forwarded to the student body for approval, prior to final consideration and approval or rejection by the President.

Testing Services

Make-up examinations are given at the discretion of the faculty member, but will not be given during another faculty member's class time. Exams may be scheduled through Student Services. Proper documentation is mandatory. Make-up exams are taken in the Testing Center located in the Student Center. A student is not eligible to take the examination without the faculty member's signature.

Tutoring

In an effort to be responsive to students' individual needs and to provide appropriate services so students can gain the confidence essential to their success, the Office of Student Services offers tutoring at no cost.

Students may choose from group tutoring, individual tutoring or both. All students may receive two (2) hours per week per course of free specialized tutoring in addition to the large group tutoring sessions that are available.

1. Group Tutoring

Anyone can attend group-tutoring sessions at any time. All students are encouraged to attend group tutoring throughout the semester to supplement what is learned in the classroom. Check your class bulletin boards or go online to the Student Services section of the Logan website for class availability, times and locations.

2. Specialized Tutoring

Individual or self-selected groups who wish to take advantage of a more personalized tutoring experience are encouraged to participate in specialized tutoring. Select either one-on-one sessions or find one to two additional people you know you can study well with and take advantage of this opportunity to learn from classmates and a tutor on a more personalized level. Specialized tutoring is offered on a limited basis and you must make an appointment. Visit the Office of Student Services (Room 147) to take advantage of this type of tutoring.

3. Open Laboratory Tutoring

Gross Anatomy, Spinal Anatomy, Basic Technique and Diversified Technique are tutored in open laboratory situations that occur during posted times at no cost to the student.

For information on becoming a tutor, please contact the Office of Student Services.

Wellness Center

The William M. Harris Sports/Wellness Complex includes indoor facilities: this includes a fitness center with cardiovascular and weight equipment along with the office of the director of sports and activities. Outdoor facilities include a basketball court, tennis court, two sand volleyball courts, pavilion, softball and soccer fields and an asphalt track.

Athletic programs, headed by the director of sports and activities, include on-campus intramural competition along with club and community-level league participation. Programs offered vary according to student interest.

Students may check out equipment at the front desk by showing their Student ID. A fine may be imposed if equipment is lost, damaged, or returned late.

All group requests to use the Sports/Wellness Complex facilities must be submitted to the director of sports and activities or the Office of Student Services for approval and calendar scheduling. Unscheduled events are not permitted and violators of this policy may be subject to removal from the building or fields.

Work-Study Program (Federal and Non-Federal)

The Work-Study Program is available to undergraduate, master's and Doctor of Chiropractic students based on Logan's business needs. Federal work study is available only to students who show financial need. Pay ranges from minimum wage to \$10 per hour. Students are allowed to work up to 20 hours per week and may not work during scheduled class times. Students will be paid on a bi-weekly basis. Please see the Office of Financial Aid to determine your federal eligibility and to pick up the application/information packet.

Other Job Opportunities – There is a bulletin board in the hallway by the cafeteria that posts various other job opportunities at Logan and in the local area. Jobs are posted for 30 days or until filled.

